Question & Answers from Workshops

- What is the maximum allowable request for the 1 year period?
  - There is no maximum.

- How is this different than the Community Enhancement Program Grant?
  - The Community Enhancement Program Grant was funding from the City's General Fund surplus. The Community Development Block Grant is an annual funding from the U.S. Department of Housing and Urban Development, and federal guidelines must be adhered to. City Council has the ultimate authority to approve the grants.

- If a non-profit organization wants to use our facility to operate a CDBG grant-funded program and we charge them rent based on our formal rental schedule, would they be able to use grant funds for the rent as a program expense?
  - If a nonprofit uses your facility, you may charge them the rent based on the formal rental schedule. You would see them as any other entity renting your facility. If this is the case, for the nonprofit to be reimbursed, the nonprofit would need to submit the rental agreement, invoice, and proof of payment.

- Does CDBG allow us to charge fees? For example, we have arts classes with a fee of $8 per class. If we received grant funding, we could provide scholarships and if allowed, charge fees on a sliding scale to reduce the cost. Instead of paying $8 per class a student might pay $5 or $3 or $2, etc. Revenue generated by fees would go back to the program but what documentation would be required for that and what is allowable?
  - Yes, program fees may be charged. The level of documentation is extensive and a policy must be in place for proper tracking. Requirements include establishment of a policy and procedure, establishment of a revenue account to record program income, accounting records to support deposits, and receipts for fees. Additionally the program income must offset the reimbursements for the program. For example, if the organization receives $100 in program income in the quarter, and has expenditures of $1000, then $100 must be applied from the program income, and $900 may be billed to the City for reimbursement.

- Would any of the following affordable housing programs would be eligible for CDBG funding: 1) New home developments that provides low- and moderate-income families the opportunity to buy an affordable home or 2) A home repair program that provides critical home repairs or low-income homeowners that increase the safety and accessibility of their home as well as deal with code enforcements and modifications for disabilities.
  - For FY 2018-19, the City will only be releasing funding for public services activities described in 24 CFR 570.201(e). The programs described below fall into rehabilitation and preservation activities described in 24 CFR 570.202. At this point the City is not releasing funding for these types of activities.

- I would like to know how I would be able to obtain an MOU document with the Santa Ana Workforce.
  - Organizations that are granted CDBG funding will be provided with the contact information for the Santa Ana WORK Centre to set up an MOU. Please ensure that you do provide the

Certification in the application. The MOU is not needed for the application, only the Certification will be needed for the application.

- Do we need to show the intake form by the deadline?
  - A sample of your intake form that would be used for your program is required as part of the application.

- If we have an electronic intake system and there is no way for them to sign, is a signature from the client required?
  - Yes, a client signature is required for proof of enrollment.

- We don't currently have a Client Eligibility Intake Form. Can we use any example for this or do we use the "Statistical Information and income self-certification form"?
  - You can use any example, as long as all required statistical information is incuded. The intent is for you to demonstrate how your organization will be collecting the required data. You are welcome to use the "Sample Intake Form/ Statistical Information and income self-certification form" on the CDBG website if you plan on using it for your program..

- Our board members and staff do not receive salaries. Will this be an issue?
  - No. It will not be an issue, however it is important that you can demonstrate how your organization will have the capacity to administer the program without paid staff.

- Current program budget asks for "salaries" but we do not pay anyone because of our budget.
  - Under salaries enter $0.