



THE CITY OF SAN DIEGO

**FY 2015 Request for Qualifications
Frequently Asked Questions #2
For the November 4, 2013-November 8, 2013 Period**

Question: In reviewing the various documents, I notice that the checklist and handbook state that federal and state tax forms are not required of governmental agencies. However, the RFQ form states that these are not required of non-governmental agencies. I assume that the latter is incorrect, but can you please clarify/confirm?

Answer: You are correct. The RFQ form page 4 Of 10 should read “not required for Governmental Agencies” in Section 1; question A numbers 1-3. A correction to the form will be made and sent out.

Q: The RFQ only has space to list 16 Board Members. My Board has 31 members. May I attach a page using the same format with the remainder of the names?

A: If additional space is needed for Board Members, please use the same format and attach a page with the remaining names.

Q: In question C of the Section entitled B. Applicant Agency Capacity it states:

c. Has your agency received other federal funds (non-City of San Diego federal funding) in any of the past four fiscal years (Fiscal Years 2011 through 2013)? If yes, complete the following table(s). Yes No

Does this refer to federal funds OTHER than CDBG funding?

A: In Section B for questions C, we are interested in knowing about other federal funds that the Agency received for the past four fiscal years including CDBG funds received from other Cities. If the Agency received CDBG funds from other cities, please list those funds. If the only CDBG funds received by the Agency are from the City of San Diego, then you don't need to list.

Q: In Section 1 question 5 regarding Roster of Board members. The Current Term of any board member would be for the present year 2013-2014. What do you really mean by this? If they are currently serving, why ask?

A: In Section 1 question 5, we would like information about the term of your board members. Each Agency has different by-laws and terms of membership so that is why we ask the question.

Q: I am more than half way done with the RFQ and you sent out revisions. Would you accept the original version you released?

A: Yes, the update to the application was for formatting only. You are welcome to continue to use the old version.

Q: Pg 8 question C) 1.d – Estimated Budget. – Is this the program budget, or the amount we are planning on requesting for CDBG funding?

A: For the estimated budget in question 2, it should read CDBG estimated budget. Please enter the amount of CDBG funding the Agency plans to request.

Q: In the past the City had mandatory meetings at the War Memorial Building for all potential applicants. Has this changed?

A: We will conduct a mandatory workshop as part of the Request for Proposal (RFP) process which is anticipated to be released in January 2014.

Q: We are currently in an eligible census tract but Appendix B says that could change for the FY 15 CDBG application. Will the new eligible census tract list be available before the November 18th RFQ due date so we know whether we should take this first step?

A: We do not anticipate having new data from HUD by November 18th. HUD has not released the 2010 Census information yet and we have been instructed to use the 2000 data for low and moderate income area eligibility until additional data is released. We were told HUD hopes to release the data by the end of the year but we have received no additional information.

Q: I believe we would qualify for a CIP project, under the Availability/Accessibility Project Objective. However, I would like to confirm whether these following costs would be eligible to be included:

A path-of-travel survey for placement of the ADA Lift, completed by a CASp-accredited firm
Costs of the architectural & engineering firm managing the project
Contingency costs included in the budget

A: We cannot give definitive determinations of eligible costs without reviewing the complete proposal because we need to examine the entire project scope and budget. Generally speaking though, the component costs you listed are not uncommon costs (assuming the costs are reasonable given the total budget) associated with a CDBG project but it really depends on the complete project scope and budget.

Q: Are bios with specific qualifications (education, expertise, etc.) acceptable instead of formal resumes?

A: Yes, bios are acceptable as long as they contain all the required information requested in the handbook.

Q: Would activities that relate to building affordable homes fall within your spectrum for a housing rehabilitation project?

A: We would need more information on the entire project scope and budget components to make an eligibility determination. Generally, construction of new housing is not an eligible CDBG activity. Housing rehabilitation is permitted in several variations. More information regarding what 'specific activities that relate to building affordable homes' is necessary to determine eligibility.

Q: In section B, question 1 section c it asks for other federal funds received that are "non-City of San Diego federal funding". We received HOPWA EH and HOPWA OH funds but are unsure if these qualify since they are received by the City of San Diego but then dispersed by the County of San Diego and not the City. Can you please let us know whether or not these funds qualify? Thanks for your time.

A: Please list the HOPWA funds since they are not directly dispersed by the City.

Q: Section A2 (Current Target Population Information). The program we are applying for focuses on assisting Low- to Moderate Income renters and homeowners. Which boxes would

we check for this specific program? Would we check off “Renters”, “Homeowners”, or both? Furthermore, since our services are available to everyone, should we also check other boxes, such as “seniors”?

A: Please list the types/categories of beneficiaries to whom your agency currently serves/provides assistance. Multiple selections may be provided as applicable to your agency. If renters, homeowners, and seniors reflect the populations currently served by your agency then check those boxes.

Q: Section B1.a6: The application requests the Agency’s Procurement Policy. Are there any specifications as to what the procurement policy should cover or address? For instance, should the policy state the organization’s policy for acquisition of office supplies?

A: The FY2015 CDBG RFQ Handbook, available on our website, provides detail information on what HUD requires of all applicants. Please see pages 11 and 12 for detail information on the Procurement Policy.

Q: Section B3.D: The application requests the resumes of staff members designated to have direct project management/administration oversight, program compliance and/or reporting responsibilities for your agency’s proposed CDBG activities. As a result, will be submitting resumes for our COO and the vice-president for our Compliance and Management Systems department and the department responsible for program implementation. Should we also submit resumes for project managers or staff that will be involved in the project, or will the resumes of higher-level staff suffice?

A: We are requesting resumes for the Agency Key Executive/Management Personnel, Agency Designated Fiscal Personnel, and the Agency Designated Project Management/Administration personnel. Be sure that the resumes include all the requirements outlined in the procedures.

Q: Our nonprofit is interested in applying for CDBG funding in FY 15 for an ADA overhaul of our street signs. We are wondering if our proposal would meet the guidelines of the Community Development Block Grant Program. Our proposed project is *to increase the height, width and visibility of the street signs to assist the visually impaired*. We are wondering if the project would meet the criteria in the handbook on page 5 under Section III, A; a public service project or if it would be something considered under C, the CIP projects.

A: We cannot make a definitive determination of CDBG eligibility without reviewing the entire project scope and budget components. Generally speaking, the project described would need to be proposed as a Capital Improvement Project, not a Public Service. In addition, the Agency must have site control of the property where the improvements will be installed.

Q: Would you please clarify what the “Assurance of Audit Requirements” is? It is one of the required fiscal documents that need to be submitted, but we are a little unclear on what exactly you are looking for.

A: The “Assurance of Audit Requirements” is included in the package on page 11 of 13.