

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

CITY CLERK DEPT.
09 AUG 13 PM 5:04

DEPARTMENT: Community and Human Development
AGENDA DATE: August 25, 2009
CONTACT PERSON/PHONE: Bill Lilly/541-4643
DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

City Council is asked to adopt policies and priorities applicable to the planning process for the 36th Year (2010-2011) Community Development Block Grant (CDBG) Program, the 2010-2011 Emergency Shelter Grant (ESG) Program and the 2010-2011 Housing Opportunities for Persons with AIDS (HOPWA) Program, and to establish different deadlines for the submission of all 2010-2011 letters of intent, application packets and funding request forms.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Approval of these policies and priorities will constitute the first step in a lengthy process that will culminate in June 2010, with City Council's adoption of the Annual Action Plan for 2010-2011. The planning process will begin on **September 8, 2009**, when the CDBG/ESG/HOPWA application packets and funding request forms will be made available.

HUD has not yet notified the City of its CDBG, ESG and HOPWA entitlement grant amounts. At this point, CD staff is projecting level funding amounts for all three programs, and that approximately \$3.2 million will be available for new CDBG projects in the 36th Year. It is essential that City Council continue to adopt policies that will provide for the most judicious use of these federal funds. **The proposed policies and priorities (described further below) are recommended by both the Community Development Steering Committee and Community Development staff.**

Two neighborhoods (Chamizal and Lower Dyer) in the City of El Paso have been designated as Neighborhood Revitalization Strategy Areas (NRSAs) as a result of an evaluation of distressed neighborhoods in need of revitalization and economic development. This official designation by HUD allows the City of El Paso to target some of its federal entitlement funds into these two areas. For the 36th Year, it is recommended that \$300,000 in CDBG Public Service funds, \$100,000 in Code Enforcement funds, and \$20,000 in Interim Assistance funds **be set-aside** specifically to address the needs in these two neighborhoods. More specific information on the targeting of these funds is provided further below.

COMMUNITY DEVELOPMENT

CDBG Public Services (Attachments A, B, C and D)

This will be the 15th year that the City will emphasize a collaborative approach to the distribution of CDBG public service funds. A copy of the proposed Letter of Intent (**Attachment A**) and Public Service Funding Application (**Attachment B**) are attached for your information and review.

Blocking of Funds: CDBG regulations limit the amount of funds spent on public services to 15% of the annual grant plus 15% of the CDBG Revolving Loan Fund income from the preceding year. The current year's (35th Year) percentages are again being recommended for the 36th Year to determine the amount that each collaborative will

receive:

| | <u>36th Year</u> |
|---|------------------|
| Children and Youth Support and Development Services | 21.8% |
| Seniors and Persons with Disabilities Services | 18.7% |
| Mental and Medical Health Services | 23.3% |
| Homeless, Emergency Shelter and Housing Services | 22.6% |
| Economic Opportunities Services | 13.6% |

It is again recommended that 5% (or approximately \$70,000) of the total CDBG Public Service allocation (15% of the projected annual grant plus 15% of the projected CDBG Revolving Loan Fund income from the preceding year) be set-aside specifically for CD staff to: (1) fund new project(s) that aren't recommended in the collaborative process; and/or (2) increase the funding amounts of recommended agencies to provide additional services to the community. The percentage amounts shown for the collaboratives above will be utilized after the 5% set-aside is taken.

As previously mentioned, a portion of the CDBG entitlement grant (\$300,000) is recommended to be set aside for non-profit agencies that specifically serve the residents in the two NRSAs. To accomplish this, a separate Letter of Intent (**Attachment C**) and NRSA Partnership application (**Attachment D**) have been developed for this purpose. Designating these two neighborhoods as NRSAs allows the City of El Paso to exceed the 15% cap limit for public services, and thus, the \$300,000 will be over and above the amount normally designated for CDBG Public Services. Qualified, eligible agencies would compete for the \$300,000, and all the same requirements would apply – with one notable exception --- there would be no matching funds requirement. The two NRSAs are considered partnerships that function independent of each other.

On July 15, 2009, a Planning Committee, comprised of representatives of CDBG Public Service, ESG, HOPWA and NRSA agencies; CD Steering Committee; and CD staff, convened to review the current 2009-2010 policies and priorities. The input derived from this meeting was utilized in making the following changes to the 2010-2011 CDBG public service policies and priorities:

- Reduced the cash match requirement from 20% to 10% as a means to reduce the financial burden on non-profit agencies during these tough economic times;
- Applications for Public Service funds must score a minimum of 65% on the Proposal Scoring tool in order to be considered for funding. This policy is recommended to reward well written, well thought-out projects and weed out those that aren't.
- Instead of scoring being utilized as just a guide for recommending budget allocations, scoring will now have a direct relationship to funding. Any projects that are recommended for zero funding by the Collaborative must be the lowest scored proposals in that Collaborative.
- Beginning with the 37th Year (2011-2012) application, any project failing to expend \$1,000 or more of its full allocation in the most recently completed contract year may not request more funding than the actual amount spent during the next funding application cycle, rounded to the nearest \$100. The sole exception to this rule is that projects may still request the minimum grant amount of \$25,000, even if their expenditures were less than that amount in the most recently completed contract year. This policy is recommended to reward those agencies that competently expend their funding in a highly competitive funding process.

The deadline for submittal of the Letters of Intent will be **September 18, 2009** and the deadline for eligible public service proposals to be submitted will be **November 2, 2009**. Full applications for the NRSA partnerships will be due **January 8, 2010**. The public service collaboratives will begin their deliberations on October 9, 2009 and the CD Steering Committee will review the public service and NRSA proposals on February 4 and February 11, 2010.

CDBG Public Facility, Housing and Economic Development (Attachments E thru M)

Although public services attract a great deal of attention, the greater part of the annual CDBG budget is utilized for code enforcement, economic development, housing, interim assistance and public facility projects. The Community Development Department publishes application packets for each of these categories. Copies of the application guidelines for each of these categories are provided for your information (**Attachments E, F, G, H, I, J, K, L and M**).

For the past several years, the City has been strengthening CDBG policies and priorities to assure that CDBG funds are expended in a timely manner. The City has taken these measures in response to HUD's strict enforcement of expenditure requirements for the CDBG Program. Three times in the past, the City has failed to meet the required CDBG expenditure levels and has been put on workout plans. The City could face more severe penalties if this occurs again. Currently, the CDBG expenditure rate is excellent, but the expenditure requirement continues to loom over CDBG grantees nationwide. HUD has urged all entitlement cities to emphasize the importance of timely expenditures and pick CDBG activities that are "ready to go". Although this year's packets do not contain any new policies regarding the timely expenditure of funds, it is important to note that the funding packets contain provisions that assure that projects, if approved, are ready for immediate implementation.

Also, for the past several years, it has been recommended that City Council not consider any projects involving the use of CDBG funds for land acquisition, with no exceptions to this policy. Due to timeliness requirements mentioned previously and because of the scarcity of the CDBG funds, it was considered reasonable to require that CDBG applicants demonstrate capacity, experience and an investment in their program by owning their facility when they seek CDBG funds. This policy is again recommended for City Council approval in the 36th Year.

The following will outline only major new or recent changes to the application packets in the 36th Year. With the exception of the changes noted below, all other policies and procedures remain intact from previous years' programs:

City Department (Attachment E) – City Departments are now required to complete an environmental checklist for their project(s). Also, implemented two years ago was a policy disallowing City Departments to request the construction of new City facilities. This policy was recommended due to the City's lack of sufficient funds to operate and maintain additional public facilities. Instead, only the rehabilitation and/or expansion of existing facilities were allowed with the limitation those expansions not exceed 50% of the existing facility size. For the 36th Year, it is recommended that this policy again be relaxed by allowing City Departments to construct new public facilities **only** in the designated Neighborhood Revitalization Strategy Areas (NRSAs) to address the infrastructure and revitalization issues in these two areas. For all other eligible areas of the City, the policy of rehabilitation and/or expansion of existing facilities would still apply.

Code Enforcement (Attachment F) – Developed specifically for the NRSAs two years ago, this application is available to provide code enforcement to the Lower Dyer and Chamizal NRSAs. It's recommended that the set-aside amount be reduced from \$150,000 to \$100,000 for the two targeted areas, as previously included costs for neighborhood cleanups are now available to be applied for in the new Interim Assistance application packet.

Interim Assistance (Attachment G) – This new application is available for City Departments to apply for \$20,000 (set-aside amount) in CDBG funds to conduct intensive annual cleanups in the Lower Dyer and Chamizal Neighborhood Revitalization Strategy Areas. Interim Assistance is defined, in part, as costs incurred for immediate actions necessary to stop physical deterioration until more permanent improvements are initiated.

Economic Development (Attachment H) – There are two major changes from previous years: (1) Cash match requirement was reduced from 20% to 10% as a means to reduce financial burden on non-profit agencies during tough economic times; and (2) due to recent accessibility of Empowerment Zone funding that's become available for this activity, CDBG Microenterprise Technical Assistance funds must be utilized outside the service area boundaries of El Paso's Empowerment Zone, but still within the city limits.

Fair Housing (Attachment I) – Maximum of \$25,000 to be awarded to provide Fair Housing education and outreach services in connection with the City of El Paso's Office of Fair Housing. No major changes from last year's application.

Volunteer Housing Rehabilitation (Attachment J) – This new application is available for non-profit agencies to apply for a maximum of \$50,000 in CDBG funds to make basic and necessary repairs, rejuvenate and/or rehabilitate the homes of low-income elderly and/or disabled homeowners. Applicants are required to provide a 10% cash match.

First Time Homebuyer Housing Counseling and Education (Attachment K) – No major changes from last year's application.

Public Facility (Attachment L)

- Reduced the cash match requirement from 20% to 10% as a means to reduce the financial burden on non-profit agencies during these tough economic times;
- All applicants are required to fill out an environmental checklist. Any project located in a flood zone will not be funded unless the applicant submits a Letter of Map Removal (LOMR) from FEMA with their application.
- Project cost estimates must be stamped with the official seal of the architect or engineer licensed in the State of Texas.
- The City of El Paso's Engineering Department will assume responsibilities to monitor compliance with Davis & Bacon regulations (previously done by CD Department) and will conduct the bid process (previously the responsibility of the project owner).

Citizen Request Form (Attachment M) – New wording inserted this year requesting that citizens contact the CD Department for project eligibility and the appropriate City Department for project feasibility.

EMERGENCY SHELTER GRANT PROGRAM (ESG)

The City has been receiving formula Emergency Shelter Grants since 1987. The funds may be used for operating expenses of homeless shelters, homelessness prevention activities or social services associated with homeless shelters. The ESG planning process virtually mirrors the collaborative process utilized for CDBG public services. Accordingly, this year's ESG Letter of Intent (**Attachment N**) indicates the same stipulations as the CDBG public services. The ESG application (**Attachment O**) includes the descriptions of both the collaborative and the Steering Committee review process.

The ESG planning process virtually mirrors the CDBG Public Service planning process with the following notable exceptions:

- Applicants are required by federal regulations to provide a 100% match from a non-CD funding source.
- Minimum funding for a project is \$10,000.
- Participation in the El Paso Homeless Management Information System (HMIS) is required.
- Requirement that "any project failing to expend \$1,000 or more of its full allocation in the most recently completed contract year may not request more funding than the actual amount spent during the next funding application cycle, rounded to the nearest \$100", doesn't apply to ESG applicants.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

Fiscal year 2009-2010 was the first time that the City received HOPWA formula funding from HUD. The City is responsible for serving the El Paso Metropolitan Statistical Area (El Paso County). Eligible activities under the HOPWA Program include: (1) housing information services; (2) resource identification to establish, coordinate and develop housing assistance resources for eligible persons; (3) project- or tenant-based rental assistance including assistance for shared housing arrangements; (4) short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling; (5) supportive services, including, but not limited to, health mental health assessment, permanent housing placement, drug and alcohol abuse treatment and counseling; and (6) administrative expenses – the Project Sponsor may use up to 7 percent of the HOPWA grant award for administrative costs. The proposed HOPWA Letter of Intent (**Attachment P**) and the HOPWA Application (**Attachment Q**) are attached. **New for 2010-2011:** Reduced the cash match requirement from 20% to 10% as a means to reduce the financial burden on non-profit agencies during these tough economic times.

The HOPWA planning process adheres to the same deadlines as the CDBG Public Services and ESG, but doesn't utilize a collaborative process to award funding, as it would be infeasible due to the limited number of agencies eligible to apply for these funds, as well as the limited amount of monies available to award. Eligible applications are reviewed by the CD Steering Committee and CD Staff, and recommendations are made to City Council for final funding determination.

PLANNING SCHEDULE

As mentioned previously, the solicitation of proposals for the 36th Year CDBG Program Year and the 2010-2011 ESG and HOPWA Programs will begin on **September 8, 2009**. A preliminary Planning Schedule is attached for your information (**Attachment R**). Your attention is called to the following four deadlines:

September 18, 2009 (at 5:00 p.m.) – Final date that CDBG Public Service, Emergency Shelter Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA) and NRSA Partnership Letters of Intent may be submitted to the Department of Community and Human Development.

November 2, 2009 (at 5:00 p.m.) – Final date that CDBG Public Service, ESG and HOPWA applications may be submitted to the Department of Community and Human Development.

November 13, 2009 (at 5:00 p.m.) – Final date that Citizen and City Representative requests may be submitted to the Department of Community and Human Development.

January 8, 2010 (at 5:00 p.m.) – Final date that 36th Year (2010-2011) City Department, Code Enforcement, Economic Development, Fair Housing, Housing Services, Interim Assistance, NRSA Partnership, Public Facility and Volunteer Housing Rehabilitation application packets may be submitted to the Department of Community and Human Development.

It is recommended that no extensions be granted to these deadlines. Maintaining the deadlines are important because the City is required to submit its 2010-2011 Annual Action Plan to HUD no later than July 9, 2010.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

City Council annually approves the policies and procedures for the Community Development Block Grant Program, Emergency Shelter Grant Program and the Housing Opportunities for Persons with AIDS Program.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

Not applicable.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

These 2010-2011 CDBG/ESG/HOPWA policies and procedures were unanimously approved by the Community Development Steering Committee on August 13, 2009.

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: Anthony C. Shaefer W. Lilly

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

CITY CLERK DEPT.
09 AUG 13 PM 5:03

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That City Council adopt policies and priorities for the 36th Year (2010-2011) Community Development Block Grant (CDBG) Program, the 2010-2011 Emergency Shelter Grant (ESG) Program and the 2010-2011 Housing Opportunities for Person with AIDS (HOPWA) Program, all such policies and priorities attached hereto as A through Q; that City Council establish September 18, 2009 as the deadline for the submission of Letters of Intent from CDBG Public Service, ESG, HOPWA and Neighborhood Revitalization Strategy Area (NRSA) Partnership agencies; that City Council establish November 2, 2009 as the deadline for submission of all CDBG Public Service, ESG and HOPWA application packets; that City Council establish November 13, 2009 as the deadline for submission of all City Representative requests and citizen request forms; and that City Council establish January 8, 2010 as the final deadline for the submission of all 2010-2011 City Department, Code Enforcement, Economic Development, Housing (Fair Housing, First-Time Homebuyer Counseling and Education, and Volunteer Housing Rehabilitation), Interim Assistance, NRSA Partnership and Public Facility application packets.

ADOPTED this _____ day of August, 2009.

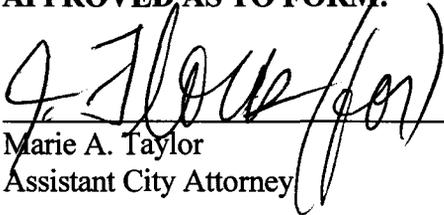
CITY OF EL PASO

John F. Cook,
Mayor

ATTEST:

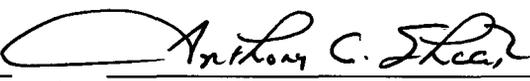
Richarda Duffy-Momsen,
City Clerk

APPROVED AS TO FORM:



Marie A. Taylor
Assistant City Attorney

APPROVED AS TO CONTENT:



7612 William Lilly, Director
Community and Human Development

**36TH YEAR (2010-2011)
CDBG PUBLIC SERVICES LETTER OF INTENT**

Letter of Intent packets are available from September 8, 2009 through September 18, 2009. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5:00 p.m. on September 18, 2009.** Late or incomplete packets will not be accepted, and no application will be accepted without a Letter of Intent. Once your packet has been reviewed, you will be contacted. If it is accepted, the Executive Director, Program Director or Grant Writer will be required to attend a training session on October 5, 2009, at which time you'll be given the complete application packet. **The full application is due November 2, 2009.** Please make certain the contact information is correct.

| | | | |
|---|---|------------------|--|
| Agency Name | | | |
| Agency Address | | | |
| Director's Name | | | |
| Project Name | | | |
| Contact's Name | | | |
| Contact's Address | | | |
| Phone Number | | Fax Number | |
| E-Mail Address | | Web Page Address | |
| CD Service Category <small>Please submit a separate Letter of Intent for each project. Only one set of attachments should be submitted</small> | <input type="checkbox"/> <u>Children and Youth Services</u> <input type="checkbox"/> <u>Services to Seniors and Persons with Disabilities</u> <input type="checkbox"/> <u>Mental and Medical Health Services</u> <input type="checkbox"/> <u>Services to the Homeless</u> <input type="checkbox"/> <u>Economic Opportunities</u> | | |
| Partners, Consultants and/or Contractors | Is it your intent to partner with an entity outside your agency to provide any services under the proposed project? Yes No (circle one) Note: <i>Applicants are required to submit the name(s) of their partner(s) when the full application is submitted on November 2, 2009.</i> | | |

Project Summary:

Describe the proposed project to help us determine eligibility. ***Include nature of service and target population.***

Required Attachments:

- _____ IRS 501 (c) 3 Ruling Letter
- _____ Current Articles of Incorporation, including any amendments
- _____ Current ByLaws, including any amendments
- _____ Current list of Board of Directors
- _____ Audit covering a period ending on a date no earlier than January 31, 2008
- _____ Signed Letter of Understanding

CDBG Public Services



36TH YEAR (2010-2011) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**Department of Community and Human Development
2 Civic Center Plaza – City Hall, 8th Floor
El Paso, Texas 79901-1196**

Closing Date: November 2, 2009 at 5:00 p.m.



THIRTY-SIXTH YEAR (2010-2011) CDBG PUBLIC SERVICES FUNDING REQUEST

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, including decent housing and suitable living environments, and the expansion of economic opportunities, principally for persons of low and moderate income. The City of Paso expects to receive approximately \$8.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 36th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2010. Federal regulations stipulate that a maximum of 15% of the annual CDBG funding may be allocated to public services. An additional 15% of Program Income may also be allocated to Public Services programs, thus, making an estimated cumulative total of \$1.4 million available for Public Services programs. The City's Department of Community and Human Development is soliciting funding proposals from interested public and non-profit entities for the use of these funds.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Public Services project proposed for Community Development (CD) funding. CD Public Services funds will be allocated to agencies using this application process. Letter of Intent format sheets were available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from 8 am September 8, 2009 through 5 p.m. September 18, 2009. Letter of Intent packets were due in the Community and Human Development Office, 8th Floor, City Hall by 5:00 p.m. September 18, 2009. Eligible applicants were then invited to the RFP training on October 5, 2009 where complete application packets were provided. Applications are due November 2, 2009. **Late or incomplete submissions of the Application will not be considered for funding.**

PROJECT ELIGIBILITY

Federal eligibility requirements:

- Applicant's project must provide direct services to clients who qualify under HUD Section 8 income guidelines and who reside within the limits of the City of El Paso. Funded agencies will be required to verify each client's residence and eligibility. HUD has determined that the following populations meet income guidelines and are presumed eligible: elderly persons (aged 60 and older), severely disabled adults, homeless persons, abused children, battered spouses, persons living with AIDS, migrant farm workers, and illiterate adults.
- Applicant must be a governmental agency or have non-profit tax-exempt status under Section 501(c) (3) of the Internal Revenue Service Code at the time of application.
- Applicant must provide services that are non-religious in nature and scope.

Local eligibility requirements:

- The minimum funding for a project will be \$25,000.
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee. **Conflict of Interest and all other provisions extend to partners and subcontractors as well.**
- Applicant must demonstrate adequate management capacity. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2008.
- No more than 90% of the overall program cash cost may be requested from the Department of Community and Human Development. The combined total of all CDBG and City-administered ESG funds may not exceed 90% of the project cost—at least 10% of the project cost must be secured from a source other than the Department of

Community and Human Development. Funded applicants will be required to annually report sources and amounts of all funds expended on the program, and to demonstrate compliance with the 90% cap.

- CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project. At least 50% of staff hours funded by the City must be spent in the provision of direct services to eligible clients.
- Applicants in the Homeless Collaborative must be participants in the Homeless Management Information System (HMIS). The Grantee must comply with the Standards for Participation of the El Paso Coalition for the Homeless. The City will rely upon the El Paso Coalition for the Homeless to determine compliance with this requirement.

The City will also require that all applicants meet the following process standards:

- Applicants must demonstrate compliance with City Council's Priorities for CDBG Social Services Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. Applicants must state their intent to partner with another agency in the Letter of Intent. However, the identification of the partnership and plan of action for the partnership must be outlined in the full CDBG application when it is submitted to the Community and Human Development office. If any portion of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the application must be completed reflecting the role of the partner. If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through the Department of Community and Human Development and have been in good standing during the program year.
- Applicants may submit more than one proposal. However, each proposed project must be clearly defined and easily differentiated from the others. Proposals cannot be dependent or subsidiary to another proposal, provide essentially the same services as another proposal, or provide services to clients during the same time period that they are being served by another City funded project. Projects that are dependent or subsidiary to one another should be submitted as a single project. No project can be submitted under more than one category.
- Applicants must submit a complete letter of intent and application packet by the deadlines or the project will not be considered for funding.
- Applicants must attend all required training (see training, below) in order to be considered eligible to apply.
- Applicants must be on time and attend every meeting of their collaborative in order to retain their vote.
- Applications must score a minimum of 65% on the Proposal Scoring tool included in this packet. This score, an averaged aggregate of the individual scores of the collaborative, CD staff and the Steering Committee, represents the minimum baseline for consideration.
- Beginning with the 37th Year (2011-2012) application, any project which failed to expend \$1,000 or more of its full allocation in the most recently completed contract year may not request more funding than the actual amount spent during the next funding application cycle, rounded to the nearest one hundred (\$100) dollars. The sole exception to this rule is that projects may still request the minimum grant amount of \$25,000, even if their expenditures were less than that amount in the most recently completed contract year.

Example:

\$30,000 - 35th Year (2009-2010) Contract Award
- 28,128 - Final Amount Spent by August 31, 2010
\$ 1,872 - Amount Unspent (exceeds \$1,000 limit)
- or -
\$ 1,900 (rounded to the nearest \$100)

\$28,100 - Max Amount of Project Award in 37th Year (2011-2012) Funding Cycle

COLLABORATIVES AND DISTRIBUTION OF FUNDS

Applicants must select one of the five categories of service under which the application will be submitted and participate in the applicable collaborative. A change in category will not be accepted after the proposal deadline. The Public

Services Set-Aside category cannot be one of the categories selected. The percentage amounts shown for the collaboratives below will be utilized after the 5% set-aside is taken. Technical assistance is available upon request from CD staff.

| CATEGORIES OF PUBLIC SERVICE | DISTRIBUTION OF FUNDS |
|---|-----------------------|
| Children and Youth Support and Development Services | 21.8% |
| Services to Seniors and Persons with Disabilities | 18.7% |
| Mental and Medical Health Services | 23.3% |
| Homeless, Emergency Shelter and Housing Services | 22.6% |
| Economic Opportunities Collaborative | 13.6% |
| <i>Public Services Set-Aside</i> | 5% |

CITY COUNCIL’S PRIORITIES FOR CDBG SOCIAL SERVICE ALLOCATIONS

City Council has based the priorities below on the premise that

- a healthy local economy can promote the quality of life for all El Pasoans, and
- strong neighborhoods and strong families promote a healthy economy, safe communities, and productive citizens, and
- attractive parks and community centers promote strong families and neighborhoods, and
- educated young persons with strong characters promote strong families and neighborhoods as well as a healthy economy, and
- families and persons free of the effects of physical and mental illness and disabilities promote strong families and neighborhoods, and
- a community friendly to older populations is attractive to persons seeking a community in which to retire and is attractive to corporations and businesses interested in marketing to aging baby boomers, and
- reducing the number of homeless persons will increase the community’s attractiveness to persons and corporations wishing to relocate to El Paso

Therefore, the Mayor and City Council established the following priorities for consideration of funding for social services projects. Economic development and self-sustainability is a goal held prominently by the City of El Paso and its public, private, and non-profit partners. As such, CDBG Social Service funding priorities will recognize a holistic and results-oriented approach to attaining that goal.

Economic Opportunities Priorities:

Priority will be given to outcome-oriented programs with proven results that offer a holistic approach to economic opportunities that transects all social services. Priority will be given to programs that integrate training and employment development into both the programs funded and the training and business development the City offers to service providers. Priority will also be given to providers who are good employers (health insurance, tuition assistance, pensions, etc).

- Provide direct economic advancement through micro-enterprise assistance, job training, education, development, and preparation for eligible individuals, with a focus on aptitude and interest. Such programs should demonstrate that they increase the client’s capacity to seek and retain employment or self-employment.
- Offer indirect economic advancement through supportive services such as childcare.
- Create formal linkages between training programs and business seeking specific skills.

Health Priorities:

Priority services are mental and medical health treatment services including primary, preventive, acute, restorative, chronic and end of life services which are provided in accordance with professionally accepted standards of practice provided in the least restrictive environment.

- Provide individuals with medical and mental health care and promote health and long-term self-sustainability.

Seniors and Disabled Priorities:

Priority will be given to making El Paso a great place for seniors and persons with disabilities to choose to live here through the provision of services that:

- Provide safety net services such as meals programs, adult day care, adequate shelter and other services that promote independence and accessibility.
- Promote healthy lifestyles that include cultural and social activities and provide access to health care and end of life services.
- Offer opportunities that re-invest seniors' experience and wisdom in post-retirement employment, volunteerism, mentoring, participation in apprenticeship programs, and other community-enhancing activities.
- Offer specialized education and awareness, which promote health and welfare issues for seniors and persons with disabilities.

Children and Youth Priorities:

Priority will be placed on education and personal development for children and young people, including those with special needs, through projects that:

- Provide safety net services and offer family security such as after-school programs, gang prevention activities, drug awareness and treatment projects, specialized services for foster children, court advocacy, and supportive services for basic needs such as clothing in the least restrictive, most inclusive environment.
- Enhance education through career awareness programs, tutoring, apprenticeship, job training and preparation, and intergenerational mentoring.
- Offer supervised and structured personal development through diverse education, recreation, community improvement and physical and mental health programs.

Homeless Priorities:

Support the work of the Homeless Coalition in their mission to provide a seamless continuum of care with a strong focus on safety net services and eventual independence through projects that:

- Provide safety net services including emergency shelter, transitional housing, special needs housing, and supportive services for basic needs such as food, transportation, health care, and other needs that lead to self-sustainability.
- Offer job training, preparation, education, and support services to obtain and sustain employment for economic security.
- Promote advocacy, public policy, financial leveraging, and community collaboration which advance the City of El Paso's strategic 10-year plan, Border Solutions: Ending Chronic Homelessness in El Paso, Texas.

VALUES FOR PROPOSAL CONSIDERATION

The following values will be used when considering projects for CDBG Social Services funding:

COLLABORATIVE VALUES

Collaborative values reflect elements that contribute to the integration of diverse projects in providing continuums of care and comprehensive community services. Projects should:

1. Stimulate and enhance the lives of a diverse population of clients served by the collaborative.
2. Create partnerships that maximize resources and enhance services.
3. Promote maximum independence for clients.
4. Enhance quality of life for clients and produce beneficial outcomes for clients.
5. Achieve cost-effective use of resources.
6. Fulfill community needs.
7. Complement continuum of care of the collaborative.
8. Encompass adequate geographic coverage for the collaborative.
9. Ensure services to clients who would otherwise be unserved or underserved.
10. Show that withdrawing the project would have a significant impact on the target population/clients.
11. Demonstrate the relationship between the project proposal and City Council's priorities.

PROJECT VALUES

Project values reflect traits deemed valuable in terms of individual projects. Projects should:

1. Demonstrate a project history of successful implementation and budget management. In the case of new projects, demonstrate a sound plan for implementation, management controls and an adequate budget.
2. Present a budget appropriate to the proposed program.
3. Serve a significant number of clients and/or have a significant impact.
4. Focus on care in the least restrictive, most inclusive environment.
5. Demonstrate a cost effective service.
6. Demonstrate feasibility and can demonstrate result-oriented outcomes.
7. Demonstrate a close relationship of direct services funding to the total request.
8. Clearly define population to be served and geographic area of coverage.
9. Incorporate the service as part of an integrated continuum of care.

AGENCY VALUES

Agency values reflect components of management capacity and fiscal responsibility. Projects should:

1. Commit adequate resources, infrastructure and capacity to support the project (past and present).
2. Demonstrate responsible fiscal and project management.
3. Show capacity, ability and/or history to meet contract obligations.
4. Demonstrate economic viability and efficiency.
5. Have planned and/or implemented a system to document client eligibility.
6. Document client satisfaction.
7. Participate in applicable community coalitions and efforts.
8. Demonstrate sound fiscal history and annual audited financial statements
9. Demonstrate feasibility and impact of proposed outcomes and cost effectiveness of the program including leveraging of funds with CDBG dollars

TRAINING

Workshops will be held to provide training for completion of the application and understanding of CDBG requirements. Workshops will provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within their collaborative. Attendance by the Executive Director, the Program Director, and/or the Grant Writer at the training workshop is required to be considered for funding. Applicants may attend as many workshops as desired. Workshops will be held at the Center Against Family Resource Center, 580 Giles. **If you require any special accommodation during the training, please contact us as soon as possible so we can make any necessary arrangements.**

- ◆ RFP Training (new grantees and those needing detailed instruction) October 5, 2009 9am-Noon
- ◆ RFP Training (experienced grantees, primarily question & answer) October 5, 2009 2pm-5pm

A supplementary training for completion of the application will be held on October 20, 2009 by RSVP only, and will be canceled if no reservations are made.

COLLABORATIVE PROCESS

The Collaboratives will implement the Collaborative Process detailed below. Following discussion of proposals the collaboratives will make recommendations for funding within the targeted amounts to the Steering Committee (CD's advisory group) by January 29, 2010.

Organizational Collaborative Meetings:

The schedule for the initial collaborative meetings is as follows:

- | | | |
|---|----------|-----|
| • Economic Opportunities at Paso Del Norte Children Develop. Center, 1101 E. Schuster | 10-09-09 | 9AM |
| • Children & Youth Support & Dev at Multi-Purpose Center, 9031 Viscount | 10-13-09 | 9AM |
| • Seniors & Persons w/Disabilities at VNA Conference Room, 4171 N. Mesa, Building D | 10-14-09 | 9AM |
| • Mental & Medical Health Services at Family Services of El Paso, 6040 Surety Drive | 10-15-09 | 9AM |
| • Emergency Shelter & Housing at El Paso Center for Children Conference Room, 2200 N. Stevens | 10-16-09 | 9AM |

Appointment of Chair and Election of Representatives:

At the first meeting of each collaborative, officers will be elected. Collaboratives will select, at a minimum, a Chairperson, Vice Chairperson and Secretary. Collaboratives may select additional officers as desired. At this meeting, collaboratives will also develop internal rules for defining tardiness, excused absence, and operational rules such as Robert's Rules of Order. The same individuals may not be re-elected, new officers must be chosen each year. This is intended to encourage participation in collaborative leadership roles by many different agencies.

Meeting Attendance:

Voting members must attend all meetings on time to retain voting privileges, including scoring proposals and voting on the budget. Tardiness is considered absence. However, collaboratives may elect to set a "start time" a few minutes later than the "meeting time" and use the beginning of the meeting for items of interest *not related to the collaborative process*. Absences due to an emergency may be excused by vote of the collaborative. However, few applicant agencies have only one staff member. Applicants should provide for backup staff to attend if the primary

contact must be absent. Only an *unforeseen emergency* on the day of the meeting should be cause for an excused absence. **Scores and budget votes must be submitted in an accurate and timely manner or the member will lose their right to participate in that portion of the process.** These rules are not intended to be punitive; they are intended to ensure that all members voting on funding recommendations have been present for all presentations and discussions on the projects under review.

Meeting Notification:

All members are personally responsible for their attendance at meetings. Any member who does not know when the next meeting is scheduled should contact the Chair and learn the date. Applicants have sole responsibility for meeting their attendance requirements and should not confuse courtesy notices with a process requirement. All members are responsible for ensuring that the Secretary has accurate contact information, so they may be informed in the event of meeting changes. The Secretary will post notices in a public place in accordance with Open Meeting Requirements. The City will also post legal notice of the meetings.

Meetings:

Meetings will be held as frequently as deemed necessary by each collaborative. More than one topic may be included in a single meeting, time permitting. Topics will include, at a minimum:

- Election of representatives
- Development of collaboratives rules and procedures
- Setting up regular schedule of meetings
- Discussion of Mission and Values by which all proposals will be evaluated
- Scheduling submission of written copies of proposals by each applicant
- Verbal presentation by each applicant with question and answer session for each applicant
- Discussion, voting and completion of collaborative funding recommendation (budget)
- Submission of Collaborative Budget Recommendation to Steering Committee

Membership:

Each applicant must send a representative or representatives who are familiar with programmatic and fiscal aspects of both their agency and their program. Representatives must be able to speak and make decisions on behalf of the applicant agency. Collaborative decisions will not be delayed waiting for members to meet with their superiors in order to be instructed how to proceed.

Voting:

There are two categories of membership, voting member and non-voting member. Every agency submitting an **eligible and admissible** proposal for funds is a voting member, one representative for each agency may vote in each collaborative to which they have applied for funds. However, agency representatives **cannot** vote on an application submitted by their respective agency. An unexcused absence will result in loss of voting privileges for the applicant, although their application remains under review for funding. Non-voting members are CD Steering Committee Members, CD staff, non-applicant agencies, agencies that have lost their vote, and interested members of the public. Non-voting members are full participants in any discussion, but do not hold a vote. All votes, ratings and discussion will be open. Votes will be decided by majority of the voting members present.

Proposal Review:

The review of the proposals is to be done by three groups: (1) the respective collaborative, (2) CD staff and the (3) CD Steering Committee. Each individual voting member in each of the voting groups will score each proposal using the CDBG Proposal Review Sheet included with the CDBG application. CD staff will compile the score sheet in each of the groups and tabulate the score for each group. The highest and the lowest scores from the cumulative overall scores will be dropped. Applications with a final score of less than 65% will not be considered for funding. The overall results of the scoring will be reported to each collaborative.

Scores will have a direct relationship to funding. If any projects are recommended for zero funding by the collaborative, they must be the lowest scored proposals in that collaborative.

Voting on Budget Allocation:

Each collaborative will meet to decide on budget allocations that will be recommended to the CD Steering Committee. The collaboratives will decide on the procedures to be used in voting on budget allocations. Having oral presentations by each applicant is an option open to each collaborative.

The Chair of each collaborative will prepare a budget for submission to the CD Steering Committee. If the collaborative recommends any project for \$0 funding, or an increase or decrease of more than 5% of the current

program budget, the collaborative must provide a brief written explanation for these decisions on the budget submitted to CD Steering Committee. Any changes to the collaborative allocations occurring after the submission of the collaborative budgets, such as an increase or reduction in the overall grant from HUD, will be applied proportional to the collaborative budget recommendations.

Submission to Community Development:

Each collaborative will submit their final budget recommendations. Email is the preferred method of submission, to facilitate uniform formatting by CD staff for distribution to the Steering Committee.

Lobbying:

Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the CDBG Social Services Funding is prohibited during the course of the application process. The 36th Year application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 22, 2010. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

STAFF REVIEW PROCESS

Community Development (CD) staff will perform a detailed technical review of each proposal. This review will incorporate determination of agency and project eligibility, and include comments on past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. These technical review comments, in addition to the scoring tool comments, will be provided to the collaboratives and the Steering Committee for their use in reviewing the proposals.

SCORING PROCESS

The Community Development Planning Committee developed a scoring tool for use in evaluating projects requesting funds. This scoring tool is provided in the application packet.

Scoring will be used to determine whether projects meet the baseline of 65% for consideration, as a guideline for determining recommended funding levels, and as the standard by which collaboratives may recommend zero funding for a project. Zero funding recommendations are restricted to the lowest scored project(s) in each collaborative.

The purpose of the score is to aid in the development of recommendations. Voting members of the collaborative, CD Steering Committee and CD staff will individually score each project and provide comments supporting the scoring decisions. Applicants will not be permitted to vote for projects submitted by their agency. Scores and comments will be submitted to CD staff for compilation. The high and low scores for each project will be dropped and the remaining scores averaged.

The comments will be compiled along with the scores. The collaborative and Steering Committee members will be provided with the final scores and anonymous comments to use in their deliberations. The individual scores and comments will be kept anonymous till the end of the collaborative process, after which point they will be made available upon request.

STEERING COMMITTEE REVIEW PROCESS

The Steering Committee will follow the Proposal Review Process in the Community Development Citizen Participation Plan. Accordingly, the Steering Committee will hold open meetings to review the social service and ESG proposals. A single Steering Committee meeting will be held in which the Chairs for all CD social services and ESG collaboratives will present the recommended budget for their collaborative. Steering Committee will review each budget and determine whether to support the budget recommendation as submitted or to deliberate further. If the committee elects to support the budget as submitted, no further discussion is necessary and it becomes the Steering Committee's recommendation for that collaborative. If the committee feels that further

deliberation is warranted, a meeting is scheduled for all or selected members of the collaborative to attend and respond to questions from the Steering Committee.

During the meetings for the additional review of those collaborative categories determined to need further deliberation, the Steering Committee will interview the spokesperson for the collaborative and may interview the representative for each application to give the applicants an opportunity to answer questions from staff and Committee members. The Steering Committee will receive oral and written comments from the public regarding the applications.

Note: The Steering Committee has identified the following as concerns that are expected to be included in the discussion of the funding proposals:

- *Volunteerism vs. Paid staff*
- *Total funds requested - history of total CD funding*
- *Community/local support - citizen participation on projects*
- *Consideration for new applicants*
- *Same agency applying to different collaboratives for different services*
- *Non-controversial - staying within community values*
- *Other funding sources*
 - A. *Excessive reliance on CDBG funds*
 - B. *Taxing entities applying*
 - C. *Repetition - # of years with CD*
- *Use of subcontractors*

At the conclusion of the comments, the Steering Committee will then critically review the collaborative recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds under the collaborative category that is being reviewed. Proposals will be evaluated using the following criteria:

- Thoroughness and clarity of the application
- Demonstration of need for the project
- Demonstration of applicant's capacity to perform project
- Cost effectiveness of the project
- Reasonableness of the project budget

In those instances where the Steering Committee and the collaborative recommendations are different, the collaborative may request and be afforded an opportunity to meet with the Steering Committee to discuss the differences for a possible compromise.

PROJECT OUTCOME(S)

The City of El Paso has implemented a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for CDBG funding are now required to address in the application packet the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. Outcomes describe the impact that will result from the project/activity, and are the benefits to individuals, families, organizations and communities derived from construction of the project or participation in a program or service. All CDBG applicants are expected to state the expected outcome(s) of their project/activity in the application packet, and further, should have the capability to track the outcome(s) over time to report on results if the project/activity is eventually funded. Projects funded will have a contractual obligation to meet projected outcomes. Further technical assistance on this subject will be provided to funded agencies.

APPEALS PROCESS

Determination of project ineligibility under the Federal or local eligibility requirements is not subject to appeal. However, if an applicant feels that the determination of ineligibility was based on a misunderstanding, they may contact CD staff and request a meeting to further discuss the matter. Such a request must be delivered to CD in writing within seven (7) days of receiving the disqualification notice, in order to allow the project to be re-integrated into the application process if appropriate.

An Appeals/Grievance Sub-committee of the Steering Committee will be formed for the purpose of hearing agency appeals. Agencies may submit an appeal REGARDING FUNDING LEVEL AND/OR PROCESS ISSUES ONLY within two (2) working days after the affected collaborative's final budget meeting. Before the recommendations are submitted

to the entire Steering Committee as a whole, the Appeals/Grievance Subcommittee will hear petitions from agencies that have submitted an appeal. The Appeals/Grievance Subcommittee has the authority to review complaints about the funding level amount awarded to any agency and/or the collaborative process. The Appeals/Grievance Subcommittee's recommendations will be forwarded to and acted upon by the Steering Committee as a whole at the time that the collaborative recommendation is considered by the Steering Committee.

EXIT CONFERENCE

An exit conference will be offered to those agencies whose projects are not funded following the final City Council Budget Hearing. The purpose of this conference will be capacity building and a discussion of alternative resources and approaches.

CONTACT INFORMATION

Please provide all information requested in this package. Follow the application format and restrict your responses to the space provided. Failure to meet all the rules and requirements of this application packet and process may result in your application not being accepted for consideration. If you have any questions, or you require assistance in completing this package, please contact:

Michele Ellington, Grant Planner
call (915) 541-4371/4059 V/TDD, Fax 541-4370
or e-mail EllingtonME@elpasotexas.gov

OR

Connie Jimenez, Grant Planner
Call (915) 541-4246, Fax 541-4370
or e-mail jjimenezcp@elpasotexas.gov

For additional information regarding Ordinance No. 9779, you may contact the ADA Accessibility Coordinator, William Bennett, Engineering Department, 4th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, 79901, telephone number (915) 541-4243.

Applicants should submit an original and two copies of materials requested on pages ___ through ___ of the application section and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), along with a completed checklist.

DEADLINE FOR SUBMISSION OF CDBG PUBLIC SERVICES FUNDING APPLICATIONS IS 5:00 P.M. ON MONDAY, NOVEMBER 2, 2009. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL – 8TH FLOOR
TWO CIVIC CENTER PLAZA
EL PASO, TEXAS 79901-1196

**36TH YEAR (2010-2011)
NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA) PARTNERSHIP
LETTER OF INTENT**

Only Community Based Development Organizations will be eligible to apply for these funds. See reverse side for a complete definition of a Community Based Development Organization. Letter of Intent packets are available from September 8, 2009 through September 18, 2009. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5:00 p.m. on September 18, 2009.** Late or incomplete packets will not be accepted, and no application will be accepted without a Letter of Intent. If any entity outside your agency will provide any services under the proposed project, they must be listed on this form. Applications will not be accepted with partners/consultants/contractors that were not included in this Letter of Intent. Once your packet has been reviewed, you will be contacted. If it is accepted, the Executive Director, Program Director or Grant Writer will be required to attend an application workshop on October 8, 2009, at which time you'll be given the complete application packet. **The full application is due January 8, 2010.** Please make certain the contact information is correct.

| | | | |
|--|--|------------------|--|
| Agency Name | | | |
| Agency Address | | | |
| Director's Name | | | |
| Name(s) Partners/ Consultants/Contractors that will provide services under this contract | | | |
| Project Name | | | |
| Project Address | | | |
| Contact's Name | | | |
| Phone Number | | Fax Number | |
| E-Mail Address | | Web Page Address | |
| Choose one strategy area (for boundaries, see attached maps) | <input type="checkbox"/> Lower Dyer Neighborhood Revitalization Strategy Area <input type="checkbox"/> Chamizal Neighborhood Revitalization Strategy Area | | |
| Priority All projects must fall within the listed priorities. <u>Projects not specifically targeting a neighborhood priority will not be considered.</u> Mark which of the priorities your proposal will address. A single proposal may address more than one priority. | <u>Education</u> <input type="checkbox"/> after-school recreation and education programs <input type="checkbox"/> evening workshops with parents <input type="checkbox"/> tutoring <input type="checkbox"/> ESL support programs <input type="checkbox"/> high-school retention programs <input type="checkbox"/> adult literacy and GED courses <input type="checkbox"/> adult computer training programs <u>Housing Services</u> <input type="checkbox"/> home-buyer education programs following HUD approved curriculum <u>Economic/ Workforce Development</u> <input type="checkbox"/> micro-enterprise assistance <input type="checkbox"/> job training <input type="checkbox"/> child care <u>Social Services</u> <input type="checkbox"/> teen pregnancy prevention programs <input type="checkbox"/> senior outreach programs <input type="checkbox"/> medical transportation <input type="checkbox"/> homebound meals <input type="checkbox"/> intergenerational congregate meals for seniors and youth <input type="checkbox"/> domestic violence intervention programs <input type="checkbox"/> substance abuse prevention & intervention programs <input type="checkbox"/> quarterly substance abuse awareness community meetings <input type="checkbox"/> gang prevention | | |

Make sure to complete back of form!

Project Summary:

Describe the proposed project to help us determine program eligibility. ***Include nature of service and target population.***

Required Attachments:

- _____ Letter stating compliance with CBDO definition, stating specifically which criteria are met by organization
- _____ IRS 501 (c) 3 Ruling Letter
- _____ Current Articles of Incorporation, including any amendments
- _____ Current ByLaws, including any amendments
- _____ Current list of Board of Directors
- _____ Audit covering a period ending on a date no earlier than January 31, 2008
- _____ Signed Letter of Understanding

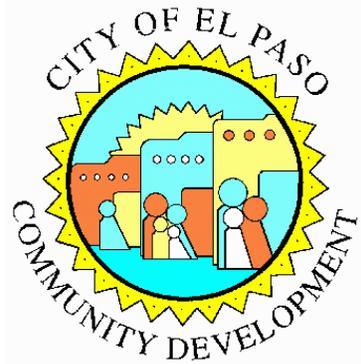
Definition of Community-Based Development Organization

Definition: A potential applicant agency qualifies as a Community-Based Development Organization if it meets all of the following criteria:

- (1) Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) within an identified geographic area of operation not to exceed the jurisdiction of the City of El Paso;
- (2) Is an entity which has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income;
- (3) Is an entity that is non-profit or for-profit, provided that any monetary profits to its shareholders or members are only incidental to its operations;
- (4) Maintains at least 51 percent of its governing body's membership for low-and moderate-income residents of its geographic area of operation, owners of private establishments located in its geographic area of operation, or representatives of low-and moderate-income neighborhood organizations located in its geographic area of operation;
- (5) Is not an agency or instrumentality of the City of El Paso, and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under No. 4 above).

Additionally, any entity that does not meet the criteria described above may qualify as an eligible entity if it is organized pursuant to section 301(d) of the Small Business Investment Act of 1958; is an SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or is a Community Housing Development Organization (CHDO), designated under the HOME Program, with a geographic area of operation of no more than one neighborhood. A CBDO which does not meet any of the above criteria but which is able to demonstrate to the satisfaction of HUD, through the provision of information regarding the organization's charter and by-laws, that the organization is sufficiently similar in purpose, function, and scope to those entities qualifying under the CBDO regulations may also qualify under these guidelines. The City of El Paso has determined that any existing non-profit, which has been certified by the City as a neighborhood-based non-profit organization prior to September 1995, will be judged to meet these criteria.

NRSA Partnership Application



36TH YEAR (2010-2011) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**Department of Community and Human Development
2 Civic Center Plaza – City Hall, 8th Floor
El Paso, Texas 79901-1196**

Closing Date: January 8, 2010 at 5:00 p.m.



**PUBLIC SERVICES FUNDING REQUEST
NEIGHBORHOOD REVITALIZATION STRATEGY AREA
THIRTY-SIXTH YEAR (2010-2011)**

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, including decent housing and suitable living environments, and the expansion of economic opportunities, principally for persons of low and moderate income. The City of Paso expects to receive approximately \$8.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 36th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2010. Federal regulations stipulate that the cap on CDBG funds allocated to Public Services programs may be exceeded for programs serving targeted Neighborhood Revitalization Strategy Areas, if these projects are carried out by Community Based Development Organizations (CBDOs). The Lower Dyer Neighborhood Revitalization Strategy Area and the Chamizal Neighborhood Revitalization Strategy Area will each be allocated \$150,000 in additional CDBG Public Services funds. The City's Department of Community and Human Development is soliciting funding proposals from interested Community Based Development Organizations for the use of these funds.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Public Services project proposed for targeted Neighborhood Revitalization Strategy Area funding. Neighborhood Revitalization Strategy Area targeted Public Services funds will be allocated to Community Based Development Organizations using this application process. Letter of Intent format sheets were available in the 8th Floor Community Development office at City Hall from 8:00 a.m. September 8, 2009 through 5:00 p.m. September 18, 2009. Letter of Intent packets were due in the Public Services Office, 8th Floor, City Hall (2 Civic Center Plaza) by 5:00 p.m. September 18, 2009. Eligible applicants were then invited to the RFP training where the application packets were distributed. Final NRSA applications are due by 5:00 p.m., January 8, 2010. **Late or incomplete submissions of the Application will not be considered for funding.**

The Department of Community and Human Development (DCHD) will conduct a mandatory training workshop for NRSA applicants on:

**Thursday, October 8, 2009 AT 1:00 P.M.
In the Community Development Conference Room,
On the 8th Floor of City Hall, #2 Civic Center Plaza**

Attendance at the training workshop is mandatory in order to be considered for funding.

The Executive Director, the program director, or grant writer must represent the applicant at the workshop. Please bring your NRSA application packet with you. **FAILURE TO HAVE YOUR AGENCY REPRESENTED AT THE WORKSHOP WILL DISQUALIFY THE AGENCY FROM APPLYING FOR CDBG FUNDING.** If a workshop participant requires special accommodation during the workshop, please contact the Department of Community and Human Development as soon as possible so that necessary arrangements can be made.

PROJECT ELIGIBILITY

Applicant must be a Community Based Development Organization. A potential applicant agency qualifies as a Community-Based Development Organization if it meets all of the following criteria:

- (1) Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) within an identified geographic area of operation not to exceed the jurisdiction of the City of El Paso;
- (2) Is an entity which has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income;
- (3) Is an entity that is non-profit or for-profit, provided that any monetary profits to its shareholders or members are only incidental to its operations;
- (4) Maintains at least 51 percent of its governing body's membership for low-and moderate-income residents of its geographic area of operation, owners of private establishments located in its geographic area of operation, or representatives of low-and moderate-income neighborhood organizations located in its geographic area of operation;
- (5) Is not an agency or instrumentality of the City of El Paso, and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under No. 4 above).

Additionally, any entity that does not meet the criteria described above may qualify as an eligible entity if it is organized pursuant to section 301(d) of the Small Business Investment Act of 1958; is an SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or is a Community Housing Development Organization (CHDO), designated under the HOME Program, with a geographic area of operation of no more than one neighborhood. A CBDO which does not meet any of the above criteria but which is able to demonstrate to the satisfaction of HUD, through the provision of information regarding the organization's charter and by-laws, that the organization is sufficiently similar in purpose, function, and scope to those entities qualifying under the CBDO regulations may also qualify under these guidelines. The City of El Paso has determined that any existing non-profit, which has been certified by the City as a neighborhood-based non-profit organization prior to September 1995, will be judged to meet these criteria.

Other Federal eligibility requirements

- Applicant's project must provide direct services to clients who qualify under HUD Section 8 income guidelines and who reside within the limits of targeted Neighborhood Revitalization Strategy Area (see attached maps). Funded agencies will be required to verify each client's residence and eligibility. HUD has determined that the following populations meet income guidelines and are presumed eligible elderly persons (aged 60 and older), severely disabled adults, homeless persons, abused children, battered spouses, persons living with AIDS, migrant farm workers, and illiterate adults.
- Applicant must provide services that are non-religious in nature and scope.

Local eligibility requirements:

- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee. **Conflict of interest and all other provisions extend to partners and subcontractors as well.**
- Applicant must demonstrate adequate management capacity. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2008.
- CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. **No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.**
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project. At least 50% of staff hours funded by the City must be spent in the provision of direct services to eligible clients.

Applications for this funding are intended to be based on partnership. Applicants will work with various agencies to develop partnerships (funded and unfunded) to provide a comprehensive array of services for the target area. The City anticipates funding one comprehensive partnership application for each of the two target areas. The City will also require that all applicants meet the following process standards:

- Services requested for funding must demonstrate compliance with the Neighborhood Revitalization Strategy Area priorities.
- The fiscal administrator for the proposed project must be clearly designated in the proposal, as a single contract will be written for the joint project. The fiscal administrator must be a CBDO, but partner agencies need not be.
- If any portion of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the application must be completed reflecting the role of the partner. If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- If any partner for the project is currently also applying for CD funding for similar services, the proposal must clearly identify in what ways the proposed serves differ.
- Applicants and partners currently receiving Community Development funds must be in compliance with all terms of any contract through the Department of Community and Human Development and have been in good standing during the program year.
- Applicants must submit a complete letter of intent and application packet by the deadlines or the project will not be considered for funding.
- Applicants must attend all required training (see training, below) in order to be considered eligible to apply.

- Applicants will hold meetings as necessary to develop partnerships and build a comprehensive array of services. Partners seeking funding will submit written requests for consideration to the applicants. Copies of these written requests will be submitted to the City. Meetings will be open, and CD Grants and Program Administration Division staff will be included.

PRIORITIES FOR NEIGHBORHOOD REVITALIZATION STRATEGY AREAS

Project must specifically address the priorities listed below or it **will not be considered** for funding.

Education

Tutoring/mentoring programs, youth life skills education, ESL support, adult literacy and GED courses, and adult computer training programs

Housing Services

Home-buyer education programs following HUD approved curriculum and EITC/IDA assistance

Economic/ Workforce Development

Micro-enterprise assistance, job training, and conduct job fairs

Social Services

Teen pregnancy prevention programs, gang prevention, domestic violence intervention programs, substance abuse prevention and/or treatment, homebound meals for seniors, after school recreation programs, organized youth sports, host community services day, and recidivism programs

VALUES FOR PROPOSAL CONSIDERATION

The following values will be used when considering projects for CDBG Public Services funding:

PARTNERSHIP VALUES

Partnership values reflect elements that contribute to the integration of diverse projects in providing continuums of care and comprehensive community services. Projects should:

1. Stimulate and enhance the lives of a diverse population of clients served by the partnership.
2. Create partnerships that maximize resources and enhance services.
3. Promote maximum independence for clients.
4. Enhance quality of life for clients and produce beneficial outcomes for clients.
5. Achieve cost-effective use of resources.
6. Fulfill community needs.
7. Complement continuum of care of the partnership.
8. Encompass adequate geographic coverage for the partnership.
9. Ensure services to clients who would otherwise be unserved or underserved.
10. Show that withdrawing the project would have a significant impact on the target population/clients.
11. Demonstrate the relationship between the project proposal and City Council's priorities.

PROJECT VALUES

Project values reflect traits deemed valuable in terms of individual projects. Projects should:

1. Demonstrate a project history of successful implementation and budget management. **In the case of new projects, demonstrate a sound plan for implementation, management controls and an adequate budget.**
2. Present a budget appropriate to the proposed program.
3. Serve a significant number of clients and/or have a significant impact.
4. Focus on care in the least restrictive, most inclusive environment.
5. Be a cost effective service.
6. Demonstrate feasibility and can demonstrate result-oriented outcomes.
7. Demonstrate a close relationship of direct services funding to the total request.
8. Clearly define population to be served and geographic area of coverage.
9. Incorporate the service as part of an integrated continuum of care.

AGENCY VALUES

Agency values reflect components of management capacity and fiscal responsibility. Projects should:

1. Commit adequate resources, infrastructure and capacity to support the project (past and present).
2. Demonstrate responsible fiscal and project management.
3. Show capacity, ability and/or history to meet contract obligations.
4. Demonstrate economic viability and efficiency.
5. Have planned and/or implemented a system to document client eligibility.
6. Document client satisfaction.
7. Participate in applicable community coalitions and efforts.
8. Demonstrate sound fiscal history and annual audited financial statements
9. Demonstrate feasibility and impact of proposed outcomes and cost effectiveness of the program including leveraging of funds with CDBG dollars

STAFF REVIEW PROCESS

Community Development staff will perform a detailed technical review of each proposal. This review will incorporate determination of agency and project eligibility, and include comments on past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. These comments will be provided to the applicants and the Steering Committee for their use in reviewing the proposals.

STEERING COMMITTEE REVIEW PROCESS

Prior to their formal review of the proposals, the Steering Committee will be provided with application packets for all eligible social services funding requests. Steering Committee members may contact individual agencies with questions regarding the funding requests.

The Steering Committee will be provided with the results of the CD staff review of the proposals. The Steering Committee will follow the Proposal Review Process in the Community Development Citizen Participation Plan.

During the meetings for the review of NRSA applications, the Steering Committee will interview the applicant and may interview the representative for each partner to give the partnership an opportunity to answer questions from staff and Committee members. The Steering Committee will receive oral and written comments from the public regarding the applications.

Note: The Steering Committee has identified the following as concerns that are expected to be included in the discussion of the funding proposals:

- *Volunteerism vs. Paid staff*
- *Total funds requested - history of total CD funding*
- *Community/local support - citizen participation on projects*
- *Consideration for new applicants*
- *Same agency applying to different collaboratives and/or partnerships for different services*
- *Non-controversial - staying within community values*
- *Other funding sources*
 - A. *Excessive reliance on CDBG funds*
 - B. *Taxing entities applying*
 - C. *Repetition - # of years with CD*
- *Use of subcontractors*

At the conclusion of the comments, the Steering Committee will then critically review the funding recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds under the NRSA category that is being reviewed. Proposals will be evaluated using the following criteria:

- Thoroughness and clarity of the application
- Demonstration of need for the project
- Demonstration of applicant's capacity to perform project
- Cost effectiveness of the project
- Reasonableness of the project budget

In those instances where the Steering Committee and the partnership recommendations are different, the partnership may request and be afforded an opportunity to meet with the Steering Committee to discuss the differences for a possible compromise.

PROJECT OUTCOME(S)

The City of El Paso has implemented a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for CDBG funding are now required to address in the application packet the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. Outcomes describe the impact that will result from the project/activity, and are the benefits to individuals, families, organizations and communities derived from construction of the project or participation in a program or service. All CDBG applicants are expected to state the expected outcome(s) of their project/activity in the application packet, and further, should have the capability to track the outcome(s) over time to report on results if the project/activity is eventually funded. Projects funded in the 36th year will have a contractual obligation to meet projected outcomes. Further technical assistance on this subject will be provided to funded agencies.

APPEALS PROCESS

Determination of project ineligibility under the Federal or local eligibility requirements is not subject to appeal. However, if an applicant feels that the determination of ineligibility was based on a misunderstanding, they may contact CD staff and request a meeting to further discuss the matter. Such a request must be delivered to CD in writing within seven (7) days of receiving the disqualification notice, in order to allow the project to be re-integrated into the application process if appropriate.

An Appeals/Grievance Sub-committee of the Steering Committee will be formed for the purpose of hearing agency appeals. Agencies may submit an appeal REGARDING FUNDING LEVEL AND/OR PROCESS ISSUES ONLY within two (2) working days after the affected partnership's final budget meeting. Before the recommendations are submitted to the entire Steering Committee as a whole, the Appeals/Grievance Subcommittee will hear petitions from agencies that have submitted an appeal. The Appeals/Grievance Subcommittee has the authority to review complaints about the funding level amount awarded to any agency and/or the funding process. The Appeals/Grievance Subcommittee's recommendations will be forwarded to and acted upon by the Steering Committee as a whole at the time that the funding recommendation is considered by the Steering Committee.

LOBBYING

Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the CDBG Social Services Funding is prohibited during the course of the application process. The 36th Year application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 22, 2010. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

EXIT CONFERENCE

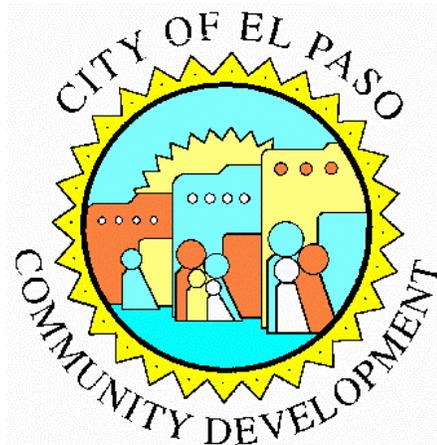
An exit conference will be offered to those agencies whose projects are not funded following the final City Council Budget Hearing. The purpose of this conference will be capacity building and a discussion of alternative resources and approaches.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 36th Year CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 4, 2010, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2010-2011. The Proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Plan on Tuesday, June 22, 2010.

Please provide all information requested in this package. Follow the application format and restrict your responses to the space provided. Failure to meet all the rules and requirements of this application packet and process may result in your application not being accepted for consideration. If you have any questions, or you require assistance in completing this package, please contact:

Michele Ellington, Grant Planner
Grants and Program Administration Division
City Hall - 2 Civic Center Plaza - Eighth Floor
El Paso, TX 79901-1196
or call (915) 541-4371/4059 V/TDD, Fax 541-4370
or e-mail EllingtonME@elpasotexas.gov



For additional information regarding Ordinance No. 9779, you may contact the ADA Accessibility Coordinator, William Bennett, Engineering Department, 4th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, 79901, telephone number (915) 541-4243.

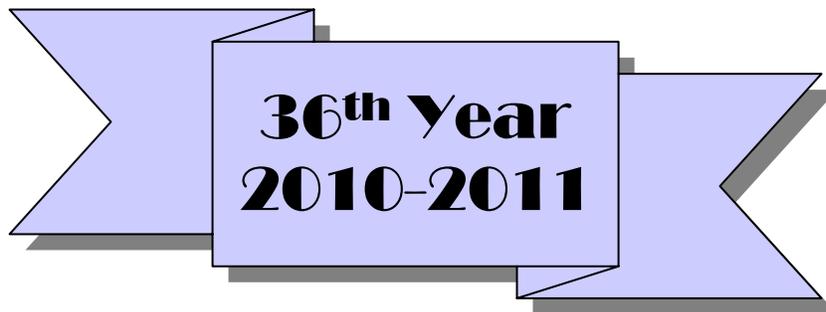
Applicants should submit an original and two copies of materials requested on pages ___ through ___ of the application section and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), along with a completed checklist.

DEADLINE FOR SUBMISSION OF PUBLIC FACILITIES COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS **5:00 P.M. ON FRIDAY, JANUARY 8, 2010**. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL – 8TH FLOOR
TWO CIVIC CENTER PLAZA
EL PASO, TEXAS 79901-1196



**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**



**CITY DEPARTMENT
APPLICATION PACKET**

FOR

PUBLIC FACILITIES AND IMPROVEMENTS

**CLOSING DATE for Applications and Cost Estimates: 5:00 p.m.,
Friday, January 8, 2010**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

36TH YEAR (2010-2011) FUNDING APPLICATION CITY DEPARTMENT PUBLIC FACILITY PROJECTS

The City of El Paso expects to receive approximately \$8.5 million in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 36th Program Year of the Community Development Block Grant (CDBG) Program which will begin on September 1, 2010. Approximately \$3.2 million will be available for new projects. With this application, the City of El Paso's Department of Community and Human Development (CD) is soliciting funding proposals from City departments for the use of these funds.

ELIGIBLE ACTIVITIES

Public Facilities: The City's 36th Year CD funds may be used for a wide range of activities related to public facilities including expansion, reconstruction, rehabilitation or installation of public facilities, and removal of architectural barriers. **New construction of public facilities will only be eligible inside of a City designated Neighborhood Revitalization Strategy Area (NRSA).**

NOTE: Expansion of existing public facilities is limited to no more than 50% of the existing total size or square footage of the project. Example: A proposed project for the expansion of a 4,000 square foot building would be limited to no more than a 2,000 square foot expansion of the building.

The following types of project proposals **WILL NOT** be eligible for funding in the 36th Year (2010-2011):

1. Proposals involving acquisition of real property (land and/or buildings);
2. **Construction of new public facilities is ineligible unless they are located in a City designated NRSA, and acquisition of land must be complete as of the January 8, 2010 application deadline; and**
3. The rehabilitation/new construction of fire stations or the purchase of fire equipment.

Applicants should consult with Kevin Pitts, Grant Planner, or Judy Sarabia, Senior Grant Planner, at the Department of Community and Human Development (541-4643) **well in advance** of the deadline for applications to see if the proposed project meets CDBG Program eligibility criteria.

The deadline for receipt of proposals for the 36th Program Year is **Friday, January 8, 2010**. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, **no later than 5:00 p.m.** in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information, including the completed "Project Cost Summary" estimate signed by the City Engineer by the Friday, January 8, 2010 deadline, will be incomplete and will not be considered for 36th Year funding.

The Department of Community and Human Development will conduct a mandatory Training Workshop for Public Facilities on:

Tuesday, September 22, 2009 at 9:00 a.m.
In the Community Development Conference Room,
On the 8th floor of City Hall, #2 Civic Center Plaza.

Attendance at the training workshop is mandatory to be considered for funding. The department must be represented at the workshop by the department head, the section head, or the grants writer. Please bring your Departmental application packet with you.

CITIZEN SUPPORT

As part of the 2010-2011 application process, it is **recommended** that applicants demonstrate community/citizen support for projects (example: a petition signed by persons who would benefit by this project).

COMPLIANCE WITH NATIONAL OBJECTIVES

All CD projects must benefit low-and moderate-income persons. **Low-and moderate-income** is defined as 80% of median income of El Paso, Texas. Projects may meet the low and moderate income objective by either Area Benefit or Limited Clientele Benefit.

Area Benefit may be established if the public facility or improvement will be used for a purpose that benefits **all** the residents of a particular area in which at least 51% of the residents are low-and moderate-income. Applicants seeking to qualify a project as area benefit should contact the Department of Community and Human Development to ensure that the population of the designated service area meets the low-and moderate-income requirements. Projects that will be used by a city-wide population will not qualify under this criterion.

Limited Clientele Benefit may be established if the public facility or improvement will be used for an activity, the benefits of which are limited to a specific group of people, at least 51% of whom are low-and moderate-income persons. Applicants seeking to qualify a project under this criterion must substantiate that at least 51% of the beneficiaries of the project will be of low-and moderate-income, either through income eligibility requirements, or by obtaining information on family size and income of all beneficiaries.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

The City of El Paso has implemented a Performance Outcome Measurement System, required by HUD to gauge the success of projects awarded funding. Applicants for CDBG funding are required to address, in the application packet (page 6), the outcome(s) for the proposed project; that is, the benefit(s) that will result from the completion of the project. Outcomes show how the project benefits a community or people served. All CDBG applicants should have the capability to track the outcome(s) over time to report on results if the project is funded. Please see **Attachment "A"** for further explanation of the Performance Measurement System.

COMPLETENESS AND SUPPORTING DOCUMENTATION

Applications must be complete as of the **January 8, 2010** deadline in order to be considered for funding. All required supporting documentation **must** be submitted with the Community Development funding application in order for the application to be complete, **including** the "Project Cost Summary" estimates for the project. The Completeness Checklist (pages 7-8 of the application) will be used by the Department of Community and Human Development to review City department applications.

Applications **must** include the following:

- A. A narrative project description (see page 2 of the application) and all required application forms and attachments.
- B. For projects involving any type of construction activity, including rehabilitation of existing facilities, City departments must obtain, and submit with this application, a detailed "Project Cost Summary", including project management costs for any park project, prepared by the City's Engineering Department (including any maps if applicable) and a preliminary sketch of the proposed plans. This cost estimate is necessary in order to assure adequate funding and the ultimate success of any approved project.

NOTE: All City departments seeking CDBG assistance for the construction, expansion or rehabilitation of real property are encouraged to request “Project Cost Summary” estimates from the City's Engineering Department well in advance of the application deadline in order to give the Engineering Department a reasonable amount of time for preparation.

- C. If other funding sources (i.e. grant monies, General Revenue funding, etc.) will be used for the project, the City department must submit written documentation to verify that the funding is committed and available.
- D. For projects involving the construction or expansion of existing public facilities, a Zoning Verification Letter must be obtained from Linda Castle, Senior Planner, City of El Paso Planning Office (541-4029), stating that the zoning of the site is appropriate for the proposed use, is required and must be submitted with the original application. Projects that do not have the proper zoning at the time of the application deadline will not be considered for funding and will be deemed ineligible.
- E. Environmental Checklist (pages 7-8) – All City Departments must include with this application the Environmental Checklist with all questions answered and supporting documentation attached. Depending on the type of project, property located in a flood zone may be ineligible for funding. City Departments may contact Robert Gott in the Department of Community and Human Development at 541-4248 for additional information on the Environmental Checklist.
- F. For street improvement projects, written documentation that the proposed project design and any estimated lighting costs are acceptable to the City’s Traffic Division.
- G. For street improvement projects involving encroachment issues, a written plan describing how the applicant intends to address the encroachment issues with the affected property owners, preferably including proof of correspondence with the said property owners indicating their willingness and cooperation in addressing the street improvements as it pertains to their property(ies).
- H. For projects involving new or expanded public facilities, a written commitment from the appropriate City official (DCM–Financial and Administrative Services or the Director of OMB) that operating funds for the facility will be available once the project is completed.
- I. Any other documentation (such as income guidelines) pertinent to the Community Development funding application.

The time frame for the 36th Year of the CDBG Program is *September 1, 2010 to August 31, 2011*. To comply with expenditure requirements imposed by HUD, all 36th Year projects should be substantially completed by the end of the program year on *August 31, 2011*. If City Council decides to award funding in phases, the phase funded in the 36th Year must be substantially completed by *August 31, 2011*, and all subsequent phases must be substantially completed during the program year in which they are funded.

EVALUATION CRITERIA

The staff of the Department of Community and Human Development will conduct a technical review on each complete eligible application received during the 36th Year (2010-2011) CD application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee’s deliberation on the proposals. All funding requests will be evaluated utilizing the following criteria, if applicable:

A. Nature and Severity of the Problem

- Has the applicant clearly described and documented the Community development problem that the project will address?
- Does the problem constitute a threat to safety and/or health?
- Does the problem result in property damage?

- Does the problem constitute an inconvenience?
- Does the project address an under-served population or area of the City?
- Do proposed services duplicate other projects in the community?
- Is there citizen support for the project?
- How does the project relate to the other CD projects, accomplished or proposed in the same area?
- Has the applicant demonstrated that there are no other funding sources for the amount requested?

EVALUATION CRITERIA (continues)

B. Community Development Objectives

- Does the project conform to HUD's policy priorities, strategic goals and the City's high priorities?
- Does the project address basic needs such as food, shelter or health?
- What other needs does the project address?
- What population group does the project serve?
- How is this population currently served by the CDBG Program or by other funding sources?
- In the case of an existing facility, will the project result in better or increased utilization of the facility by low-income persons?
- In the case of an expanded facility, will the facility result in the provision of new or expanded services to low-income persons?

C. Applicant Capacity and Performance

- If the project will involve operation of a public facility and/or delivery of a service after the project is completed, does the applicant demonstrate adequate experience in these areas?
- Has the applicant provided documentation to verify that adequate operational funds are available at a minimum for the first year of operation?
- Has the applicant previously implemented projects of a similar nature? (*Implementation means carrying out the project from design through completion of construction.*) If not, will the applicant obtain the services of a licensed architect or engineer?
- Has the applicant demonstrated satisfactory performance in completing and administering a previously funded CDBG project (if applicable)?

D. Feasibility

- Are the budget line items realistic and justified? Is the budget adequate?
- Is the project free from potential impediments and detrimental environmental conditions (located in a flood zone, appropriate zoning)?
- If any impediments exist, has the applicant satisfactorily explained how it will overcome them?
- If funded, will the City be able to complete the entire project, or each phase of the project in the case of phased projects, in a timely manner (ideally in one year) in order to meet the expenditure and timeliness requirements mandated by the U.S. Department of Housing and Urban Development?

E. Cost of the Project

- How does the cost of the project compare to the number of individuals it will benefit?
- How does the project cost relate to the severity of the problem (high cost of a project which corrects a problem that threatens safety and health vs. high cost for a project which addresses a problem that causes inconvenience)?
- Is there any other less expensive acceptable solution?

ELIGIBILITY REVIEW

This package has been designed to obtain the information necessary for a complete and fair analysis of each project application proposed for CDBG funding. **The City reserves the right to request any additional information that may be necessary for an analysis of the proposed project.**

After the **January 8, 2010** deadline, staff in the Department of Community and Human Development will finalize the eligibility of proposals. A technical review of all **eligible** proposals will be completed and a list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than **February 1, 2010**. Departments will be notified if a project is determined to be ineligible.

The results of these reviews are submitted to the Community Development Steering Committee during the Committee's deliberations on the proposals. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. After review, the Steering Committee will submit a listing of recommended projects to the City Council.

CITY COUNCIL ACTION

City Council will make the **final decision** on the projects to be funded in the 36th Year (2010-2011) Community Development Block Grant Program. The CDBG budget will be included in the Annual Action Plan which constitutes the City's yearly consolidated application that is submitted to HUD. On Tuesday, May 4, 2010, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2010-2011. The proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 22, 2009.

Please submit one (1) original and two (2) copies of all material requested.

APPLICATION DEADLINE

- ❖ Closing date for Community Development Public Facility City Department CDBG applications (including Project Cost Estimates from the Engineering Department) is **5:00 p.m., Friday, January 8, 2010**.
- ❖ Applications must be received by the deadline date and time in order to be considered.
- ❖ Submit complete applications to:

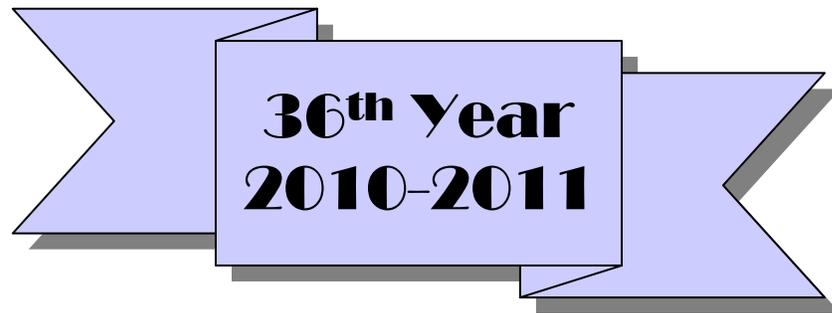
**DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL
TWO CIVIC CENTER PLAZA – 8TH FLOOR
EL PASO, TX 79901-1196**

Please provide all information requested in this application packet; **failure to do so will result in your application not being accepted for consideration**. If an item does not apply, place a "N/A" in the space of the appropriate line item. **Do not submit pages i through v with your completed application.** If you have any questions, or need assistance in completing this application, please contact:

Kevin Pitts, Grant Planner, or Judy Sarabia, Senior Grant Planner
Department of Community and Human Development
#2 Civic Center Plaza – 8th Floor
El Paso, TX 79901-1196
Telephone No. (915) 541-4643



**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**



**CITY DEPARTMENT
APPLICATION PACKET
FOR
NRSA Code Enforcement**

**CLOSING DATE for Applications and Cost Estimates: 5:00 p.m.,
Friday, January 8, 2010**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

36TH YEAR (2010-2011) FUNDING APPLICATION

CITY DEPARTMENT

NRSA CODE ENFORCEMENT PROGRAM INSTRUCTIONS

The City of El Paso expects to receive approximately \$8.5 million in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 36th Program Year of the Community Development Block Grant (CDBG) Program which will begin on September 1, 2010. Approximately \$3.2 million will be available for new projects. A total amount of **\$100,000** has been set aside for code enforcement activities in the Chamizal and Lower Dyer Neighborhood Revitalization Strategy Areas (NRSAs). With this application, the City of El Paso's Department of Community and Human Development (CD) is soliciting funding proposals from City departments for the use of these funds.

ELIGIBLE ACTIVITIES

Code Enforcement: Code Enforcement eligibility is defined as costs incurred for inspection for code violations and enforcement of codes (e.g., salaries and related expenses of code enforcement inspectors and legal proceedings, but not including the cost of correcting the violations) in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area.

The City's 36th Year CD funds may be used to attain the following goals in the Lower Dyer Neighborhood Revitalization Strategy Area (Refer to Exhibit 1) and the Chamizal Neighborhood Revitalization Strategy Area (Refer to Exhibit 2):

- Improve housing and overall living conditions within the neighborhoods by eliminating code violations.
- Assign and supervise code enforcement personnel to serve exclusively in the NRSA neighborhoods.
- Enforce the Residential Code.
- Remove junked vehicles from the neighborhoods.
- Develop and implement a program to remove abandoned vehicles/junked and inoperable vehicles from the neighborhoods.
- Reduce the presence of large semi-trucks (long-term parking within the residential neighborhoods).

Applicants should consult with Mark Weber, Senior Planner, at the Department of Community and Human Development (541-4377) well in advance of the deadline for applications to see if the proposed project meets CDBG Program eligibility criteria.

The deadline for receipt of proposals for the 36th Program Year is ***Friday, January 8, 2010***. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 5:00 p.m. in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information, including the completed program budget signed by the City Department Head by the Friday, January 8, 2010 deadline, will be incomplete and will not be considered for 36th Year funding.

The Department of Community and Human Development will conduct a mandatory training workshop for Neighborhood Services – City of El Paso Code Enforcement on:

Wednesday, September 30, 2009 at 2:15 p.m.
in the Neighborhood Services Conference Room,
On the 2nd floor of City Hall, #2 Civic Center Plaza.

Attendance at the training workshop is mandatory to be considered for funding. The department must be represented at the workshop by the department head, the section head or the grants writer. Please bring your Departmental application packet with you.

CITIZEN SUPPORT

As part of the 2010-2011 application process, it is **recommended** that applicants demonstrate community/citizen support for projects (example: a petition signed by persons who would benefit by this project).

COMPLIANCE WITH NATIONAL OBJECTIVES

All CD projects must benefit low-and moderate-income persons. **Low-and moderate-income** is defined as 80% of median income of El Paso, Texas. Projects may meet the low and moderate income objective by either **Area Benefit** or **Limited Clientele Benefit**.

Area Benefit may be established if the public facility or improvement will be used for a purpose that benefits **all** the residents of a particular area in which at least 51% of the residents are low-and moderate-income. Applicants seeking to qualify a project as area benefit should contact the Department of Community and Human Development to ensure that the population of the designated service area meets the low-and moderate-income requirements. Projects that will be used by a city-wide population will not qualify under this criterion.

Limited Clientele Benefit may be established if the public facility or improvement will be used for an activity, the benefits of which are limited to a specific group of people, at least 51% of whom are low-and moderate-income persons. Applicants seeking to qualify a project under this criterion must substantiate that at least 51% of the beneficiaries of the project will be of low-and moderate-income, either through income eligibility requirements, or by obtaining information on family size and income of **all** beneficiaries.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

The City of El Paso has implemented a Performance Outcome Measurement System, required by HUD to gauge the success of projects awarded funding. Applicants for CDBG funding are required to address, in the application packet (page 6), the outcome(s) for the proposed project; that is, the benefit(s) that will result from the completion of the project. Outcomes show how the project benefits a community or people served. All CDBG applicants should have the capability to track the outcome(s) over time to report on results if the project is funded. Please see **Attachment “A”** for further explanation of the Performance Measurement System.

COMPLETENESS AND SUPPORTING DOCUMENTATION

Applications must be complete as of the **January 8, 2010** deadline in order to be considered for funding. All required supporting documentation **must** be submitted with the Community Development funding application in order for the application to be complete, **including** the “Project Cost Summary” estimates for

the project. The Completeness Checklist (pages 7-8 of the application) will be used by the Department of Community and Human Development to review City department applications.

Applications **must** include the following:

- A. A narrative project description (see page 2 of the application) and all required application forms and attachments.
- B. For projects involving any type of construction activity, including rehabilitation of existing facilities, City departments must obtain, and submit with this application, a detailed “Project Cost Summary”, including project management costs for any park project, prepared by the City's Engineering Department (including any maps if applicable) and a preliminary sketch of the proposed plans. This cost estimate is necessary in order to assure adequate funding and the ultimate success of any approved project.

NOTE: All City departments seeking CDBG assistance for the construction, expansion or rehabilitation of real property are encouraged to request “Project Cost Summary” estimates from the City's Engineering Department well in advance of the application deadline in order to give the Engineering Department a reasonable amount of time for preparation.

- C. If other funding sources (i.e. grant monies, General Revenue funding, etc.) will be used for the project, the City department must submit written documentation to verify that the funding is committed and available.
- D. For projects involving the construction or expansion of existing public facilities, a Zoning Verification Letter must be obtained from Linda Castle, Senior Planner, City of El Paso Planning Office (541-4029), stating that the zoning of the site is appropriate for the proposed use, is required and must be submitted with the original application. Projects that do not have the proper zoning at the time of the application deadline will not be considered for funding and will be deemed ineligible.
- E. For street improvement projects, written documentation that the proposed project design and any estimated lighting costs are acceptable to the City’s Traffic Division.
- F. For street improvement projects involving encroachment issues, a written plan describing how the applicant intends to address the encroachment issues with the affected property owners, preferably including proof of correspondence with the said property owners indicating their willingness and cooperation in addressing the street improvements as it pertains to their property(ies).
- G. For projects involving new or expanded public facilities, a written commitment from the appropriate City official (DCM–Financial and Administrative Services or the Director of OMB) that operating funds for the facility will be available once the project is completed.
- H. Any other documentation (such as income guidelines) pertinent to the Community Development funding application.

The time frame for the 36th Year of the CDBG Program is ***September 1, 2010 to August 31, 2011***. To comply with expenditure requirements imposed by HUD, all 36th Year projects should be substantially completed by the end of the program year on ***August 31, 2011***. If City Council decides to award funding in phases, the phase funded in the 36th Year must be substantially completed by ***August 31, 2011***, and all subsequent phases must be substantially completed during the program year in which they are funded.

EVALUATION CRITERIA

The staff of the Department of Community and Human Development will conduct a technical review on each complete eligible application received during the 36th Year (2010-2011) CD application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. All funding requests will be evaluated utilizing the following criteria, if applicable:

A. Nature and Severity of the Problem

- Has the applicant clearly described and documented the problem that the project will address?
- Does the problem constitute a threat to safety and/or health?
- Does the problem result in property damage?
- Does the problem constitute an inconvenience?
- Does the project address an under-served population or area of the City?
- Do proposed services duplicate other projects in the community?
- How does the project relate to the other CD projects, accomplished or proposed in the same area?
- Has the applicant demonstrated that there are no other funding sources for the amount requested?

B. Community Development Objectives

- To what extent does the project address the Community Development objective of improving the quality of life for low-income persons?
- Is there citizen support for the project?
- Does the project conform to HUD's policy priorities, strategic goals and the City's high priorities?
- Does the project address basic needs such as food, shelter or health?
- What other needs does the project address?
- What population group does the project serve?
- How is this population currently served by the CDBG Program or by other funding sources?

C. Applicant Capacity and Performance

- Has the applicant demonstrated satisfactory performance in completing and administering a previously funded CDBG project (if applicable)?

D. Feasibility

- Are the budget line items realistic and justified? Is the budget adequate?
- Is the project free from potential impediments and detrimental environmental conditions (located in a flood zone, appropriate zoning)?
- If any impediments exist, has the applicant satisfactorily explained how it will overcome them?
- If funded, will the City be able to complete the entire project in a timely manner (ideally in one year) in order to meet the expenditure and timeliness requirements mandated by the U.S. Department of Housing and Urban Development?

E. Cost of the Project

- How does the cost of the project compare to the number of individuals it will benefit?

- How does the project cost relate to the severity of the problem (high cost of a project which corrects a problem that threatens safety and health vs. high cost for a project which addresses a problem that causes inconvenience)?
- Is there any other less expensive acceptable solution?

ELIGIBILITY REVIEW

This package has been designed to obtain the information necessary for a complete and fair analysis of each project application proposed for CDBG funding. **The City reserves the right to request any additional information that may be necessary for an analysis of the proposed project.**

After the **January 8, 2010** deadline, staff in the Department of Community and Human Development will finalize the eligibility of proposals. A technical review of all **eligible** proposals will be completed and a list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than **February 1, 2010**. Departments will be notified if a project is determined to be ineligible.

The results of these reviews are submitted to the Community Development Steering Committee during the Committee's deliberations on the proposals. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. After review, the Steering Committee will submit a listing of recommended projects to the City Council.

CITY COUNCIL ACTION

City Council will make the **final decision** on the projects to be funded in the 36th Year (2010-2011) Community Development Block Grant Program. The CDBG budget will be included in the Annual Action Plan which constitutes the City's yearly consolidated application that is submitted to HUD. On Tuesday, May 4, 2010, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2010-2011. The proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 22, 2009.

Please submit one (1) original and two (2) copies of all material requested.

APPLICATION DEADLINE

- ❖ Closing date for NRSA Code Enforcement applications (including Project Cost Estimates from the Engineering Department) is **5:00 p.m., Friday, January 8, 2010**.
- ❖ Applications must be received by the deadline date and time in order to be considered.
- ❖ Submit complete applications to:

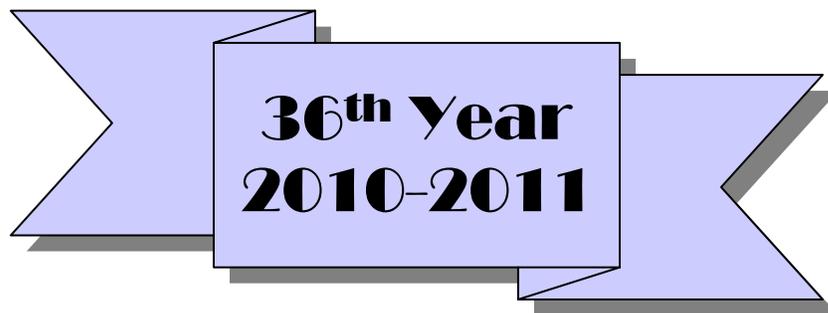
**DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL
TWO CIVIC CENTER PLAZA – 8TH FLOOR
EL PASO, TX 79901-1196**

Please provide all information requested in this application packet; failure to do so will result in your application not being accepted for consideration. If an item does not apply, place a "N/A" in the space of the appropriate line item. If you have any questions, or need assistance in completing this application, please contact:

Mark Weber, Senior Planner
Department of Community and Human Development
#2 Civic Center Plaza – 2nd Floor
El Paso, TX 79901-1196
Telephone No. (915) 541-4377



**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**



**CITY DEPARTMENT
APPLICATION PACKET**

FOR

NRSA Interim Assistance

**CLOSING DATE for Applications and Cost Estimates: 5:00 p.m.,
Friday, January 8, 2010**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

36TH YEAR (2010-2011) FUNDING APPLICATION CITY DEPARTMENT NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA) INTERIM ASSISTANCE PROGRAM INSTRUCTIONS

The City of El Paso expects to receive approximately \$8.5 million in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 36th Program Year of the Community Development Block Grant (CDBG) Program which will begin on September 1, 2010. Approximately \$3.2 million will be available for new projects. A total amount of **\$20,000** has been set aside for interim assistance activities in the Chamizal and Lower Dyer Neighborhood Revitalization Strategy Areas (NRSAs). With this application, the City of El Paso's Department of Community and Human Development (CD) is soliciting funding proposals from City departments for the use of these funds.

ELIGIBLE ACTIVITIES

Interim Assistance: Interim Assistance eligibility is defined, in part, as costs incurred for immediate actions necessary to stop physical deterioration until something permanent can be done. Furthermore, special garbage, trash, and debris removal, such as neighborhood cleanup campaigns is a specifically identified eligible activity under Interim Assistance definitions.

The City's 36th Year CD funds **may be used to attain the goal of conducting intensive annual cleanups** in the Lower Dyer Neighborhood Revitalization Strategy Area (Refer to Exhibit 1) and the Chamizal Neighborhood Revitalization Strategy Area (Refer to Exhibit 2).

Applicants should consult with Mark Weber, Senior Planner, at the Department of Community and Human Development (541-4377) well in advance of the deadline for applications to see if the proposed project meets CDBG Program eligibility criteria.

The deadline for receipt of proposals for the 36th Program Year is ***Friday, January 8, 2010***. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 5:00 p.m. in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information, including the completed program budget signed by the City Department Head by the Friday, January 8, 2010 deadline, will be incomplete and will not be considered for 36th Year funding.

The Department of Community and Human Development will conduct a mandatory training workshop for NRSA Interim Assistance on:

Wednesday, September 30, 2009 at 2:15 p.m.
in the Neighborhood Services Conference Room,
On the 2nd floor of City Hall, #2 Civic Center Plaza.

Attendance at the training workshop is mandatory to be considered for funding. The department must be represented at the workshop by the department head, the section head or the grants writer. Please bring your Departmental application packet with you.

CITIZEN SUPPORT

As part of the 2010-2011 application process, it is **recommended** that applicants demonstrate community/citizen support for projects (example: a petition signed by persons who would benefit by this project).

COMPLIANCE WITH NATIONAL OBJECTIVES

All CD projects must benefit low-and moderate-income persons. **Low-and moderate-income** is defined as 80% of median income of El Paso, Texas. Projects may meet the low and moderate income objective by either Area Benefit or Limited Clientele Benefit.

Area Benefit may be established if the public facility or improvement will be used for a purpose that benefits **all** the residents of a particular area in which at least 51% of the residents are low-and moderate-income. Applicants seeking to qualify a project as area benefit should contact the Department of Community and Human Development to ensure that the population of the designated service area meets the low-and moderate-income requirements. Projects that will be used by a city-wide population will not qualify under this criterion.

Limited Clientele Benefit may be established if the public facility or improvement will be used for an activity, the benefits of which are limited to a specific group of people, at least 51% of whom are low-and moderate-income persons. Applicants seeking to qualify a project under this criterion must substantiate that at least 51% of the beneficiaries of the project will be of low-and moderate-income, either through income eligibility requirements, or by obtaining information on family size and income of all beneficiaries.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

The City of El Paso has implemented a Performance Outcome Measurement System, required by HUD to gauge the success of projects awarded funding. Applicants for CDBG funding are required to address, in the application packet (page 6), the outcome(s) for the proposed project; that is, the benefit(s) that will result from the completion of the project. Outcomes show how the project benefits a community or people served. All CDBG applicants should have the capability to track the outcome(s) over time to report on results if the project is funded. Please see **Attachment "A"** for further explanation of the Performance Measurement System.

COMPLETENESS AND SUPPORTING DOCUMENTATION

Applications must be complete as of the **January 8, 2010** deadline in order to be considered for funding. All required supporting documentation **must** be submitted with the Community Development funding application in order for the application to be complete, **including** the "Project Cost Summary" estimates for the project. The Completeness Checklist (pages 7-8 of the application) will be used by the Department of Community and Human Development to review City department applications.

Applications **must** include the following:

- A. A narrative project description (see page 2 of the application) and all required application forms and attachments.
- B. For projects involving any type of construction activity, including rehabilitation of existing facilities, City departments must obtain, and submit with this application, a detailed "Project Cost Summary", including project management costs for any park project, prepared by the City's Engineering Department (including any maps if applicable) and a preliminary sketch of the proposed plans. This

cost estimate is necessary in order to assure adequate funding and the ultimate success of any approved project.

NOTE: All City departments seeking CDBG assistance for the construction, expansion or rehabilitation of real property are encouraged to request "Project Cost Summary" estimates from the City's Engineering Department well in advance of the application deadline in order to give the Engineering Department a reasonable amount of time for preparation.

- C. If other funding sources (i.e. grant monies, General Revenue funding, etc.) will be used for the project, the City department must submit written documentation to verify that the funding is committed and available.
- D. For projects involving the construction or expansion of existing public facilities, a Zoning Verification Letter must be obtained from Linda Castle, Senior Planner, City of El Paso Planning Office (541-4029), stating that the zoning of the site is appropriate for the proposed use, is required and must be submitted with the original application. Projects that do not have the proper zoning at the time of the application deadline will not be considered for funding and will be deemed ineligible.
- E. For street improvement projects, written documentation that the proposed project design and any estimated lighting costs are acceptable to the City's Traffic Division.
- F. For street improvement projects involving encroachment issues, a written plan describing how the applicant intends to address the encroachment issues with the affected property owners, preferably including proof of correspondence with the said property owners indicating their willingness and cooperation in addressing the street improvements as it pertains to their property(ies).
- G. For projects involving new or expanded public facilities, a written commitment from the appropriate City official (DCM–Financial and Administrative Services or the Director of OMB) that operating funds for the facility will be available once the project is completed.
- H. Any other documentation (such as income guidelines) pertinent to the Community Development funding application.

The time frame for the 36th Year of the CDBG Program is *September 1, 2010 to August 31, 2011*. To comply with expenditure requirements imposed by HUD, all 36th Year projects should be substantially completed by the end of the program year on *August 31, 2011*. If City Council decides to award funding in phases, the phase funded in the 36th Year must be substantially completed by *August 31, 2011*, and all subsequent phases must be substantially completed during the program year in which they are funded.

EVALUATION CRITERIA

The staff of the Department of Community and Human Development will conduct a technical review on each complete eligible application received during the 36th Year (2010-2011) CD application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. All funding requests will be evaluated utilizing the following criteria, if applicable:

A. Nature and Severity of the Problem

- Has the applicant clearly described and documented the problem that the project will address?
- Does the problem constitute a threat to safety and/or health?
- Does the problem result in property damage?

- Does the problem constitute an inconvenience?
- Does the project address an under-served population or area of the City?
- Do proposed services duplicate other projects in the community?
- How does the project relate to the other CD projects, accomplished or proposed in the same area?
- Has the applicant demonstrated that there are no other funding sources for the amount requested?

B. Community Development Objectives

- To what extent does the project address the Community Development objective of improving the quality of life for low-income persons?
- Is there citizen support for the project?
- Does the project conform to HUD's policy priorities, strategic goals and the City's high priorities?
- Does the project address basic needs such as food, shelter or health?
- What other needs does the project address?
- What population group does the project serve?
- How is this population currently served by the CDBG Program or by other funding sources?

C. Applicant Capacity and Performance

- Has the applicant demonstrated satisfactory performance in completing and administering a previously funded CDBG project (if applicable)?

D. Feasibility

- Are the budget line items realistic and justified? Is the budget adequate?
- Is the project free from potential impediments and detrimental environmental conditions (located in a flood zone, appropriate zoning)?
- If any impediments exist, has the applicant satisfactorily explained how it will overcome them?
- If funded, will the City be able to complete the entire project in a timely manner (ideally in one year) in order to meet the expenditure and timeliness requirements mandated by the U.S. Department of Housing and Urban Development?

E. Cost of the Project

- How does the cost of the project compare to the number of individuals it will benefit?
- How does the project cost relate to the severity of the problem (high cost of a project which corrects a problem that threatens safety and health vs. high cost for a project which addresses a problem that causes inconvenience)?
- Is there any other less expensive acceptable solution?

ELIGIBILITY REVIEW

This package has been designed to obtain the information necessary for a complete and fair analysis of each project application proposed for CDBG funding. **The City reserves the right to request any additional information that may be necessary for an analysis of the proposed project.**

After the **January 8, 2010** deadline, staff in the Department of Community and Human Development will finalize the eligibility of proposals. A technical review of all *eligible* proposals will be completed and a list

of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than **February 1, 2010**. Departments will be notified if a project is determined to be ineligible.

The results of these reviews are submitted to the Community Development Steering Committee during the Committee's deliberations on the proposals. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. After review, the Steering Committee will submit a listing of recommended projects to the City Council.

CITY COUNCIL ACTION

City Council will make the **final decision** on the projects to be funded in the 36th Year (2010-2011) Community Development Block Grant Program. The CDBG budget will be included in the Annual Action Plan which constitutes the City's yearly consolidated application that is submitted to HUD. On Tuesday, May 4, 2010, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2010-2011. The proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 22, 2009.

Please submit one (1) original and two (2) copies of all material requested.

APPLICATION DEADLINE

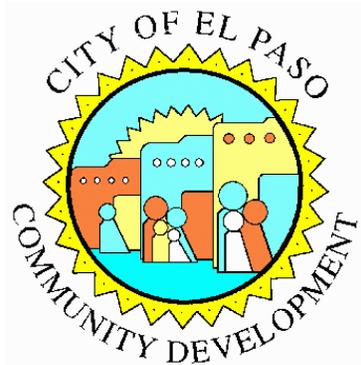
- ❖ Closing date for NRSA Interim Assistance applications (including Project Cost Estimates from the Engineering Department) is **5:00 p.m., Friday, January 8, 2010**.
- ❖ Applications must be received by the deadline date and time in order to be considered.
- ❖ Submit complete applications to:

**DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL
TWO CIVIC CENTER PLAZA – 8TH FLOOR
EL PASO, TX 79901-1196**

Please provide all information requested in this application packet; failure to do so will result in your application not being accepted for consideration. If an item does not apply, place a "N/A" in the space of the appropriate line item. If you have any questions, or need assistance in completing this application, please contact:

Mark Weber, Senior Planner
Department of Community and Human Development
#2 Civic Center Plaza – 2nd Floor
El Paso, TX 79901-1196
Telephone No. (915) 541-4377

ECONOMIC DEVELOPMENT MICROENTERPRISE TECHNICAL ASSISTANCE PROJECT



36TH YEAR (2010-2011) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**Department of Community and Human Development
2 Civic Center Plaza – City Hall, 8th Floor
El Paso, Texas 79901-1196**

Closing Date: January 8, 2010 at 5:00 p.m.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-SIXTH YEAR (2010-2011) FUNDING APPLICATION**

**ECONOMIC DEVELOPMENT MICROENTERPRISE TECHNICAL
ASSISTANCE PROJECT**

The City of Paso expects to receive approximately \$8.5 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 36th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2010. Approximately \$3.2 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private non-profit entities for the use of these funds. Applicants will be required to provide 10% of the CDBG award in cash from a non-CDBG or a City administered ESG funding source.

The deadline for submittal of proposals for the 36th Program Year is Friday, January 8, 2010. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 5:00 p.m. on Friday, January 8, 2010 in order to be considered for funding. There will be no extensions of this deadline. Applications **lacking the required information** as of Friday, January 8, 2010 deadline, **will not be considered for 36th Year funding.**

The Department of Community and Human Development (DCHD) will conduct a **mandatory** training workshop for Economic Development Microenterprise Technical Assistance applicants on:

**TUESDAY, SEPTEMBER 22, 2009 at 1:30 P.M.
in the Community Development Conference Room,
on the 8th Floor of City Hall, #2 Civic Center Plaza.**

Attendance at the training workshop is required in order to be considered for funding. The executive director, the program director, or the grant writer must **represent the entity at the workshop.** Please bring your Economic Development Microenterprise Technical Assistance Project application packet with you.

CITIZEN SUPPORT

As part of the 2010-2011 application process, it is **recommended** that applicants demonstrate community/citizen support for projects (example: a petition signed by persons who would benefit by this project).

ELIGIBLE ACTIVITIES

Through this CDBG funding application the City of El Paso is requesting proposals from qualified agencies that can provide business management and other technical assistance services to microenterprises or persons developing a microenterprise within the City of El Paso, but outside the service area boundaries of El Paso's Empowerment Zone. Refer to Map 1 attached. Eligible technical assistance may include, but not be limited to, the following:

- How to Expand an Existing Business
- How to Start a New Business
- Marketing and Sales Development
- Advertising and Promotion Development
- Business Research and Planning
- General Business Management
- Capital Formation and Business Loans
- Computerization for a Microenterprise

DEFINITIONS:

“Microenterprise” means a business having five or fewer participants, one or more of whom owns the business.

“Person developing a microenterprise” means any person who has expressed an interest and who is, after an initial screening, expected to be actively working towards developing a business that is expected to be a microenterprise at the time it is formed.

TYPES OF ELIGIBLE MICROENTERPRISES:

All Community Development projects must benefit low- and moderate- income persons. Low and moderate income is defined as 80% of median income for the City of El Paso. Current income guidelines are provided on page ___.

The following types of microenterprises are eligible for assistance under this CDBG Economic Development Microenterprise Assistance Project application packet:

Low- to Moderate- Income (L/M) Area Benefit: The microenterprise provides services to a specified residential area of which at least 51% of the residents of the area are L/M income residents.

L/M Income Limited Clientele: The person owning or developing a microenterprise is an L/M income person.

L/M Income Jobs: The microenterprise focuses on the creation or retention of jobs, 51% or more of which will benefit L/M income persons.

MICROENTERPRISE TECHNICAL ASSISTANCE PROJECT DESIGN

The service provider shall follow the project design guideline described below in providing technical assistance to CD eligible microenterprises.

Conduct Outreach to Market and Recruit Microenterprises

The service provider will be responsible for marketing the microenterprise assistance project to the residents of the City of El Paso. These marketing efforts could include, but are not limited to, the following: direct mail contact, personal presentations to microenterprises or business group settings, and referrals from other agencies.

Individual Business Assessment

The service provider shall conduct an individual business assessment prior to the initiation of the technical assistance to the microenterprise that will determine the needs and the level of need required by the microenterprise. Based on the results of the assessment, the prospective microenterprise should be able to obtain the appropriate management and technical assistance or business-training needed. If for any reason, the level of expertise needed by the microenterprise to be assisted is beyond the capabilities of the applicant to provide, the applicant may solicit the services of a professional technical assistance provider(s) to provide the technical assistance to the participating microenterprise.

A microenterprise technical assistance plan will be designed based on the information obtained from the individual business needs assessment. Part of the technical assistance plan is to include an implementation phase establishing individual microenterprise goals and objectives, and a time frame for each of these to be accomplished. During the assistance/training period, the service provider must provide documentation to the Department of Community and Human Development.

PARTICIPATION IN HUD PROGRAMS BY FAITH-BASED ORGANIZATIONS; PROVIDING FOR EQUAL TREATMENT OF ALL HUD PROGRAM PARTICIPANTS; FINAL RULE EFFECTIVE OCTOBER 30, 2003

- (1) Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Community Development Block Grant (CDBG) program. Neither the Federal government nor a State or local government receiving funds under CDBG programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.
- (2) Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.
- (3) A religious organization that participates in the CDBG program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide CDBG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, a CDBG-funded religious organization retains its authority over its internal governance, and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
- (4) An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- (5) Community Development (CD) grants may not be used for the, construction or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CD grants may be used for the, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, CD grants may not exceed the cost of those portions of the, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CD grants in this part. Sanctuaries, chapels, or other rooms that a CDBG-funded religious congregation uses as its principal place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

The Department of Housing and Urban Development (HUD) requires the use of performance and outcome measures for programs utilizing CDBG funds. The Performance Outcome Measurement System provides the framework for capturing program outcomes for HUD formula grant programs under a new method. The method, implemented in 2006, enables HUD to describe and report program results and accomplishments at a National Level. Thus, applicants for CDBG funding are required to address, in the application packet, the outcome(s) for the proposed project/activity. An outcome is the benefit resulting from the project/activity after completion. Outcomes show how the project benefits a community or people served. All CDBG applicants are required to state the expected outcome(s) of their project/activity in the application packet and, further, they must have the capability to track the outcome(s) over time to report on results/accomplishments, if the project/activity is eventually funded.

FINANCIAL TERMS

CDBG grants(s) will be awarded under this microenterprise technical assistance solicitation.

EVIDENCE OF PROJECT VIABILITY

The time frame for the CDBG 36th Year (2010-2011) Program is September 1, 2010 to August 31, 2011. In order to comply with expenditure requirements imposed by HUD, all program year projects should be substantially completed by the end of the program year on August 31, 2011.

City Council has adopted the following policies and procedures to assure that proposed 36th Year projects are feasible and can be substantially completed during the program year:

Required Cash Match

Applicants must provide a cash match equal to 10% of the total project cost from non-CD or City administered ESG funding sources. Evidence of the availability of the other funding source(s) must be presented with the CDBG application.

Applicant Capacity

In the CDBG application the applicant agency must describe the agency's previous experience, in implementing projects similar to the one being proposed.

Schedule

Applicants must provide with the application a proposed project timeline outlining the typical milestones that must be achieved in implementing the project from beginning to end, and setting a time period for each milestone to be completed.

PROJECT IMPLEMENTATION ISSUES

The applicant must comply with all City Codes, including City, State and Federal handicapped accessibility and historic preservation requirements. If funded, the applicant must assure that microenterprises assisted through the CD project are either in compliance with all City Codes or will pursue compliance with the Codes during the time period that the technical assistance is provided.

Additionally, the City will require that all applicants meet the following standards:

- Applicant must comply with Ordinance 9779 (Non-Discrimination against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities) all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance of Compliance with Ordinance No. 9779, Accessibility/Letter of Assurance on page ___.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
Applicant must demonstrate adequate management capabilities. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2008. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any CDBG contract and have been in good standing during the program year.
- The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CD funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 8, 2010 deadline in order to be considered for funding. All of the applicable supporting documentation must be submitted with the Community Development funding application in order for the application to be complete. Attachment A, pages __ and __, is the Completeness Checklist that the Department of Community and Human Development will use to review Economic Development Microenterprise Technical Assistance applications.

EVALUATION CRITERIA

The staff of the Community and Human Development Department will conduct a technical review on each complete and eligible application received during the 36th Year (2010-2011) Community Development application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. After review, the Steering Committee will submit a listing of recommended project to the El Paso City Council. The funding requests will be evaluated utilizing the following criteria:

A. Nature and Severity of the Problem

Has the applicant clearly described and documented the problem that the project will address? Is there public support for this project?

B. Community Development Objectives

To what extent does the project address the Community Development objective of improving the quality of life for low-income persons? Does the project conform to HUD's policy priorities, strategic goals, and the City's high priorities identified in the Consolidated Plan? Will the project result in new or improved services to low-income persons?

C. Applicant Capacity and Performance

Does the applicant demonstrate adequate experience in providing technical assistance to small businesses? Has the applicant successfully completed similar projects? Has the applicant documented the scope of services to be funded and will document project outcomes/activity? Has the applicant demonstrated satisfactory performance in completing and administering a previously funded CD project in a timely manner, if applicable?

D. Feasibility

Is the project budget realistic? Are the budget line items justified? If funded, could the proposed project be completed within the year of funding?

E. Cost of the Project

How does the cost of the project compare to the number of microenterprises or individuals it will benefit? How does the project cost relate to the severity of the problem to be addressed? Is there any other less expensive acceptable solution for addressing the problem?

ELIGIBILITY AND COMPLETENESS REVIEW

These application guidelines have been designed to obtain all the information necessary for a fair analysis of each project proposed for Community Development funding. After the January 8, 2010 deadline for the submission of proposals, the Department of Community and Human Development will review all proposals received for completeness and eligibility. A list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than Monday, February 1, 2010. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for Community Development funding.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 36th Year CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 4, 2010, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2010-2011. The Proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Plan on Tuesday, June 22, 2010.

Please provide all information requested in this application packet; failure to do so will result in your application not being accepted for consideration. If an item does not apply, place an "N/A" in the space of the appropriate line item. If you have any questions, or need assistance in completing this application, please contact:

Thomas Serrano, Senior Grant Planner
Department of Community and Human Development
City Hall, #2 Civic Center Plaza – 8th Floor
El Paso, Texas 79901-1196
Telephone No: (915) 541-4642
E-mail: serranotx@elpasotexas.gov

For additional information regarding Ordinance No. 9779, you may contact the ADA Accessibility Coordinator, William Bennett, Engineering Department, 4th Floor, El Paso

City Hall, Two Civic Center Plaza, El Paso, TX, 79901, telephone number (915) 541-4243.

Applicants should submit an original and two copies of materials requested on pages ___ through ___ of the application section and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), along with a completed checklist.

DEADLINE FOR SUBMISSION OF CD ECONOMIC DEVELOPMENT MICROENTERPRISE TECHNICAL ASSISTANCE APPLICATIONS IS 5:00 P.M. ON FRIDAY, JANUARY 8, 2010. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL – 8TH FLOOR
TWO CIVIC CENTER PLAZA
EL PASO, TEXAS 79901-1196

City of El Paso, Texas

**FAIR HOUSING EDUCATION AND
OUTREACH SERVICES
PROPOSAL PACKET**

36th Year (2010-2011)



**EQUAL HOUSING
OPPORTUNITY**

**Department of Community & Human Development
2 Civic Center Plaza – City Hall, 8th Floor
El Paso, Texas 79901-1196**

CLOSING DATE: January 8, 2010 at 5:00 p.m.

Project Title: _____

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-SIXTH YEAR (2010-2011) FUNDING APPLICATION
FAIR HOUSING EDUCATION AND OUTREACH SERVICES
INSTRUCTIONS**

The City of El Paso expects to receive approximately \$8.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 36th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2010. Approximately \$3.2 million will be available for new projects, of which **\$25,000** has been set aside for Fair Housing Education and Outreach Services. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds.

The deadline for submittal of proposals for the 36th Program Year is Friday, January 8, 2010. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 5:00 p.m. on Friday, **January 8, 2010** in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information as of the Friday, January 8, 2010 deadline will not be considered for 36th Year funding.

The Department of Community and Human Development (DCHD) will conduct a mandatory training workshop for Housing Project applicants on:

WEDNESDAY, SEPTEMBER 30, 2009 AT 3:00 P.M.
in the Community Development Conference Room
on the Eighth Floor of City Hall, #2 Civic Center Plaza.

Attendance at the training workshop is mandatory in order to be considered for funding. The executive director, a program director, or the grant writer must represent the applicant at the workshop. Please bring your application packet with you.

| |
|----------------------------|
| ELIGIBLE ACTIVITIES |
|----------------------------|

The City's 36th Year Community Development funds may be used for Fair Housing Education and Outreach Services in connection with the City of El Paso's Office of Fair Housing. The Fair Housing Office is located within the Housing Programs Division of the City's Department of Community and Human Development. The CDBG Contracts Administrator currently assumes the duties of the Fair Housing Officer. The amount of **\$25,000** has been set aside for Fair Housing Education and Outreach Services.

The applicant would expand the education and outreach activities of the City's Fair Housing Officer. The City's Fair Housing Officer disseminates information to the general public through as many avenues as possible, i.e., Non-Profit Housing

Project Title: _____

agencies, Apartment and Real Estate Associations, Seminars, media and others, utilizing HUD posters, flyers and pamphlets that explain the Fair Housing Law. Upon receipt of fair housing inquiries, complaints or requests for information, the Fair Housing Officer will (1) assist with the preparation and submission of complaints to the HUD Regional office or; (2) refer the client to the appropriate agency for disposition of inquiries that may not be related to Fair Housing.

The City would maintain the existing Fair Housing Task Force. The applicant would be required to participate with the Fair Housing Task Force in their duties of reviewing, revising and recommending actions to alleviate the Impediments to Fair Housing Choice. Overall, the applicant will be required to take actions that will affirmatively further Fair Housing in the El Paso Community.

ELIGIBLE APPLICANTS

Eligible applicants are public agencies and private non-profit organizations with non-profit tax-exempt status under Section 501(c) (3) of the Internal Revenue Service Code at the time of application. Private non-profits must provide the Internal Revenue Service (IRS) letter certifying the 501(c) (3) status and the signed and completed Assurance of Applicant Eligibility for Non-Profit Organizations, Assurance B, Page 17.

The City will require that all applicants meet the following standards:

- Applicant must comply with Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities) all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance C, Compliance with Ordinance No. 9779, page 18; and Accessibility/Letter of Assurance on page 19.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
- Applicant must demonstrate adequate management capabilities. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2008. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.

Project Title: _____

- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through the Community and Human Development Department and have been in good standing during the program year.

PARTICIPATION IN HUD PROGRAMS BY FAITH-BASED ORGANIZATIONS; PROVIDING FOR EQUAL TREATMENT OF ALL HUD PROGRAM PARTICIPANTS; FINAL RULE
EFFECTIVE OCTOBER 30, 2003

- (1) Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Community Development Block Grant (CDBG) program. Neither the Federal government nor a State or local government receiving funds under CDBG programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.
- (2) Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.
- (3) A religious organization that participates in the CDBG program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scriptures, or other religious symbols. In addition, a CDBG-funded religious organization retains its authority over its internal governance, and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
- (4) An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- (5) Community Development (CD) grants may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CD grants may be used for the construction or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, CD grants may not exceed the cost of those portions of the construction or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CD grants in this part. Sanctuaries, chapels, or

Project Title: _____

other rooms that a CDBG-funded religious congregation uses as its principal place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

The Department of Housing and Urban Development (HUD) requires the use of performance and outcome measures for programs utilizing CDBG funds. The Performance Outcome Measurement System provides the framework for capturing program outcomes for HUD formula grant programs. This enables HUD to describe and report program results and accomplishments at a National Level. Therefore, applicants for CDBG funding are required to address, in the application packet, page 5, the outcome(s) for the proposed project/activity. An outcome is the benefit resulting from the project/activity after completion. Outcomes show how the project benefits a community or people served. All CDBG applicants are required to state the expected outcome(s) of their project/activity in the application packet and, further, must have the capability to track the outcome(s) over time to report on results/accomplishments, if the project is eventually funded. Refer to Attachment A, for additional instructions.

COMPLIANCE WITH NATIONAL OBJECTIVES

The Fair Housing Education and Outreach Services program will promote the purpose and intent of the Fair Housing Act (42 U.S.C. 3600-20, as amended) and the City of El Paso Fair Housing Ordinance and Amendments.

The objectives of the Education Component include:

- a) Access to public informational material on fair housing rights and responsibilities in English and Spanish. This could include materials that are available or the development of additional education materials. Materials developed with use of CDBG funding must so acknowledge and become the property of the City at the end of the project.
- b) Access to educational material and information for persons in need of specific or additional information on fair housing rights. (This could include speaking engagements, workshops, media and information campaigns).

The objectives of the Education and Outreach Component include:

- a) Create awareness among the housing industry and among civic or fair housing groups about illegal fair housing practices occurring in the City and determine ways to correct them; and,
- b) Design specialized outreach projects to inform persons concerning fair housing.

Project Title: _____

The ultimate goals of the project are:

- a) To establish comprehensive information data bank on Fair Housing rights and responsibilities;
- c) To establish an outreach cooperative network for promoting Fair Housing in the Community utilizing:
 - The Analysis of Impediments to Fair Housing Choice
 - City of El Paso Fair Housing Task Force
 - Neighborhood Associations
 - Housing Agencies
 - Financial Institutions
 - El Paso Realtors Association
 - El Paso Apartment Association
 - Civic organizations
 - Other officials, community, citizens and citizens groups, as applicable

Applicants should consult with Patricia A. White, Housing Programs Manager or Rhoda W. Tillman, CDBG Contracts Administrator, at the Department of Community and Human Development (541-4639) well in advance of the submission deadline to see if the proposed project meets the eligibility criteria.

FINANCIAL TERMS

Applicants applying for Fair Housing Education and Outreach Services projects are limited to CDBG funding in the amount of **\$25,000**. If other funding is available, evidence of the funding source(s) must be present with the CDBG applicant.

EVIDENCE OF PROJECT VIABILITY

City Council has adopted the following policies and procedures to assure that proposed projects are feasible and can be completed during the program year. The time frame for the 36th Year of the CDBG Program is September 1, 2010 to August 31, 2011. In order to comply with Education and Outreach services must be completed by the end of the program year on August 31, 2011.

Applicant Capacity

In the CDBG application the applicant agency must describe the agency's previous experience, if any, in implementing a fair housing education and outreach project such as the one being proposed. If the applicant agency has previously administered a CDBG funded project, a description of the project needs to be provided including the CDBG grant amount and the year that the CDBG grant was awarded. At the time of submission of the application, the applicant must identify an experienced staff person or representative who will carry out the CDBG activity, if the funding is approved.

Acceptance of Terms and Conditions

All applicants must submit with the application an Acceptance of Grant Conditions and Terms Form, Assurance A, page 16, signed by an authorized representative of

Project Title: _____

the applicant.

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

The applicant must comply with all City Housing, Building and Zoning Codes, including City, State and Federal handicapped accessibility, lead-based paint and historic preservation requirements.

The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity).

COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the **January 8, 2010** deadline and all applicable supporting documentation must be submitted with the Community Development funding application in order for the application to be complete. The Completeness Checklist, 36th Program Year (2010-2011), pages 28 and 29 is to be included as part of the application and the Department of Community and Human Development will use this checklist to review the Fair Housing Education and Outreach Services applications.

EVALUATION CRITERIA

The staff of the Community and Human Development Department will conduct a technical review on each complete and eligible application received during the 36th Year (2010-201) Community Development application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. After review, the Steering Committee will submit a listing of recommended projects to the El Paso City Council. All funding requests will be evaluated utilizing the following criteria, as applicable:

A. Nature and Severity of the Problem

- Has the applicant clearly described and documented the Community Development problem that the project will address?
- Does the problem constitute a threat to safety and/or health?
- Does the problem constitute an inconvenience?
- Does the project address an under-served population or area of the City?
- Do proposed services duplicate other projects in the community?
- How does the project relate to the other CD projects, accomplished or proposed in the same area?
- Has the applicant demonstrated that there are no other funding sources for the amount requested?

Project Title: _____

B. Community Development Objectives

- Does the project conform to HUD's policy priorities, strategic goals and the City's high priorities?
- Does the project address basic needs such as food, shelter or health?
- What other needs does the project address?
- What population group does the project serve?
- How is this population currently served by the CD Program or by other funding sources?

C. Applicant Capacity and Performance

- Has the applicant previously implemented projects of a similar nature? If not, will the applicant obtain the services of a consultant with appropriate experience?
- Has the applicant demonstrated satisfactory performance in administering a previously funded Community Development project (if applicable)?
- Has the applicant demonstrated the ability to complete previously funded projects in a timely manner (if applicable)?

D. Feasibility

- Has the applicant provided documentation to verify that the agency has adequate cash from non-CDBG sources to cover the total project cost?
- Are the budget line items realistic and justified? Is the budget adequate?
- Is the project free from potential impediments and detrimental environmental conditions?
- If any impediments exist, has the applicant satisfactorily explained how it will overcome them?
- If funded, will the applicant be able to complete the entire project in a timely manner in order to meet the expenditure and timeliness requirements mandated by the U.S. Department of Housing and Urban Development?

E. Cost of the Project

- How does the cost of the project compare to the number of individuals it will benefit?
- How does the project cost relate to the severity of the problem (high cost of a project that corrects a problem that threatens safety and health vs. high cost for a project that addresses a problem that causes inconvenience)?
- Is there any other less expensive, acceptable solution?

The staff of the Department of Community and Human Development will conduct technical review on each complete, eligible, funding application and results of the staff's reviews will be provided to the Steering Committee on project "Fact Sheets". The Steering Committee will follow the Proposal Review Process outlined in the

Project Title: _____

Community Development Citizen Participation Plan and ultimately, the Steering Committee will submit a budget recommendation to the Mayor and City Council.

ELIGIBILITY AND COMPLETENESS REVIEW

These application guidelines have been designed to obtain all the information necessary for a fair analysis of each project proposed for Community Development funding. After the **January 8, 2010** deadline for the submission of proposals, the Department of Community and Human Development will review all proposals received for completeness and eligibility. A list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than Monday, February 1, 2010. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for Community Development funding.

STEERING COMMITTEE REVIEW PROCESS

The Department of Community and Human Development staff will conduct a technical review of the eligible and complete funding applications. The results of the staff review will be provided to the Steering Committee. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. The Steering Committee will then submit a recommendation to the City Council.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 36th CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 4, 2010, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2010-2011. The Proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 22, 2010.

Please provide all information requested in this application packet; failure to do so will result in your application not being accepted for consideration. If an item does not apply, place an "N/A" in the space of the appropriate line item. If you have any questions, or need assistance in completing this application, please contact:

Patricia A. White, Housing Programs Manager or
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