



FY 2018 CDBG REQUEST FOR QUALIFICATIONS (RFQ) Frequently Asked Questions (FAQ)

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RFQ Responses Due: Friday, November 18, 2016, at 3:00 p.m. (PST) (no exceptions)

RFQ-Related Questions

- 1. Why does an organization need a DUNS number to respond to the RFQ?**
A DUNS number is required by the federal government, and CDBG funds are provided to the City by the U.S. Department of Housing and Urban Development (HUD). Only RFQ responses with a unique DUNS number will be accepted. For example, an organization with an affiliate may not submit multiple RFQ responses—one for the organization and another for its affiliate—using the same DUNS number.
- 2. Can the “Create Your Signature” box be completed prior to the time our organization is ready to certify and submit the RFQ response?**
No. All required fields must be completed before you can “Create Your Signature.”
- 3. Once created, can the RFQ electronic signature be saved for the RFP process?**
No. The RFP may be released through a new system; therefore, the signature cannot be saved.
- 4. Are separate RFQ submittals required if the organization plans to submit multiple proposals during the RFP process?**
No. Only one RFQ submittal is required per organization, regardless of the number of proposals planned to be submitted by the organization later during the RFP process. The RFQ submittal is related to the qualifications of the “organization.” Please note that, within this context, *organization* refers to each separate and independent entity that has its own unique DUNS number.
- 5. SeamlessDocs appears to allow an organization to complete and submit more than one RFQ response (each with its own unique identification number) using the same log-in credentials. Can an organization with an affiliate use the same log-in credentials to submit its RFQ response and its affiliate’s RFQ response?**
No. The City will only accept the first RFQ response submitted per log-in credentials. If both an organization and its affiliate want to submit RFQ responses, then each one must submit separately using its own separate log-in credentials and entering unique (not shared) DUNS numbers.

- 6. When determining the maximum funding request threshold, is there a period of time the City requires applicants to have maintained the “cash on hand” balance? In other words, does the “cash on hand” balance need to be “seasoned” or have been held in an account for a certain length of time?**

No. The calculation of an organization’s maximum funding request threshold will be determined solely by multiplying fourfold the Audited Financial Statement Cash Balance (as listed in the submitted Audited Financial Statements or Single Audit document). Organizations will not be required to submit additional cash balance documentation for the RFP process. Please note that the Audited Financial Statements or Single Audit document required as part of the FY 2018 RFQ submittal must represent the most current completed fiscal year with an end date of June 30, 2015, or later.

- 7. What are the common RFQ disqualifiers?**

The common disqualifiers include the following:

- Incomplete or incorrect [Audit Certificate of Compliance Form](#);
- Single Audit, when required, was not submitted or did not meet all requirements;
- Audited Financial Statements were not submitted or did not meet all requirements;
- Maximum Funding Request Threshold did not meet minimum allocations required by Council Policy [700-02](#);
- DUNS number was not active in [SAM.gov](#) system; and
- Organization had a negative status with the State of California.

- 8. Is the upcoming CDBG RFP process only for the period of June 2018 to July 2019? When does the 5-year planning cycle start? Can an organization join the grant request process in any year or only at the beginning of the 5-year plan?**

This RFQ process and the upcoming RFP process pertain to projects starting implementation on July 1, 2017, and ending either June 30, 2018, or December 31, 2018 (depending on the project type). The City of San Diego’s current [Five-Year Consolidated Plan](#) runs from FY 2015 through FY 2019 (i.e., July 1, 2014, through June 30, 2019). Planning for the next Consolidated Plan will begin in earnest in Calendar Year 2018. A separate RFQ/RFP is released for each fiscal year (which runs from July 1 through June 30). An organization can respond to an RFQ/RFP during any fiscal year.

- 9. Have there been organizations that have applied for CDBG funds on behalf of another organization in the process of obtaining its nonprofit status?**

No. The practice of one organization submitting an RFQ/RFP response on behalf of another organization is not permitted under the City’s CDBG RFQ/RFP process. The expectation is that the organization submitting the RFQ response and deemed qualified intends to submit an RFP response for projects to be carried out directly by that qualified organization to meet the appropriate CDBG National Objective. RFQ responses submitted by fiscal agents on behalf of a newly established nonprofit organization are not permitted.

- 10. My organization is currently receiving CDBG funds. Does my organization need to submit an RFQ response again at this time for future funding opportunities?**

Yes. If your organization plans on responding to the FY 2018 RFP in January 2017 for FY 2018 funding consideration, your organization must submit an RFQ response at this time to be requalified. Current CDBG funding subrecipients are not prequalified.

RFP-Related Questions

11. How can we find out if our area qualifies for CDBG?

To determine the Census Tract Block Group for your address, please visit the American Fact Finder website at: <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>. You may also visit the American Community Survey 5-Year 2006–2010 Low- and Moderate-Income Summary Data page of HUD Exchange at the following link for more information: <https://www.hudexchange.info/programs/acs-low-mod-summary-data>.

12. Will applicants be allowed to submit more than one RFP response under the same or different categories?

Yes. Applicants will be allowed to submit separate RFP responses for individual projects under the same or multiple categories. However, the same RFP response cannot be submitted multiple times under different categories.

13. Will an organization only be able to apply on a one-time basis for each category?

No. Organizations may submit multiple (distinct) project proposals under the same RFP category and may also submit an RFP response under the same category in subsequent fiscal years. For example, organizations funded in FY 2017 under the Public Services category will be allowed to submit an RFP response for the same project in FY 2018, so long as there is a new service being provided or a quantifiable increase in the level of an existing service.

14. Are there matching fund requirements?

No. The FY 2018 CDBG RFP will not include a match requirement. However, it should be noted that the FY 2018 Scoring Criteria will include a range of points awarded based on the leveraged/secured funding confirmed at FY 2018 RFP submittal. Additional details about the leveraged/secured funding points available in the scoring criteria will be made available during the RFP process. In general, leveraged/secured funding must represent a specific dollar amount committed and documented as available to complete project activities (i.e., direct client services; completion of construction activities).

Leveraged/secured funding does not include: lines of credit; funds expended prior to July 1, 2017; in-kind support/match; future pledges; or options to renew funding. Organizations should be prepared to provide supporting documentation of leveraged/secured funding as part of the FY 2018 RFP submittal.

15. Can an organization leverage federal grant funds?

Other federal funds and/or internal organization funds may be considered leveraged funds, so long as the funding represents specific dollar amounts committed and available for expenditure by the proposed CDBG project to support completion of project activities during the FY 2018 period.

16. Our corporate headquarters are located in Orange County. If services are delivered by our organization in San Diego, can we still apply for City of San Diego CDBG funds?

Your organization's headquarters are not required to be located in the City of San Diego in order to apply for City of San Diego CDBG funds. CDBG-eligible services that meet a National Objective must be provided to City of San Diego residents in order to receive CDBG funds.

17. What are the six communities identified by the City of San Diego as high-need areas and populations?

The Community Development Division's [Geographic Targeting](#) initiative identified six Community Planning Areas as high-need areas and populations based on a number of indicators. These six Community Planning Areas are: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern San Diego, and City Heights. Projects are not required to be located in these areas. However, additional points may be available to applicants successfully responding to Geographic Targeting questions in the RFP process. Applicants should be able to describe the ways in which the proposed project would benefit these geographically targeted areas. Organizations may cite collaborative efforts with local non-profits within those geographic boundaries, specific resources and/or services deployed within those boundaries, or targeted outreach and educational efforts to residents of those areas.

18. How does the City determine who falls into the low- and moderate-income (LMI) category?

Low- and moderate-income eligibility determinations are based on the most current CDBG Income Limits issued by HUD. Documentation of the size and annual income of the family are taken into consideration. Information on the most recent CDBG Income Limits will be made available when the FY 2018 RFP is released.

19. What proof of income will be required?

Depending on the type of project proposed in the RFP process and on how the project proposes to meet the CDBG program National Objective, organizations may be required to obtain documentation regarding the income of all persons over 18 years of age living in the home to be served. Documentation of income must be obtained for each client prior to providing services utilizing CDBG funds. Income includes: gross wages, Social Security payments, retirement, disability, alimony, child support, and unemployment. Income does not include food stamp assistance or lump sum payments, such as insurance settlements. Occasional overtime is excluded, but regular overtime is included. If applicable, documentation may be required showing that the project exclusively serves a segment of the population presumed by HUD to be LMI persons (abused children, battered spouses, elderly persons at least 62 years of age, adults meeting the definition of severely disabled, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers). Presumed benefit does not apply to Microenterprise Assistance activities or Housing activities.

20. Can you provide clarification on the purpose of the Challenge Grant?

The intent of the Challenge Grant category is to allow organizations to apply for CDBG funds in the Public Services category to serve a specific population or theme. There will be four Challenge Grant subcategories in the FY 2018 RFP process: 1) Youth Services (ages 14–24); 2) Veterans Services; 3) Financial Literacy; and 4) Social Enterprises. Organizations seeking funding for existing projects that do not result in a new, expanded, or innovative delivery of services within these four (4) Challenge Grant subcategories will need to apply under the general Public Services category.

21. Under the Youth Services Challenge Grant subcategory, the listed age group is 14–24 years old. If an organization's project serves youth younger than 14, does that mean the organization does not qualify to submit a Challenge Grant RFP response?

Correct. Your organization should instead submit an RFP response under the Public Services category.

22. Our organization provides services to families of veterans. Will our organization be able to apply under the Veterans Services Challenge Grant subcategory?

No. If your organization provides services only to family members of veterans, the RFP response for those services will have to be submitted under the Public Services category. Organizations submitting an RFP response for the provision of services to both veterans and family members would also submit under the Public Services category. Under the Veterans Services Challenge Grant subcategory, the target population to be served is as follows: Low- to moderate-income (LMI) veterans who served in the armed forces of the United States on federal active duty for reasons other than training and were discharged or released therefrom. People who served in the National Guard or Reserves are classified as veterans only if they were called or ordered to active duty, not counting the four to six months for initial training or yearly summer camps. Service as a civilian employee or civilian volunteer for the Red Cross, USO, Public Health Service, or War or Defense Department are not considered active duty. For Merchant Marine service, only service during World War II is considered active duty, and no other period of service is.

23. If there is a \$1 million budget for the Challenge Grant category and there are four different subcategories, does that mean the maximum amount that can be requested is \$250,000 for each subcategory?

No. The estimated \$1 million budget is for the entire Challenge Grant category. The Challenge Grant subcategories merely convey the specific populations or themes the City wants to support with the \$1 million and do not have a bearing on how that budget will be distributed. Distribution of the total budget will be a function of both the types of projects proposed and the scoring/ranking of the eligible projects by the Consolidated Plan Advisory Board. There are no maximum request limits set for any of the RFP categories (although, of course, grant limits are set by the available budget).

24. Does roof replacement qualify under the Sustainability Rehabilitation category?

Yes, provided your organization is proposing to install documented energy-efficient roofing.

25. Our organization provides rental assistance. Is this eligible? If so, under what category should we submit an RFP response?

The provision of income payments (i.e., rent) is an ineligible CDBG activity if these payments are provided as a grant to an individual or family. However, one-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness, will be eligible under the Public Services category.

26. For the Sustainability Rehabilitation category, will applicants need to identify homes (addresses) for project activities in time for the RFP response submittal?

No. Single-family housing rehabilitation activities utilizing an application process with income verification to select the LMI households to be assisted will not require advance identification of addresses at the time of the RFP response submittal.

27. If the City were to use funds under the National Objective of Urgent Need, what would the process be?

Use of the Urgent Need National Objective is rare. It is designed only for activities that alleviate emergency conditions. Qualified activities must meet the following criteria: the condition must pose a serious and immediate threat to the health and welfare of the community; the existing conditions are recent in origin or recently became urgent (generally within the past 18 months); other sources of funding are not available; and neither the municipality nor the county is able to finance the activity on its own. Natural disasters, such as earthquakes, floods, and tornadoes, are examples of urgent needs.

28. If an organization wants to submit a proposal to the City for a software overhaul to its infrastructure, would that proposal fall into the Nonprofit Capital Improvement Project category or the “other” category?

Software purchases are not allowable in a Nonprofit Capital Improvement Project scope of work. However, the required electrical/cabling/wiring installations as permanent fixtures can be included in such a scope of work. The client-benefit determination would also have to be considered for eligibility, as well as appropriate cost allocation to CDBG.