

Economic Development Funding Fiscal Year 2024

Step by Step Instructions

The Economic Development Funding online RFP application available through SeamlessDocs **must be completed in one session**. Please plan ahead:

- ✓ Follow the steps below, including preparing a Sample RFP Application and attachments in advance.
- ✓ Please allow at least one (1) hour for completing the online application and uploading the attachments.
- ✓ Whoever completes and submits this form must be authorized to electronically sign and to create a legally binding RFP submission between the applying Organization and the City of San Diego.

Step 1: Carefully read these Fiscal Year 2024 Economic Development **Funding Guidelines** on this webpage: www.sandiego.gov/economic-development-funding.

Step 2: If you have questions, contact the Economic Development Department by emailing us at sdbusiness@sandiego.gov or by calling us at 619-236-6700. The last day to ask questions is April 3, 2023.

Step 3: Attend one (1) RFP Workshop - **ATTENDANCE IS MANDATORY**. *RFP Responses may be rejected or potentially disqualify Organizations that do NOT attend a workshop.*

Sessions will be held on:

- March 14, 2023 from 10:00-11:30 a.m.
- March 29, 2023 from 1:30-3:00 p.m.

Both Sessions will be held virtually and will be recorded. However, attendance during the scheduled time for one (1) workshop **is mandatory**. The link for each session will be posted in advance of the workshop on this webpage:

www.sandiego.gov/economic-development-funding

At least one organization representative must attend **one** of the mandatory scheduled RFP workshop sessions.

Step 4: Review the Proposal (request for funding) with the Economic Development Program Goals (A-D) and determine funding request amount for Fiscal Year 2024 (July 1, 2023 – June 30, 2024).

Step 5: Download the Sample RFP Application and prepare your responses in a format that you can use to cut and paste responses to the online RFP Application. Sample documents available on the [Economic Development Funding Webpage](http://www.sandiego.gov/economic-development-funding) for sample documents:

- Download: [Sample Application](#) (Microsoft Word .doc format) or
- Download: [Sample Application](#) (Adobe .PDF format)

The online RFP application available through SeamlessDocs contains narrative sections in which responses have character limits. It is highly recommended that you first complete a Sample RFP Application to ensure that your complete responses conform to the character limits. Then you can cut and paste your responses into the online RFP Application.

Step by Step Instructions (continued)

Step 6: Download and save the RFP Budget and Financial Statements Templates (.xls) to your own folder/computer.

- [Program Budget Templates](#)
- [Financial Statements Templates](#)

To prepare the Financial Statements, follow these instructions:

2. Open the Program Budget Excel file.
3. Enter your Organization name, dates and financial information in these worksheets in the highlighted cells:
 - Proposed Program/Project Budget for FY2023 (July 1, 2023 through June 30, 2024)
 - Program/Project Budget Justification (by line item)
 - Personnel Schedule (details of personnel costs for proposed Program/Project Budget)
4. Open the Financial Statements Excel file.
5. Enter your Organization name, dates and financial information in these worksheets:
 - Statement of Activities – Current Fiscal Year
 - Statement of Activities – Prior Fiscal Year
 - Statement of Financial Position – Prior Fiscal year
 - Statement of Computed Liquid Unrestricted Net Assets (LUNA)
6. Save or print each of the worksheets individually as a PDF (total of 7 worksheets). Each PDF will be uploaded in Section 5 of the SeamlessDocs online RFP Application Form.

Note: It is highly recommended to include in the proposed Program/Project Budget, the proportional cost of insurance and the proportional cost associated with the preparation, and auditing as applicable, of City-required financial statements.

Step 7: If submitting optional attachments, gather those items and upload under Section 5.

Step 8: Determine the representative from the organization who will complete and submit the SeamlessDocs online RFP Application. The representative must be authorized to electronically sign and to create a legally binding RFP submission between the applying Organization and the City of San Diego.

Step 9: Complete the SeamlessDocs online RFP Application. Answer all questions. You may use "N/A" where the question does not apply to your Organization.

Step 10: Submit your RFP Application by the deadline of **April 6, 2023 at 5:00 p.m. PST** through the City of San Diego SeamlessDocs portal. Upon submission, you will be able to download the RFP and/or email a copy of RFP.