

**CITY OF SAN DIEGO  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
FY 2016 CDBG REQUEST FOR QUALIFICATIONS (RFQ)**

**RFQ SUBMITTAL CHECKLIST**

*This checklist must be included as part of your agency's FY 2016 CDBG RFQ packet.*

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

**INSTRUCTIONS**

Enter an "X" next to each item below as you complete it. This checklist must be included as part of your agency's FY 2016 CDBG RFQ packet.

**RFQ: Required of all applicants**

- |  |  |
|--|--|
|  | RFQ Submittal Checklist ( <i>This form</i> )   |
|  | Request for Qualifications (RFQ) Questionnaire |

**CERTIFICATIONS: Required of all applicants**

- |  |  |
|--|--|
|  | Regarding Lobbying   |
|  | Regarding Debarment, Suspension, Proposed Debarment, Ineligibility, and Other Responsibility Matters |
|  | For Drug-Free Workplace  |
|  | Regarding Compliance with Civil Rights Act and Americans with Disabilities Act                       |
|  | Regarding Compliance with Conflict of Interest and Procurement Policies                              |

**AGENCY DOCUMENTS: Required of all applicants**

- |  |   |
|--|---|
|  | Agency Organization Chart (Entire Agency)   |
|  | Agency Organization Chart (Each Division/Section that will administer FY 2016 CDBG Projects)                  |
|  | Proof of registration on <a href="http://www.sam.gov">www.sam.gov</a> (Provide print screen of the web page.) |

**FISCAL DOCUMENTS: Required of all applicants**

- |  |                                 |
|--|---------------------------------|
|  | Assurance of Audit Requirements |
|--|---------------------------------|

NOTE: City staff will access the Federal Audit Clearinghouse website to identify the Single Audit opinion, if there were any findings, and listing of all federal awards.

**FISCAL DOCUMENTS: Required of all NON-GOVERNMENTAL applicants**

- |  |  |
|--|--|
|  | Signed copy of most recent fiscal year end completed Audited Financial Statements with <u>Unqualified/Unmodified Opinion</u> |
|--|--|

NOTE: Any fiscal year end completion date prior to 06/30/2013 is not acceptable.



FY 2016 CDBG RFQ SUBMITTAL CHECKLIST

**Signature and Certification:**

The undersigned hereby acknowledges and confirms submittal of a response to the FY 2016 RFQ to the City of San Diego’s HUD Programs Administration Office and certifies that, to his/her best knowledge and belief, all factual information provided is true and correct.

Name of Agency

Signature of Authorized Signing Official/Representative

Date

Printed/Typed Name and Job Title of Authorized Signing Official/Representative

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			

