

FY2020 Economic Development Funding RFQ

Instructions

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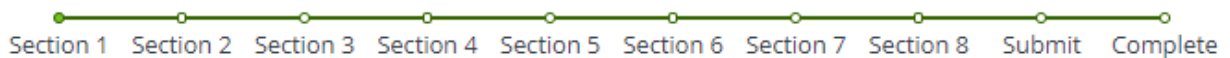
It is therefore recommended that you review and answer questions in the sample RFQ at www.sandiego.gov/economic-development/about/funding in advance of completing this electronic form.

Please complete all applicable fields. Use "N/A" to denote non-applicable to your Organization.

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RFQ Deadline: Monday, Dec. 17, 2018, at 2 p.m. PT

*Items marked with an asterisk (*) are required.*



SECTION 1: ORGANIZATION PROFILE

1. Legal Name of Organization *

DBA Name of Organization, if applicable

2. Full Address *

3. Provide your Organization's mission statement. *
Please complete your response in 500 characters or less.
500 characters remaining

4. Is this Organization a new applicant to Economic Development Funding? *

- Yes
- No

(SECTION 1 Continued)

5. Please provide an “elevator pitch” of the Program/Project for which your Organization seeks funding. *

Please complete your response in 500 characters or less.

500 characters remaining

6. Is this application for the continuation or expansion of an existing Program/Project or for implementation of a new Program/Project? *

- New Program/Project
- Expansion of Existing Program/Project
- Continuation of Existing Program/Project

7. Start/End Dates for Your Program/Project
Provide the start and end dates of your Program/Project.

Start Date

If no specific date is applicable, then use July 1, 2019.

Jul	▼	1	▼	2019	▼
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End Date

If no specific date is applicable, then use June 30, 2020.

Jun	▼	30	▼	2020	▼
-----	---	----	---	------	---

8. Provide the total estimated budget for the Program/Project (including all funding sources). *

9. On which month and day does your Organization’s fiscal year end? *

Month	▼	Day	▼	Year	▼
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10. Contact Information

Director of Organization

First and Last Name

Title

Phone

Director Email

(Section 1 continued)

Primary Contact

First and Last Name *

Title *

Phone *

Contact Email *

11. Is this a Small Business Enhancement Program (SBEP) Microdistrict application? *

- This is a Microdistrict Application
- This is NOT a Microdistrict Application

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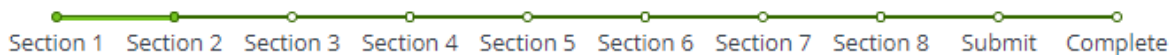
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SECTION 2: ELIGIBILITY SURVEY

*** Please note that incorporated nonprofit status is not required for Microdistrict organizations to apply for in-kind services (under Goal A).*

1. Can your Organization provide proof it is incorporated in the United States and registered with the California Secretary of State (by providing a printout of Business Search – Entity Details from State of California – Secretary of State using this site:

<https://businesssearch.sos.ca.gov/>)? *

- Yes (PDF attached in SECTION 7)
- No (PDF NOT attached in SECTION 7)
- N/A - Microdistrict Organization Not Incorporated

2. Can your Organization provide proof of its tax-exempt nonprofit status under Sections 501(c)(3), 501(c)(6) or 115 of the Internal Revenue Code (by providing a Tax-Exempt Determination Letter from the IRS)? *

- Yes (PDF attached in SECTION 7)
- No (PDF NOT attached in SECTION 7)
- N/A - Microdistrict Organization Not Incorporated

(Section 2 continued)

3. Can your Organization provide proof of its tax-exempt nonprofit status and good standing under State of California Revenue and Taxation Code (by providing an "Entity Status letter" from the State of California Franchise Tax Board with Boxes 1 and 3 checked, using this site: https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp)? *

- Yes (PDF attached in SECTION 7)
- No (PDF NOT attached in SECTION 7)
- N/A - Microdistrict Organization Not Incorporated

4. Can your Organization provide proof that it has a three-year history of operating under its own independent governing board (not under a fiscal sponsor) as of July 1, 2019? *

- Yes (PDF attached in SECTION 7)
- No (PDF NOT attached in SECTION 7)
- N/A - Microdistrict Organization Not Incorporated

5. Can your Organization provide proof that the Program/Project for which your Organization is seeking funding will be implemented within the limits of the County of San Diego and that all funding awarded through this application process will only be used for a Program/Project that provides services or benefits to targeted San Diego businesses within the City of San Diego? *

(This does not include out-of-area marketing or advertising.)

- Yes
- No

6. Does the Program/Project obviously align with one of the Economic Development Funding Goals with an Objective/Outcome consistent with the eligible uses of TOT/SBEP funding for economic development? *

- Yes
- No

7. Has your Organization submitted an RFQ for Fiscal Year 2020 funding through the City of San Diego's Commission for Arts and Culture? *

- Yes
- No

(Section 2 continued)

8. Has/will your Organization applied/apply for Fiscal Year 2020 Community Development Block Grant (CDBG) funding through the City of San Diego or Tourism Marketing District (TMD) funding through the San Diego Tourism Marketing District Corp.? *

Check all that apply.

- Yes - CDBG
- Yes - TMD
- No

9. Is your Organization seeking funding for lobbying, religious or political activities? *

- Yes
- No

10. Is your Organization seeking funding for a Program/Project that would not be open to the public? *

- Yes
- No

11. Is your Organization seeking funding to give out as grants? *

- Yes
- No

12. Is your Organization an Institution for Higher Education or nonprofit affiliated with an Institution for Higher Education? *

- Yes - Institution of Higher Education
- Yes - Affiliate of Institution of Higher Education
- No

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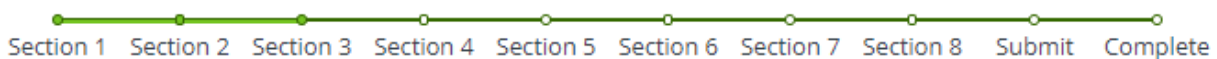
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SECTION 3: GOVERNANCE PARTIES

1. Has your Board of Directors delegated its authority to a committee (Executive Committee) to conduct the day-to-day business of the Organization? *

- Yes
- No
- N/A - Microdistrict Organization Not Incorporated

2. If applicable, how frequently does your Executive Committee formally meet to conduct the business of the Organization? *

- Monthly
- Bi-Monthly
- Quarterly
- Annually
- Less Frequently
- N/A

(Section 3 continued)

3. If your Board of Directors has delegated its authority for day-to-day business operations to an Executive Committee, how often does the Board of your Organization formally meet to conduct the business of the Organization? *

- Monthly
- Bi-Monthly
- Quarterly
- Annually
- Less Frequently
- N/A

4. If your Organization does NOT have an executive committee, how often does the Board of Directors of your Organization formally meet to conduct the business of the Organization? *

- Monthly
- Bi-Monthly
- Quarterly
- Annually
- Less Frequently
- N/A

5. Does either the Executive Committee or the Board of Directors of your Organization approve annual budgets for the Organization? *

- Yes - Executive Committee
- Yes - Board of Directors
- No
- N/A

6. How often is the Executive Committee or the Board of Directors provided with financial statements that include budgeted vs. actual revenues and expenses? *

- Monthly
- Bi-Monthly
- Quarterly
- Annually
- Not Provided
- N/A

(Section 3 continued)

7. Are compensation arrangements for key employees or Board members approved by an Executive committee or the Board of Directors? *

- Yes - Executive Committee
- Yes - Board of Directors
- No
- N/A - No compensation provided to Board members/Organization has no paid employees

8. Does an Executive Committee or the Board of Directors of your Organization conduct an annual performance evaluation of the Organization's top executive? *

- Yes - Executive Committee
- Yes - Board of Directors
- No
- N/A - No compensation provided to Board members/Organization has no paid employees

9. Can your Organization provide proof of having a conflict of interest policy that 1) is signed annually by decision-making Board members and key employees and 2) has specific language to prevent self-dealing? *

- Yes
- No
- N/A - Microdistrict Organization Not Incorporated

10. Can your Organization provide proof that decision-making Board members and key employees are required to annually disclose interests that could give rise to conflicts? *

- Yes
- No
- N/A - Microdistrict Organization Not Incorporated

11. Describe any other significant measures the Board of Directors takes to perform its governance responsibilities. Please provide an explanation here if oversight is vested in an Executive Committee.

Please provide your response in 1,000 characters or less.

1000 characters remaining

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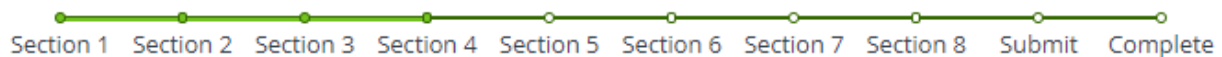
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SECTION 4: ADMINISTRATIVE CAPACITY

1. Provide an organizational chart showing names and titles of your Organization's staff. *

- Yes (PDF Attached in Section 7)
- No (PDF Not Attached in Section 7)
- N/A - Microdistrict Organization Not Incorporated

2. Primary Administrator

Who will administer the agreement between your Organization and the City should funds be awarded?

First and Last Name

Title

(Section 4 continued)

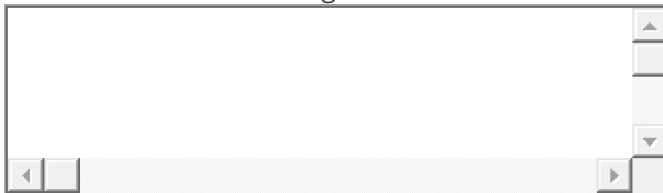
Indicate whether this person is an Employee, Board Member, Contractor or Volunteer. *

- Employee
- Board Member
- Contractor
- Volunteer
- N/A - Microdistrict Organization Not Incorporated

Describe the qualifications and experience managing contracts of the primary person who will administer the agreement between your Organization and the City should funds be awarded.

Please provide your response in 1,000 characters or less.

1000 characters remaining



3. Proof of Insurance

Each Organization awarded funding is required to execute an agreement with the City of San Diego (City) and to obtain/maintain appropriate insurance. The Organization is required to submit proof of such insurance and required endorsements including, but not limited to, that the City is an Additional Insured, insurance is primary and non-contributory, insurance covers both ongoing operations and completed work, and a Waiver of Subrogation for Workers Compensation in favor of the City.

A. Will your Organization be able to provide this proof and associated endorsements, at the time the agreement is issued, for Commercial General Liability Insurance? *

- Yes - Commercial General Liability Insurance
- No
- N/A - Microdistrict Organization Not Incorporated

(Section 4 continued)

B. Will your Organization be able to provide this proof and associated endorsements, at the time the agreement is issued, for Automobile Liability Insurance (a minimum of "Hired and Non-Owned")? *

- Yes - Automobile Liability Insurance
- No
- N/A - Microdistrict Organization Not Incorporated

C. Will your Organization be able to provide this proof and associated endorsements, at the time the agreement is issued, for Workers Compensation Insurance (even if your Organization has no paid employees and only volunteers and/or contractors)? *

- Yes - Workers Compensation Insurance
- No
- N/A - Microdistrict Organization Not Incorporated

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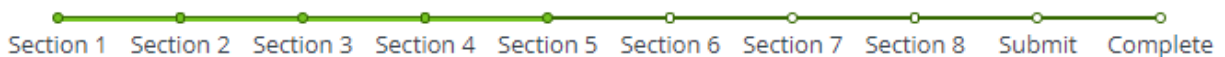
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SECTION 5: FINANCIAL MANAGEMENT

Please utilize the Excel templates provided and located at the link below to prepare and submit the requested financial documents (See Appendix 2 of the Economic Development Funding Guidelines for templates). Link: <https://www.sandiego.gov/economic-development/about/funding>.

1. Utilizing your Organization's current Board-approved annual operating budget, please complete the Statement of Activities to show the projected revenue and expenses for your Organization's current fiscal year, and attach a PDF of this statement. *

- Yes (PDF Attached in Section 7)
- No (PDF Not Attached in Section 7)
- N/A - Microdistrict Organization Not Incorporated

(Section 5 continued)

2. Utilizing your Organization's most recently concluded fiscal year, please complete the Statement of Activities (profit and loss statement) to show prior-year projected revenue and expenses for your Organization, and attach a PDF of this statement. *

- Yes (PDF Attached in Section 7)
- No (PDF Not Attached in Section 7)
- N/A - Microdistrict Organization Not Incorporated

3. Utilizing your Organization's most recently concluded fiscal year, please complete the Statement of Financial Position (balance sheet) for your Organization, and attach a PDF of this statement. *

- Yes (PDF Attached in Section 7)
- No (PDF Not Attached in Section 7)
- N/A - Microdistrict Organization Not Incorporated

4. If available, please also submit the audited financial statements report corresponding to these documents for Questions 2 and 3. *

- Yes (PDF Attached in Section 7)
- No (PDF Not Attached in Section 7)
- N/A - Insufficient annual revenues to require audited financial statements
- N/A - Microdistrict Organization Not Incorporated

5. View the computed Liquid Unrestricted Net Assets (LUNA) Statement for your Organization's most recently concluded fiscal year, and attach a PDF of this statement. *

- Yes (PDF Attached in Section 7)
- No (PDF Not Attached in Section 7)
- N/A - Microdistrict Organization Not Incorporated

6. Based on this LUNA Statement, how many months of liquidity (Line 207 from template) did your Organization have at the end of its most recently concluded fiscal year (enter number of months)? *

Please enter "N/A" if Microdistrict Organization Not Incorporated.

(Section 5 continued)

7. If the LUNA Statement shows that your Organization has less than one month of liquidity, provide relevant information for funding any cash shortfall(s) your Organization may experience during the year (e.g., Board-designated reserves, line of credit, etc.)

Describe the forms of proof your Organization could provide for these funding sources. Please complete your response in 1,000 characters or less.

1000 characters remaining



8. Does your Organization have a bank line of credit? *

- Yes
- No

9. Primary Financial Manager

Who will be the primary person responsible for your Organization's financial management?

First and Last Name

Title

Indicate whether this person is an Employee, Board Member, Contractor or Volunteer. *

- Employee
- Board Member
- Contractor
- Volunteer
- N/A - Microdistrict Organization Not Incorporated

Indicate the years of relevant experience.

- 0 - 2 years
- 2 - 10 years
- 10 or more years

(Section 5 continued)

Describe the qualifications, experience and education held by the primary person who will be responsible for your Organization's financial management.

Please complete your response in 1,000 characters or less.

1000 characters remaining

10. Provide any other relevant details that would create an accurate picture of your Organization's financial position.

Please limit your response to 1,000 characters or less.

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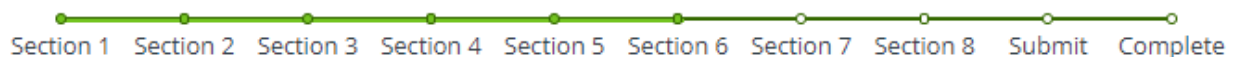
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SECTION 6: PAST PERFORMANCE ON CITY AGREEMENTS

Responses in this section will be provided by Economic Development Department staff using data collected from past performance on City agreements from FY2017 forward. Other performance factors will be considered during the RFP process, and deficiencies will result in the deduction of points from the advisory panel's average score.

1. City of San Diego terminated agreement with Organization for cause in FY2017 and/or FY2018 and/or FY2019.
2. Organization failed to submit agreement execution documents in a timely manner in FY2017 and/or FY2018 and/or FY2019, resulting in an agreement never being executed.

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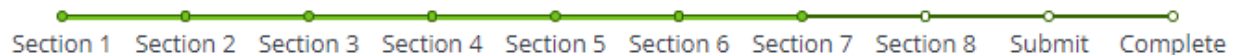
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SECTION 7: UPLOADING REQUIRED ATTACHMENTS

** Documents not applicable to Microdistrict Organizations Not Incorporated.

Documents from Section 2

Tax-Exempt Determination Letter from the IRS documenting tax-exempt nonprofit status under Sections 501(c)(3), 501(c)(6), or 115 of the Internal Revenue Code. PDF is preferred. Files must be less than **10 MB**. Allowed file types: **jpg jpeg png txt pdf doc docx**.

Entity Status Letter from the State of California Franchise Tax Board with Boxes 1 and 3 checked from this site:

https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp

Click on "Check Status", then search entity, click on the entity ID number and click "Generate Letter." PDF is preferred. Files must be less than **10 MB**. Allowed file types: **jpg jpeg png txt pdf doc docx**.

Document from Section 4

Organizational chart showing names and titles of your Organization's staff PDF is preferred. Files must be less than **10 MB**. Allowed file types: **gif jpg jpeg png txt html pdf doc docx ppt pptx xls xlsx**.

(Section 7 continued)

Documents from Section 5

Please complete financial statements using the Excel templates located at <https://www.sandiego.gov/economic-development/about/funding>.

FY2020 RFQ – Financial Statements Templates - Excel File

Step 1: Please save this Excel file to your own computer.

Step 2: Next, open the excel file and enter your organization name, dates and financial information in these worksheets in the highlighted cells:

- 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)

Step 3: Save or print each of the four worksheets individually as a PDF.

Step 4: Finally, attach each PDF per the directions in the RFQ Application Form.

Current Board-approved annual operating budget (Statement of Activities), which shows the projected revenue and expenses for your Organization’s current fiscal year PDF is preferred. Files must be less than **10 MB**. Allowed file types: **pdf xls xlsx**.

No file chosen

Organization’s Statement of Activities (profit and loss statement) for your Organization’s most recently concluded fiscal year PDF is preferred. Files must be less than **10 MB**. Allowed file types: **pdf xls xlsx**.

No file chosen

Organization’s Statement of Financial Position (balance sheet) for your Organization’s most recently concluded fiscal year PDF is preferred. Files must be less than **10 MB**. Allowed file types: **pdf xls xlsx**.

No file chosen

Audited Financial Statements for financial statements entered above (if available) PDF is preferred. Files must be less than **10 MB**. Allowed file types: **jpg jpeg png pdf xls xlsx**.

No file chosen

Statement of Computed Liquid Unrestricted Net Assets (LUNA) for your Organization’s most recently concluded fiscal year PDF is preferred. Files must be less than **10 MB**. Allowed file types: **pdf xls xlsx**.

No file chosen

(Section 7 continued.)

Other Documents

Articles of Incorporation

PDF is preferred. Files must be less than **10 MB**. Allowed file types: **jpg jpeg png txt pdf doc docx**.

Choose File No file chosen

Registrant Details from State of California - Department of Justice website

(<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>)

Search for your Organization, locate and click Organization name, and print the full screen. (This is only applicable to Internal Revenue Code Section 501(c)(3) organizations.) PDF is preferred. Files must be less than **10 MB**.

Allowed file types: **gif jpg jpeg png html pdf doc docx**.

Choose File No file chosen

Business Search – Entity Details from State of California – Secretary of State

business search website <https://businesssearch.sos.ca.gov/>

Search for your Organization, locate and click Organization name, and print the full screen. PDF is preferred. Files must be less than **10 MB**.

Allowed file types: **gif jpg jpeg png html pdf doc docx**.

Choose File No file chosen

Copies of Returns (available for viewing) from IRS Tax Exempt Organization Search

website <https://apps.irs.gov/app/eos/>

PDF is preferred. Files must be less than **10 MB**.

Allowed file types: **gif jpg jpeg png html pdf doc docx**.

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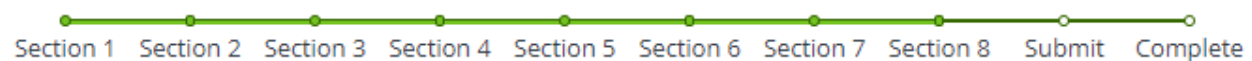
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SECTION 8: CONDITIONS FOR SUBMISSION

IN SUBMITTING THIS RFQ, YOUR ORGANIZATION IS AFFIRMING ITS ACKNOWLEDGEMENT, UNDERSTANDING, AND ACCEPTANCE OF THE FOLLOWING CONDITIONS:

Subsection headings or captions used for various paragraphs shall not be held to define, limit, augment, or describe the scope, content, or intent of any or all parts of the RFQ/RFP and are provided only for convenience.

RFQ/RFP Process:

1. RFQ/RFP: The City of San Diego reserves the right to reject, in whole or in part, any responses to this RFQ/RFP, to not accept a proposal recommended by any of the advisory review panels, to initiate an alternate process, to reissue the RFQ/RFP and/or cancel this RFQ/RFP, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any applying Organization. Additionally, the City expressly reserves the right to postpone opening responses to this RFQ/RFP for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

(Section 8 continued)

2. ADDENDUM: The City reserves the right to revise this RFQ/RFP by addendum. The City is bound only by what is expressly stated in this RFQ/RFP and any authorized written addenda thereto. Addenda will be posted on the City's website: <https://www.sandiego.gov/economic-development/about/funding>. It shall be the applying Organization's responsibility to check the website up to the final submission date for any possible addenda.

3. UPDATES: The applying Organization is solely responsible for responding to any required or optional updates related to this RFQ/RFP.

4. ATTACHMENTS: Organizations are required to submit attachments (as applicable) with the RFQ/RFP as noted in the RFQ/RFP and failure to submit such applicable and required attachments will result in a designation of "Not Qualified" for the RFQ and points deduction or potential disqualification for the RFP.

Funding Adjustments:

5. ADJUSTMENTS: The City reserves the right to adjust funding to an Organization, for example:

- Funding to a single Organization may be limited so as not to exceed 5 percent of total available funds
- Funding may be limited as a percentage of Organizational Annual Operating Income
- Funding to new Applicants may be limited to 50-75 percent of a computed allocation
- A single allocation for an Applicant may not be less than the limits stated in the Application
- Organizations that also apply for and are awarded funding by another City of San Diego source, such as Community Development Block Grant (CDBG) or Tourism Marketing District (TMD) funding through the San Diego Tourism Marketing District Corp., may have any recommended funding amount developed under this RFQ/RFP process, reduced or eliminated. A variety of factors, including overall availability of funds, will be considered when evaluating any potential modification of amounts.
- The City reserves the right to reassign applications from one Goal to another with a comparable Objective/Outcome and adjust for the associated funding limits.

(Section 8 continued)

6. NO GUARANTEE: The submission of a response to this RFQ/RFP does not guarantee funding, even if minimum requirements are met or a minimum score is achieved.

Funding Limitations:

7. INELIGIBLE EXPENSES: The following expenses are NOT permitted with Economic Development Funding Programs and may NOT be included in either the RFQ total estimated Program/Project budget or the RFP Program/Project Budget Detail.

- Any activities already completed by July 1, 2019
- Proposal expenses incurred before July 1, 2019 or after June 30, 2020
- Travel or mileage
- Capital outlay for improvements and construction of buildings or facilities, or capital outlay for purchase of equipment
- Religious or political activity
- Programs in facilities not accessible to the disabled
- Tuition assistance
- Hospitality, e.g., alcoholic beverages, meals/refreshments, or entertainment expenses
- Lodging
- Contributions to trusts or endowment funds, or gifts or donations
- Profit making Organizations or ventures
- Replacement of deficit funds
- Ticket subsidy programs
- Penalties, fines, late fees, overdraft fees/finance fees
- Salary bonuses
- Organization Fundraising (e.g., galas, golf tournaments, fundraiser mailers, etc.)
- Job training or job placement activities
- Indirect cost recovery (unless already permitted under another Agreement with the City of San Diego)

(Section 8 continued)

8. NON-DISCRIMINATION: City funds will not be provided to any Organization found to discriminate, in the conduct of its activities and affairs, against any person because of sex, race, color, creed, national origin, physical disabilities, age or sexual orientation.

9. COSTS INCURRED: The City accepts no financial responsibility for any costs incurred by applying Organizations. The City is not responsible for the loss or damage of any materials submitted.

Funded Organization Requirements:

10. REQUIRED DOCUMENTATION: Each Organization awarded funding must submit all required documentation in a timely manner, in accordance with the deadlines as provided by Economic Development Department staff, to receive an executed agreement and purchase order from the City. Execution of an agreement and issuance of a purchase order can take up to 60 days after receipt by the City of all required documentation.

11. REIMBURSEMENT: Each Organization awarded funding will only be paid on a reimbursement basis and only once an agreement is fully executed and the purchase order issued. Expenses must be incurred by the Organization during the FY2020 agreement period (July 1, 2019 through June 30, 2020) before the City will reimburse.

12. TERMS AND CONDITIONS: Each Organization awarded funding is required to comply with the terms and conditions of the agreement including but not limited to: Council Policy 100-04 (Americans with Disabilities Act/City Contractors), Equal Opportunity (Non-Discrimination Clause), Equal Benefits Ordinance, Council Policy 100-07 (Drug Free Work Place), Living Wage Ordinance and Prevailing Wage Ordinance.

13. RESOLUTION: If funding is awarded, the Organization must have a formal resolution of its Board of Directors approving the agreement with the City of San Diego. The resolution shall state that the Board of Directors understands and will comply with the terms and conditions of the agreement, including maintaining the required insurance coverage and performing the Scope of Services within the amount of the allocated budget. This resolution must be signed by the Board President or designated officer.

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14. **INSURANCE:** Each Organization awarded funding is required to provide proof of specified insurance coverage at required amounts and with required endorsements for Commercial General Liability Insurance, Automobile Liability Insurance and Workers Compensation Insurance. It is not necessary to have the required insurance coverage at the time of the RFQ or RFP responses, but it is highly recommended to include the proportional cost of insurance in the anticipated Program/Project budget. Generally, Organizations must maintain Commercial General Liability (CGL) and automobile insurance providing minimum liability coverage of \$1 million per occurrence and \$2 million aggregate and shall provide proof/endorsements to the City that such insurance coverage is primary and non-contributory and for completed and ongoing operations and that the City is named as an additional insured. Organizations must also maintain \$1 million workers compensation insurance coverage (even if no paid employees) and must provide an endorsement that the insurer waives the right of subrogation against the City.

15. **REPORTING:** Each Organization awarded funding is required to deliver quarterly performance and financial reports and final performance and financial reports in a format provided by City staff along with other certifications and acknowledgements.

16. **REGISTRATIONS:** Each Organization awarded funding is required to comply with all required state and federal registrations including but not limited to California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, System for Awards Management and Department of Industrial Relations DSLE Debarments. All registrations must be current during the agreement period.

17. **FINANCIAL STATEMENTS:** Organizations receiving funding must provide annual financial statements as noted below:

- An Organization receiving funding of \$10,000 or more must provide true, accurate and complete financial disclosure documentation evidencing the financial status of the Organization's most recently concluded fiscal year within 90 days of the end of that fiscal year.
- An Organization receiving funding in the amount of \$75,000 or more combined from City, County, State, or Federal Governments must submit true, accurate and complete financial disclosure documentation evidencing the financial status of the Organization's most recently concluded fiscal year within 150 days of the end of that fiscal year prepared in accordance with

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generally accepted accounting principles and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards.

- An Organization receiving funding in the amount of \$500,000 or more combined from City, County, State, or Federal Governments, or when that combined funding represents more than 10 percent of the Organization's annual budget, must provide salary and wage ranges for each of its job classifications, including actual executive salaries and benefits packages applicable for the agreement period.

It is highly recommended to include the proportional cost associated with the preparation, and auditing as applicable, of City-required financial statements by the RFQ/RFP.

18. ACKNOWLEDGMENT OF CITY FUNDING: A credit line must be included in any printed, visual or recorded matter that credits the City for its support. The following is an example of a credit line that might be utilized: "This project is funded in part by the City of San Diego."

19. PUBLIC INFORMATION: The applying Organization acknowledges that information submitted as part of their RFQ/RFP process may be subject to disclosure under the California Public Records Act.

Acceptance of Conditions

By answering this question, you acknowledge having read and reviewed the above conditions. *

- I acknowledge, understand and accept these conditions.
- I DO NOT acknowledge, understand and accept these conditions.

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FY2020 Economic Development Funding RFQ

Instructions

The FY2020 Economic Development Funding Request for Qualifications (RFQ) **must be completed in one session** and submitted (There is no opportunity to save and return to your submission).

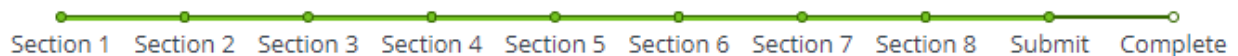
It is therefore recommended that you review and answer questions in the sample RFQ at www.sandiego.gov/economic-development/about/funding in advance of completing this electronic form.

Please complete all applicable fields. Use "N/A" to denote non-applicable to your Organization.

Please note that the person who completes and submits this RFQ must be authorized to electronically sign and to create a legally binding RFQ on behalf of your Organization and the City of San Diego.

RFQ Deadline: Monday, Dec. 17, 2018, at 2 p.m. PT

*Items marked with an asterisk (*) are required.*



Electronic Signature

First Name *

Last Name *

Email *

Phone *

AGREEMENT *

I agree to electronically sign and to create a legally binding agreement between the City of San Diego and the Organization I am authorized to represent.