

**CITY OF SAN DIEGO  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
FY 2015 CDBG REQUEST FOR PROPOSALS (RFP)**

**RFP SUBMITTAL CHECKLIST**

*This checklist must be included as part of your agency's FY 2015 CDBG RFP packet.*

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

**INSTRUCTIONS**

Enter an "X" next to each item below as you complete it. If the form or document listed does not apply to your project, enter "N/A" next to the item. This checklist must be included as part of your agency's FY 2015 CDBG RFQ packet.

**RFP: Required of all applicants**

<input type="checkbox"/>	RFP Submittal Checklist ( <i>i.e., this form</i> )
<input type="checkbox"/>	Request for Proposal (RFP) – PS
<input type="checkbox"/>	PS Projects Supplemental Information Form
<input type="checkbox"/>	Request for Proposal (RFP) – CED
<input type="checkbox"/>	CED Projects Supplemental Information Form
<input type="checkbox"/>	Request for Proposal (RFP) – CIP Housing Rehabilitation
<input type="checkbox"/>	CIP-Housing Rehabilitation Programs Supplemental Information Form
<input type="checkbox"/>	CIP-Housing Rehabilitation Projects Supplemental Information Form
<input type="checkbox"/>	Request for Proposal (RFP) – CIP PF&I
<input type="checkbox"/>	CIP-Public Facilities & Infrastructures Projects Supplemental Information Form

**FISCAL DOCUMENTS: Required of all applicants**

<input type="checkbox"/>	Documentation of Secured Funding listed in Section D.1. of the RFP Form
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**CERTIFICATIONS: Required of all applicants**

<input type="checkbox"/>	Certification Regarding FY 2015 CDBG RFP Submission - PS
<input type="checkbox"/>	Certification Regarding FY 2015 CDBG RFP Submission - CED
<input type="checkbox"/>	Certification Regarding FY 2015 CDBG RFP Submission – CIP



**FY 2015 CDBG RFQ SUBMITTAL CHECKLIST**

**AGENCY DOCUMENTS: Required of all applicants**

**As previously noted in the Request for Qualifications (RFQ), agencies must submit any changes to the staffing information previously submitted in the RFQ. The re-submittal will be evaluated to confirm the agency's "Qualified" status before the RFP will be reviewed.**

**If there are no changes, no additional information is needed and the information included in the RFQ will be used for the items listed below.**

	Updated Current Roster of Board Members & Professions, if applicable
	Updated Agency Organization Chart (Entire Agency), if applicable
	Agency Organization Chart (Each Division/Section that will administer FY 2015 CDBG Projects), if applicable
	Resumes of Agency Key Executive or Management Personnel, if applicable <ul style="list-style-type: none"> <li>• Title</li> <li>• Tenure at current position</li> <li>• Main responsibilities</li> <li>• Experience, skills and education</li> </ul>
	Resumes of Agency Personnel Designated to Have Financial Oversight of CDBG Expenditures, Fiscal Compliance, and/or Reporting Responsibilities for Proposed FY 2015 CDBG Activities, if applicable <ul style="list-style-type: none"> <li>• Title</li> <li>• Tenure at current position</li> <li>• Main responsibilities</li> <li>• Specific experience, skills and education related to fiscal oversight of funding expenditures, fiscal compliance and/or the preparation and compilation/completion of reimbursement requests and other fiscal reports</li> </ul>
	Resumes of Agency Personnel Designated to Have Direct Project Management/Administration Oversight, Program Compliance, and/or Reporting Responsibilities for Proposed FY 2015 CDBG Activities, if applicable <ul style="list-style-type: none"> <li>• Title</li> <li>• Tenure at current position</li> <li>• Main responsibilities</li> </ul> Specific experience, skills and education related to program oversight, program compliance and/or the preparation and compilation/completion of programs reports

**PROJECT-SPECIFIC REQUIREMENTS: PS PROJECTS ONLY**

	Copy of Lease Agreement ( <i>only if facility rent/lease is included in your agency's Proposed FY 2015 CDBG Project Budget</i> )
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**FY 2015 CDBG RFQ SUBMITTAL CHECKLIST**

**PROJECT-SPECIFIC REQUIREMENTS: CED PROJECTS ONLY**

	Copy of Lease Agreement ( <i>only if facility rent/lease is included in your agency's Proposed FY 2015 CDBG Project Budget</i> )
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**PROJECT-SPECIFIC REQUIREMENTS: CIP- HOUSING REHABILITATION PROGRAMS ONLY**

	Copy of Lease Agreement ( <i>only if facility rent/lease is included in your agency's Proposed FY 2015 CDBG Project Budget</i> )
	Procedures for determining the households to be assisted through the proposed FY 2015 CDBG project
	Copy of General Information Notice (Notice of Nondisplacement or Notice of Eligibility for Relocation Assistance) Issued to Tenants <b><i>Required to be issued to impacted tenants <u>PRIOR TO</u> submission of your agency's FY 2015 CDBG RFP.</i></b>

**PROJECT-SPECIFIC REQUIREMENTS: CIP-HOUSING REHABILITATION PROJECTS ONLY**

	Copy of Lease Agreement/Deed
	Certification Regarding Use of Real Property
	Certification Regarding Property Owner Authorization to Complete CDBG Activities on Property
	Copy of General Information Notice (Notice of Nondisplacement or Notice of Eligibility for Relocation Assistance) Issued to Tenants: CIP-Housing Rehab Projects only <b><i>Required to be issued to impacted tenants <u>PRIOR TO</u> submission of your agency's FY 2015 CDBG RFP.</i></b>
	Signed construction bid from a California licensed contractor to arrive at project budget, not older than 30 days from the RFP due date. Applicable prevailing federal wage rates and fringe benefits must be taken into consideration in the determination of the total project budget presented for this RFP process. The submitted bid must include: <ol style="list-style-type: none"> <li>1. Bid contractor's CA license number;</li> <li>2. Statement that applicable <a href="#">prevailing federal wage rates</a> and fringe benefits were included in the determination of the total project budget (<a href="#">Davis-Bacon and Related Acts</a> requirements);</li> <li>3. Total Project Budget (all funding sources); and</li> <li>4. Total CDBG Project Budget (must match Total amount of CDBG funding requested).</li> </ol>
	Written documentation of the construction schedule developed for the proposed project
	Photos of current conditions where status of proposed improvements are to be completed with CDBG funds



**FY 2015 CDBG RFQ SUBMITTAL CHECKLIST**

*Given that projects must be completed on/or before December 31, 2015, provide evidence to demonstrate project readiness. As available/applicable, mark the items being submitted below. (If any of these are not available and/or applicable to your project, attach a brief narrative explaining why that is and/or their status of completion):*

	Building Permit(s)
	Discretionary Permit(s) <i>(such as Site Development Permit or Conditional Use Permit)</i>
	CEQA Exemption or Negative Declaration or EIR Certification/Executive Summary
	Governing Board Resolution(s)
	Copy of Phase I Environmental Site Assessment <i>(title page and executive summary only)</i>
	Copy of <a href="#">Historical Resource Technical Report</a> <i>(title page and executive summary only)</i>
	Copy of Asbestos and Lead-Paint Survey Report <i>(title page and executive summary only)</i>
	Copy of Accessibility Survey Report <i>(title page and executive summary only)</i>
	Attached brief narrative explaining why documentation above is not applicable and/or currently available and its status, if applicable

**PROJECT-SPECIFIC REQUIREMENTS: CIP-PF&I PROJECTS ONLY**

	Copy of Lease Agreement/Deed
	Certification Regarding Use of Real Property
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**OPTIONAL DOCUMENTS: Not required from any applicant, but enter an “X” next to the items included in your application submittal**

	Exhibits: These refer to no more than two 8.5” X 11” pages of exhibits that you may use to supplement your application materials. You may include photographs, charts, pictures, conceptual drawings, and/or anything else you consider suitable within the 2-page limit (black and white).
	You may submit up to 3 letters of support for your project as part of your application submittal.

**FY 2015 CDBG RFQ SUBMITTAL CHECKLIST**

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**Signature and Certification:**

The undersigned hereby acknowledges and confirms submittal of a response to the FY 2015 RFP to the City of San Diego’s HUD Programs Administration/CDBG Program Office and certifies that, to his/her best knowledge and belief, all factual information provided is true and correct.

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Name of Agency

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Signature of Authorized Signing Official/Representative

Date

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Printed/Typed Name of Authorized Signing Official/Representative

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E-Mail Address

Phone Number

**\*\* CITY USE ONLY \*\***

SUBMITTAL TYPE	DATE RECEIVED	TIME RECEIVED	CITY STAFF INITIALS
<input type="checkbox"/> Hand Delivery			
<input type="checkbox"/> Mail Delivery			

