



The City of



# Economic Development

## RFQ CHECKLIST

### CDBG Annual NOFA

The City distributes a portion of its CDBG Entitlement and Program Income funds through an Annual Notice of Funding Availability (NOFA) process, which consists of two phases: **Request for Qualifications (RFQ)** and **Request for Proposals (RFP)**. During the RFQ phase, organizations present their qualifications to the City to demonstrate their capacity to successfully implement CDBG-funded projects and meet regulatory requirements. Organizations qualified via the RFQ phase are then invited to participate in the RFP phase by submitting project proposals for CDBG funding consideration. The Annual NOFA cycle typically begins in the late summer/early fall.



#### Checklist

**How to prepare your organization to submit its qualifications to partner with the City:**

- Register your organization to gain access to ED Grants at <https://edgrants.force.com>
- Get a copy of your organization's articles of incorporation as filed with the Secretary of State and check that your organization has been in existence for at least two years from the date of incorporation
- Ensure your organization's EIN number is valid
- Update and register your organization's Unique Entity ID number with [www.sam.gov](http://www.sam.gov)
- Get a copy of your organization's Federal Tax Determination Letter
- Get a copy of your organization's State Tax Determination Letter
- Get a copy of your organization's Board-approved Audited Financial Statements for the latest fiscal year that ended (or the one before)
  - Ensure the "Cash Balance" amount is at least \$12,500-\$25,000
- Get a copy of your organization's Single or Program-Specific Audit (if applicable) for the latest fiscal year that ended (or the one before)
- Get a copy of your organization's tax return for the latest calendar year that ended
- Prepare your organization charts: one for the entire organization and one for each division/section that will likely administer CDBG-funded projects
- Compile information on the members of your organization's Board of Directors (name, position, term start/end dates, profession/affiliation)
- Prepare your organization's mission statement (must be concise)
- Prepare a statement describing your organization's past experience and successes in providing services to low- and moderate-income City of San Diego residents and/or City of San Diego communities
- Prepare a statement describing the target population(s) currently served by your organization
- Get a copy of your organization's Board-approved financial management policy and procedures
- Get a copy of your organization's Board-approved procurement policy and procedures
- Ensure that your organization is not on any state or federal debarment list

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