



THE CITY OF SAN DIEGO

CDBG FY 2017 RFQ FREQUENTLY ASKED QUESTIONS (FAQs) (November 6, 2015)

Question: *I'm currently receiving FY16 CDBG grant money from the City of San Diego. Do I still need to submit an RFQ online?*

Response: **YES!** FY16 CDBG sub-recipients must submit an FY2017 Request for Qualifications (RFQ) application to be considered for FY17 funding.

Question: *What are the Fiscal Requirements for FY17?*

Response: Please read [FY17 RFQ Fiscal Requirements](#) (PDF) Powerpoint presented at the Consolidated Plan Advisory Board meeting November 4, 2015.

Question: *I logged on, started the RFQ application, then exited. When I returned I could not access the application again. What do I do?*

Response: After you log in again, click on "My Applications" to locate a previously opened application. Click on "Link to FormSet" to re-open the application.

The screenshot shows the City of San Diego portal interface. At the top left is the City of San Diego logo and name. Below it is a dark blue navigation bar with links: Home, Business Development, Community Development, Help, My Forms Content, Portfolio Content, Tech Tips, and Manage Account. On the right side of this bar are 'Welcome Non Profit' and 'Logout'. Below the navigation bar, there are two buttons: 'My Applications' (highlighted with an orange arrow) and 'Open Applications'. To the right of these buttons is a 'Sort by Cycle' dropdown menu. Below this is a table of applications. The first row is highlighted and contains the text 'CDBG Request for Qualifications Request for Qualification FY2017 RFQ201700032'. Below this text, there are two columns: 'CDBG RFQ' and 'In Progress'. To the right of the 'In Progress' column, there is a blue icon with a white arrow pointing left, which is highlighted with an orange arrow. At the bottom of the page, there is a dark blue footer with links for 'End User Agreement', 'Terms of Service', and 'Privacy Policy'. On the right side of the footer, it says '© 2009 - 2015 WESTAF . All rights reserved.'



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Question: *Are you sure all the required attachments can be scanned into one PDF document. Not sure how many pages our copy machine can handle at one time.*

Response: Yes, we tested the upload with a 1000+ page document. It's really the "size" of the document, not the number of pages. The system is set to accept a 50MB document. Also check your copier/scanner user guide. Most copiers/scanners allow you to continue to scan documents until you're ready to close the scan job.

Question: *In completing the RFQ for FY 2017 in the Online Form, Internal Control, Question 4, We are requesting a clarification. Question 4 states "Describe the organization's written financial management procedures below." There is a box, then next to the box there is another question that states, "Enter the date of when the organization's financial management policies and procedures were last updated." In the box, do we enter both the organization's written financial management procedures AND the date when the policies and procedures were updated? Or can you clarify which answer goes in the box?*

Response: Enter the date only, the rest of the yes/no questions are where the organization describes the areas covered in the organization's written financial management procedures.

Question: *Regarding organization charts attachments. It states one organization chart for the entire organization and then one chart for each division that administers FY 2017 CDBG projects. In our organization, there is no specific division that administers projects, only the entire organization. In that case, should we upload the same org chart twice or is there something else we should be uploading in lieu of the second org chart?*

Response: One organization chart that specifies CDBG project administration would be sufficient.