



FY 2018 CDBG REQUEST FOR QUALIFICATIONS (RFQ) Frequently Asked Questions (FAQ) #2

Release Date: November 10, 2016

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

RFQ-Related Questions

- 1. Under the Attachments section for “Agency Tax Determination Status,” it says organizations are required to provide an Agency Federal Tax Determination Letter AND an Agency State Tax Determination Letter. Does an organization need to supply both or will one be sufficient?**

Both. As is stated on page 7 of the RFQ application, both the federal and state tax determination letters are required of all nonprofit applicants.

- 2. Our organization responded to Question 2 with a narrative of 1,981 characters (including spaces), which is less than the maximum 2,000 characters allowed. When viewed online, the full response shows. However, the entire response does not print on the hard copy after using the “Print without Submitting” option. The last 343 characters are missing. Our organization is concerned its entire response will not be reviewed, especially on hard copies. Will the applications be reviewed online or by hard copy? If by hard copy, can the City assure that the entire response (under the maximum character limit) will appear on the hard copy printout?**

Yes. City staff will have access to read all responses in their entirety, and nothing will be left out during the RFQ review process. Staff has adjusted the font size used in the text boxes, which should fix the issue when printing to PDF.

- 3. Our organization currently does not make purchases above \$150,000. Therefore, it does not have procurement-specific policies in place. Is our organization still required to have a procurement process in place for purchases above \$150,000 even though the likelihood of such large purchases for us is low?**

Yes. A procurement process will need to be in place should the agency be funded, and the written procedures will be reviewed prior to contract execution. The specific procurement methods to be followed for all purchases made using federal funds are detailed in [2 CFR 200.320](#).

RFP-Related Questions

4. Under the Nonprofit Capital Improvement Projects category, can organizations include improvements to sidewalks surrounding their property?

No, since sidewalks are considered public right-of-way property owned by the City. Applicants may only apply for improvements to property they own or lease and have site control over. Under the City's current 5-Year Consolidated Plan, a portion of CDBG funds are allocated toward City Infrastructure projects. As such, City-owned infrastructure improvements are not eligible through the City's FY 2018 RFQ/RFP Process. The City has a separate funding process for City-owned infrastructure improvements.

5. Our organization is considering submitting multiple proposals, but the location of the projects would be in different areas. Would these proposals be eligible for consideration?

For the Public Service, Challenge Grant, and Community & Economic Development RFP categories, if the proposed project is set up to offer the same services at multiple locations to achieve one outcome goal, one RFP response may be submitted with a reference to delivering services at multiple locations. However, if there are distinct differences with regard to the target population served, services provided, and outcome goals within each location, then a separate RFP response should be submitted for each location.

For the Nonprofit Capital Improvements and Sustainability RFP categories, a separate RFP response must be submitted for each location.