



Frequently Asked Questions (FAQs) No. 3

November 13th, 2014

FY 2016 RFQ

Contact: CDBG@sandiego.gov

RFQ TIMELINE	
November 14, 2014	Last day for Technical Assistance meetings
November 17, 2014 no later than 3pm	FY 2016 CDBG RFQ submittal deadline

General Questions

1. When the Request of Proposals is issued, will the review and scoring criteria be included with the RFP packet/instructions?

Yes, the review and scoring criteria will be included in the RFP issued and/or readily available in our webpage. Please note that staff presented the criteria to the Public Safety and Livable Neighborhoods (PS&LN) City Council Committee on 10/29 and the Committee accepted the report as presented by staff. [Minutes](#), [agenda](#) and [staff report](#) (which includes criteria –see attachments 2 & 3) are all available online.

2. If our organization were to receive funds requested from this process, would our entire capital improvement project be subject to prevailing wages?

The Davis-Bacon Act (40 USC, Chapter 3, Section 276a-276a-5; and 29 CFR Parts 1, 3, 5, 6 and 7), which requires the payment of prevailing wages, is triggered when construction work over \$2,000 is financed **in whole or in part** with CDBG funds. Hence, prevailing wages would be required for the project as a whole even if only a portion of the construction costs is covered with CDBG moneys.

When CDBG funds are being used to finance construction (over the \$2,000 threshold amount), Davis Bacon and prevailing wage requirements apply. There are certain exceptions related to residential rehabilitation and demolition only projects but further information would be needed regarding project scope in order to provide further details. Please refer to this [HUD document](#) (pg. 2) for further details.

3. RFQ Submittal Checklist: under the Agency Documents boxes, what is “Proof of registration on www.sam.gov”. I’m not familiar with this.

See Q1 in the [FAQ no. 2](#) released last Friday for further details. In order to be eligible to be recipient of federal grant funds, organizations must have an active **SAM Registration** in place. Refer to the [General Information](#) and/or the [Quick Guide for New Grantee Registration](#) for further guidance. Once registered, ensure to print the screen demonstrating registration and submit it with your RFQ package. A sample of a screen print



follows –note it identifies the name of the organization, the DUNS number, the status (active) and the expiration date:

SAN DIEGO, CITY OF
DUNS: 138735407 CAGE Code: 5PZX3
Status: Active
Expiration Date: 11/04/2015
Purpose of Registration: Federal Assistance Awards Only

- 4. Would our organization have the opportunity to submit an updated SAM registration proof once we complete our renewal with SAM? Our current active registration is set to expire during the RFQ review period, but we will be renewing on time to remain active.**

Do submit the current SAM registration proof with your RFQ package and include a note regarding its impending expiration (state its expiration is imminent and that you will submit the proof of its “re-activation” as soon as possible). As soon as you have the proof of its reactivation, submit to us via email to cdbg@sandiego.gov. Ensure to identify the name of your organization in said email.

- 5. Regarding item # 5 regarding identifying location of facilities where services provided: do we list street address of facilities where services provided or just the neighborhoods, i.e. Barrio Logan. City heights, etc.?**

If you serve populations within specific neighborhoods (rather than located throughout the City), state so and identify the primary neighborhoods using the City’s [Community Planning Areas](#).

If the population you serve is not confined to specific neighborhoods, you may just respond “throughout the City”.

- 6. Can the purchase of equipment be funded with CDBG funds? The expenses we envision are well under \$1,000 consists of several pieces of small equipment.**

The purchase of equipment with CDBG funds is generally ineligible –see [24 CFR § 570.207](#) for applicable regulations and refer to this HUD guide regarding [Eligible CDBG Activities](#).

Note that the scope of the project to be proposed for CDBG funding is not a consideration at this point. City staff encourages you to get qualified through the RFQ process and then seek technical assistance from staff to ensure the project proposed is consistent with applicable standards.



7. Can CDBG funds be used for tenant relocation expenses?

While relocation in an eligible activity for CDBG funding, many considerations apply –as such, we can't determine eligibility without having a more detailed understanding of project-specific details. For further information regarding HUD standards, see [Categories of Eligible Activities](#), pg. 2-33 (Source: [Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities](#), HUD).

8. Regarding the CDBG RFQ Agency documents: Do you need a separate organization chart, and one which shows who will administer the CDBG project, or can they be combined into one?

Please submit two organization charts, one addressing each requirement.

9. With regard to Item 5 of the 2016 CDBG RFQ questionnaire – *Where are services provided?* – Are the names and physical locations of all service sites required or is it sufficient to indicate the number of service sites and the neighborhoods in which they are situated? If the former is required, and the information exceeds the available space, is it acceptable to truncate the list or to include an extra attachment with this form?

Please identify the street addresses of all your service locations within City boundaries and add an attachment if you are unable to list all within the space provided.

10. With regard to Item 6 of the 2016 CDBG RFQ questionnaire – *Briefly describe your organization's experience and major accomplishments...with funding awarded by entities other than the City of San Diego CDBG Program*, is it necessary to list major grant sources as was required in years past or is it sufficient to provide narrative about the experience and major accomplishments with a notation that these activities were funded by grants other than that which was awarded by entities other than the City of San Diego CDBG Program?

A brief description of what you consider to be your organization's main accomplishments and experience (funded with monies from other sources than the City of San Diego CDBG program) is sufficient. You do not need to identify the other funding sources unless you consider that to be information you want to provide.

Fiscal/Budget & Related Questions

1. Section III – Financial Documentation and Budget Information: Regarding most current signed copy of the Agency's Single Audit (if required). According to the handbook, the City of San Diego will look up the Single Audit. Does that mean I do not have to submit anything in this regard?



Submittal of the Single Audit is not required as noted in the submittal [Checklist](#) –the single audit will be accessed by our staff from the Federal Audit Clearinghouse website. You should verify that your Single Audit is on the website.

With that said, do not overlook the requirement for submittal of the “Assurance of Audit Requirements” form completed, dated and signed and the requirement for submittal of a hard copy of your audited financial statement.

- 2. Section V – Procurement Methods: Regarding questions 3 – 6. We have formal procurement methods in place but some of the questions don’t apply to us. Likewise, some of our written procedures do not have the level of detail in place that the City may require. Will this affect our RFQ submittal?**

RFQ respondents that do not have fully adequate written Procurement Methods currently in place will not be disqualified. As you note, some of the questions may not be applicable to your organization given your specific scope of work.

All organizations selected for funding that do not have fully adequate systems in place (in relation to the scope of their project/program) will receive technical assistance from City staff so that they have written procedures in place, consistent with applicable standards, prior to contract execution. For further details, you may want to refer to the [RFQ Handbook](#) (pg. 9).

- 3. Page 6: the box at top of page for operating budget. For FY 14 and FY 15 lines, do we just show our total revenue amounts? Or do we need to attached a detailed line item budget showing all revenues and expenses?**

There is no need to attach a detailed budget given the requirement to submit a Financial Statements with unqualified/unmodified opinion. For the “operating budget” information requested at the top of page 6, just identify the net budget consistent with the information as shown on the Financial Statement.

- 4. In Section IV, Internal Controls, subsection 3, you ask for the job title of the positions that are authorized to access financial records. Our financial records are considered public information; are you asking who can create or modify those records?**

In that section, we seek information regarding who can access those items (**as identified by their job title**) under the presumption that access to checks, petty cash, credit card and such implies that “if you can access, you can use”. In the case of financial records, account receipts/payables forms and accounting system, we also imply that that access allows modification. Note that the purpose of section IV of the Questionnaire is to ensure organizations have adequate internal controls requiring separation of duties for all financial transactions and related duties.