

## **City of Santa Ana CDBG Public Service Funding Questions & Answers**

### **1. Is income determined by family income or household income?**

- Family income is typically used for public service programs. Family income includes wages, salaries, tips; self-employment or business income, unemployment & disability income, retirement & insurance income, public assistance, interest & dividend income, alimony, child support, gift income, armed forces income for all family members 18 years of age and older. See Intake & Income Documentation Form Sample. Household income is only used for housing activates such as acquisition, construction or improvement of property for housing.

### **2. Is collecting income documentation from program participants required?**

- Yes, collecting income documentation from program participants is required. This ensures that the programs are benefiting low- and moderate-income individuals as required by HUD. See [www.santa-ana.org/CDBG](http://www.santa-ana.org/CDBG) for sample intake form.

### **3. Can the federal free or reduced lunch programs supplement income documentation?**

- No, Federal free or reduced lunch programs may not supplement income collection because the Santa Ana Unified School District does not collect and verify income from the participant of the lunch program. Programs that would qualify would be federal programs that require income documenting such as, but not limited to CalWORKs, CalFresh, and Medical contingent on the programs income limits not exceeding the HUD income limits.

### **4. Can CDBG funds be used for wages or stipends for program participants?**

- CDBG funds may not be used to pay for wages and/or stipends of public service participants.

### **5. Can CDBG funds be used for the purchase of food?**

- The purchase of food is only permissible if the food is an integral part of the public service program, such as a senior meals program, or a child daycare program providing healthy meals or snacks. Food for meetings, parties, banquets, or entertainment is not permissible.

### **6. Can CDBG funds be used for equipment purchases?**

- CDBG funds may not be used for the purchase of equipment. Equipment may be leased when necessary to carry out the public service program.

### **7. Can CDBG funds be used for public facility rehabilitation or improvements?**

- At this time we are only accepting applications for Public Services under section 570.201(e). The building repairs would fall under Public Facilities and Improvements 570.201(c). The City is not releasing funds to nonprofits for these types of activities.

### **8. If an organization is interested in requesting funds for two public service programs, would an application need to be submitted for each program?**

- Yes, organizations must submit an application for each proposed program.

**9. Can two or more organizations request funds on the same application?**

- No, each organization requesting funding must submit an application.

**10. Is there a list of Neighborhood Initiative areas available from the City?**

- Currently there is no list of Neighborhood Initiative Areas available from the City. It is up to the discretion of the applicant to identify those areas and describe them in the application.

**11. When is a City of Santa Ana Business License required? Where can I obtain information regarding business licenses?**

- A City of Santa Ana Business License is required when conducting business within the City of Santa Ana limits. Please see [Business License FAQ](#).

**12. What is a DUNS number and how do does my organization obtain one?**

- The Data Universal Number System (DUNS) Number is a unique nine-character number used to identify an organization. It is a tool the federal government uses to track how federal funds are distributed. For more information ant to obtain a DUNS Number see [DUNS Number](#).

**13. Our staff are considered part-time as needed and paid as independent contractors, is there a certain annual income requirement for the Workers' Compensation insurance?**

- Independent contractors (Self-Employed) individuals would not be considered employees/staff to an organization therefore would not require workers compensation. If contract employees are used for some of the activities performed, there must be a procurement process to acquire the contractors, and there must be a contract in place between the organization and the contractor. Please ensure that when completing the CDBG application page 12, Attachment 1(a) "*2015-2016 CDBG Funded Personnel*", that the independent contractors are listed in the Contractual/Professional Services section. Please note, the IRS has information to assist with determining whether individuals providing services should be employees or independent contractors (See IRS link: [Independent Contractor vs. Employee](#)).

**14. Is there an electronic application? When will this be available?**

- The CDBG application is available on [www.santa-ana.org/cdbg](http://www.santa-ana.org/cdbg) as a PDF document with saving capabilities.