

City of El Paso, Texas

**VOLUNTEER HOUSING
REHABILITATION PROGRAM**

PROPOSAL PACKET

36th Year (2010-2011)



**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**

VOLUNTEER HOUSING REHABILITATION PROGRAM

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. 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. Applicants will be required to provide a minimum of 10% non-CDBG cash match of the total eligible project costs.

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 2:00 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 to make basic and necessary repairs, rejuvenate and/or rehabilitate the homes of low-income elderly and/or disabled homeowners. Funds may not be used for salaries for staff or any type of pay for volunteer workers but may be used to pay for required licensed electricians or plumbers or other required skilled or licensed labor. No costs may be charged to the eligible low-income elderly and/or disabled homeowners. NOTE: This program is not designed for homes needing major rehabilitation.

Rehabilitation should provide adequate shelter and promote independence and accessibility to persons considered "severely" disabled adults meeting the handicapped provision in the Federal Register (November 9, 1995). Refer to

Project Title: _____

Attachment B. Priority for service will be based on income, age/disability and funds available to complete the designated Scope of Work. Qualified applicants must complete required forms.

Repair, safety and health issues are to be addressed. Eligible activities include but are not limited to:

- Repair or replace
 - Air conditioner
 - Furnace
 - Stove
 - Refrigerator
 - Windows
 - Plumbing
- Repair stairs and walkways
- Scraping and patching walls
- Caulking bathtubs and showers
- Interior and exterior painting
- Clean overgrown yards, remove trash and accumulated debris
- Remove mold caused by roof leaks
- Replace or repair roofs
- Replace ceiling tile due to water leaks
- Remove and/or replace torn carpeting and broken tile that is hazardous
- Install grab bars and ramps
- Install ADA approved toilet
- Shower renovations
- Repair or replace door and/or door locks
- Paint

The program should utilize every dollar possible for the benefit of the eligible homeowner; however, a small portion of the CDBG funds may be used for administrative costs, insurance, and food/drink items for volunteers and family present at worksites.

The goal of this program is to maintain the City of El Paso housing stock while providing a safer, handicap friendly, clean home to allow the existing eligible elderly and/or disabled homeowner to remain in his/her home as long as their health permits thus delaying the need to place the homeowner(s) in alternative housing.

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 18.

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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, if applicable.
- 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 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.

Project Title: _____

- (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 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.

Project Title: _____

COMPLIANCE WITH NATIONAL OBJECTIVES

The Volunteer Housing Rehabilitation 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 objective of the Volunteer Housing Rehabilitation Program is to increase availability and accessibility of decent housing for low-income elderly and/or disabled homeowners within the City of El Paso city limits.

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 Volunteer Rehabilitation Housing Program are limited to CDBG funding in the amount of **\$50,000**. If other funding is available, evidence of the funding source(s) must be present with the CDBG application.

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 expenditure requirements imposed by HUD, all 36th Volunteer Housing Rehabilitation Program 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 volunteer housing rehabilitation 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 17, signed by an authorized representative of the applicant.

Project Title: _____

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 29 and 30 is to be included as part of the application and the Department of Community and Human Development will use this checklist to review the Volunteer Housing Rehabilitation Program 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 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 Community Development Citizen Participation Plan and ultimately, the Steering Committee will submit a budget recommendation to the Mayor and City Council.

Project Title: _____

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
Rhoda W. Tillman, CDBG Contracts Administrator
Department of Community and Human Development
El Paso City Hall
#2 Civic Center Plaza - 8th Floor
El Paso, Texas 79901-1196
Telephone No. (915) 541-4639

For additional information regarding Ordinance No. 9779, you may contact the ADA

Project Title: _____

& Accessibility Coordinator, Mr. 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 the original and two copies of materials requested on pages 1 through 27 of the application along with the checklist on pages 29 and 30, and one copy of required attachments (By-laws, Audit, Articles of Incorporation, Assurances, etc.).

SUBMISSION DEADLINE

DEADLINE FOR SUBMISSION OF 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. APPLICATIONS CAN 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

**FIRST TIME HOMEBUYER
COUNSELING AND EDUCATION PROGRAMS
PROPOSAL PACKET**

36th Year (2010-2011)



**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**

**FIRST TIME HOMEBUYER
HOUSING COUNSELING AND EDUCATION PROJECT – 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. 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. Applicants will be required to provide a minimum of 10% non-CDBG cash match of the total eligible project costs.

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 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, 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 must be used for First Time Homebuyer Housing Counseling and Education Programs in connection with affordable housing projects assisted under Title II of the Cranston-Gonzalez National Affordable Housing Act.

Project Title: _____

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 18.

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 19; and Accessibility/Letter of Assurance D on pages 20-28.
- 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 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

Project Title: _____

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 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
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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

Project Title: _____

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

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.

The First Time Homebuyer Housing Counseling and Education programs will serve households with a gross annual income of up to 80% of the median income for the City of El Paso, as published by HUD on an annual basis. Household means one or more persons occupying a housing unit. Current income guidelines are provided on page 34, Attachment B.

First Time Homebuyer Housing Counseling and Education projects meet the low- and moderate- income National Objective by providing services as a limited clientele benefit or presumed benefit as defined below:

Limited clientele benefit may be established if the housing counseling will be used for 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 low- and moderate- income, either through income eligibility requirements, or by obtaining information on household size and income of all beneficiaries.

Income will be determined utilizing HUD's Part 5 definition of Income and Asset Income Verification.

Presumed benefit is established for certain groups that are currently presumed by HUD to meet the low- and moderate-income criterion: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Report's definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers. A project that exclusively benefits one of these groups may qualify as limited clientele benefit. A project may be of such a nature and location that it may be concluded that the activity's clientele will primarily be low- and moderate- income persons.

Project Title: _____

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 Housing Counseling projects must provide a minimum of 10% of the CDBG project cost in cash from non-CD funding sources. Evidence of the availability of the other 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 expenditure requirements imposed by HUD, 36th Year first time homebuyer counseling and education projects 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 first time homebuyer housing counseling 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 17, signed by an authorized representative of 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.

Project Title: _____

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 Housing Applications, 36th Program Year (2010-2011), pages 29 and 30, is the completeness checklist that the Department of Community and Human Development will use to review First Time Homebuyer Counseling and Education Program applications. **The Checklist is to be completed and submitted with the application.**

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 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?

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?

Project Title: _____

- 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 at least 10% of 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 Community Development Citizen Participation Plan and ultimately, the Steering Committee will submit a budget **recommendation** to the Mayor and City Council.

Project Title: _____

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
Rhoda W. Tillman, CDBG Contracts Administrator
Department of Community and Human Development
El Paso City Hall
#2 Civic Center Plaza - 8th Floor
El Paso, Texas 79901-1196
Telephone No. (915) 541-4639

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

Project Title: _____

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

Applicants should submit the original and two copies of materials requested on pages 1 through 28 along with a completed checklist of the application, Pages 29 and 30 and one copy of required attachments (By-laws, Audit, Articles of Incorporation, Assurances, etc.)

SUBMISSION DEADLINE

DEADLINE FOR SUBMISSION OF 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. APPLICATIONS CAN 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**

Non-Profit Public Facilities Application



36th Year (2010-2011) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**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.

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

PUBLIC FACILITY PROJECTS - INSTRUCTIONS

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. 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 entities for the use of these funds. Applicants will be required to provide 10% of the cost of the CDBG project in cash from a non-CDBG funding source.

The deadline to submit proposals for the 36th Program Year is Friday, January 8, 2010. All 36th Year 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, will not be considered for 36th Year funding.

The Department of Community and Human Development (DCHD) will conduct a mandatory training workshop for Public Facility applicants 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 in order to be considered for funding. The executive director, the program director, or the grant writer must represent the applicant at the workshop. Please bring your Public Facility 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 AND LIMITATIONS

1. **PUBLIC FACILITY ACTIVITIES:** The City's 36th Year Community Development funds may be used for a wide range of activities related to public facilities, including construction, reconstruction, rehabilitation or installation of public facilities, and removal of architectural barriers.
2. **SHELTERS:** Facilities designed for use in providing shelter for persons having special needs, such as homeless shelters, battered spouse shelters, halfway houses for runaway children, and group homes for persons with mental disabilities, are considered public facilities and are covered by this application packet.
3. **ACQUISITION OF REAL PROPERTY WILL NOT BE CONSIDERED FOR FUNDING:** Due to the limited CDBG funding that may be available; proposals involving the purchase of real property (land and/or buildings) will not be considered for 36th Year funding.

4. **REQUIRED TITLE INFORMATION: NO EXCEPTIONS:** For real property (land and/or buildings) that will be constructed, rehabilitated or improved, the applicant must provide an **up-to-date title search** to verify that the applicant owns the real property to be assisted with CDBG funds and whether or not any **liens are attached to the property**. If the real property is under lease, a copy of the lease agreement must be provided to verify that the property is leased for 15 years, or more, after the estimated completion of the proposed project. If the property is to be acquired through a lease arrangement, the proposed lease agreement must be included with the CD application.
5. **OPERATION OF PUBLIC FACILITIES:** When public facilities are owned by nonprofit entities, they must be open for use by the general public during all normal hours of operation. Reasonable fees may be charged for the use of the facilities assisted with CDBG funds, but charges such as excessive membership fees, which have the effect of precluding low- and moderate-income persons from using the facilities, are not permitted.

ELIGIBLE APPLICANTS

Eligible applicants are public agencies or 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 on page 20.

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 CDBG-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, page 20; and Accessibility/Letter of Assurance, page 21.
- **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 pay any design/construction-related costs 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 contract through the Community and Human Development Department and must 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 proselytizing, 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 proselytizing. 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 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.

COMPLIANCE WITH NATIONAL OBJECTIVES

All Community Development projects must benefit low- and moderate-income persons. Low and moderate income is defined as 80% of median income for El Paso, Texas. Current income guidelines are provided on page 28. Public facilities 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 have low or moderate income. Applicants seeking to qualify a project as area benefit should contact the Department of Community and Human Development to assure that the population of the designated service area meets the low- and moderate-income requirements. Projects that will be used by a citywide 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 that benefits 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 low- and moderate- income, either through income eligibility requirements, or by obtaining information on family size and income of all beneficiaries. If use of the public facility is restricted to specific income groups, the applicant must provide, as supporting documentation, a copy of the income guidelines that are used to certify income eligibility.

Presumed Benefit is established for certain groups that are currently presumed by HUD to meet the low- and moderate-income criterion: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Report's definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers. A project that exclusively benefits one of these groups may qualify as limited clientele benefit. Also, a project may be of such a Nature and Location that it may be concluded that the activity's clientele will primarily be low- and moderate-income persons.

Important! 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 submission deadline** to see if the proposed project meets the eligibility criteria.

FINANCIAL TERMS

Applicants may request a direct loan, (a loan to be paid back in cash in accordance with a specified payment schedule) or a forgivable loan, or a combination thereof. Applicants for projects that produce income for the project sponsor may be asked to repay a portion of the Community Development funding to the City based upon a financial analysis of the project. A forgivable loan is a loan that is paid back by fulfilling the CDBG terms of the forgivable loan that generally will involve using the facility for its stated purpose for a specified period of

time. The CDBG funds requested may be used to offset up to 90% of the total project cost. Applicants are given the opportunity to recommend to the City of El Paso financing terms for any CDBG direct loan requested for the proposed project. However, the City of El Paso maintains the discretion to approve, modify, or reject the financing terms proposed by the applicant.

EVIDENCE OF PROJECT VIABILITY

The time frame for the 36th Year of the CDBG Program is September 1, 2010 to August 31, 2011. In order 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.

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 10% of the CDBG project cost in cash from non-CD funding sources. **Evidence of the availability of the other funding source(s) in the form of a letter signed by the applicant's director must be presented with the CDBG application.** Applicants will be required to develop an escrow agreement with the City of El Paso and place all, or part, of any matching cash funds in an escrow account at the time of closing on the CDBG award documents.

Site Control

The applicant must provide **a current title search with the application** to verify that the applicant owns the real property to be assisted with CDBG funds, and to identify any liens attached to the property and to find any taxes due on the property. If the real property is under lease, a copy of the lease agreement must be provided to verify that the property is leased for 15 years or more after the estimated completion of the proposed project. If property is to be acquired through a lease arrangement, the proposed lease agreement must be included with the CD application.

Zoning

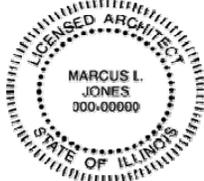
The zoning must be appropriate for the proposed project as of the application submission deadline of January 8, 2010. A Zoning Verification Letter from Linda Castle, Senior Planner, City of El Paso Planning Office (541-4029), certifying the appropriateness of the zoning for the proposed CDBG project must be included with the CDBG application. Note: Projects without the appropriate zoning at the time of application submission will be ineligible for funding. (Refer to page 3, item 14)

Environmental Checklist

All applicants must include, with the CDBG application, the Environmental Checklist (see Attachment C) with all questions answered and supporting documentation attached. If the property or properties are located in a flood zone, the proposed project **WILL NOT** be funded unless the applicant also submits a Letter of Map Removal (LOMR) from Federal Emergency Management Agency (FEMA). Applicants may contact Robert Gott in the Department of Community and Human Development at 541-4248 for additional information on the Environmental Checklist and information on applying for a LOMR. (Refer to Attachment C)

Project Cost Estimates

All public facility activities involving rehabilitation or new construction will be required to be estimated and designed by an architect or engineer licensed in the State of Texas. The project cost estimate must be stamped with the official seal of the architect or engineer licensed in the State of Texas. Examples:



Collateral

The Community Development fund award must be collateralized with the value of the property to be improved or constructed and/or other source of acceptable collateral. **The value of the collateral must be greater or equal to the total Community Development final award.** For real property to be improved, a preliminary report on the present value of the property in the form of a Market Analysis, Certified Audit Report or a Report from the El Paso Central Appraisal District (EPCAD) needs to be included with the CDBG application. A full appraisal of the property to be improved or constructed will be required prior to execution of the loan or loan/grant between the applicant and the City.

Applicants will be expected to provide proof with the application that adequate collateral to support the CDBG fund award is available if the CDBG request is approved. Adequate collateral may be provided in the form of a Promissory Note secured by a Deed of Trust for real property, or by an Escrow Agreement for the term of the Payback/Forgivable Loan. Applicants must provide documentation, by January 8, 2010, that the proposed collateral will be equal in value to the proposed CDBG investment. The only exception to this requirement is for certain public entities (i.e. school districts) that are prohibited from providing collateral pursuant to state and/or federal laws and regulations.

Applicant Capacity

In the CDBG application, the applicant agency must describe the agency's previous experience, if any, in implementing projects such as the one being proposed. Implementation means carrying out the project from design through completion of construction. If the agency has no experience in this regard, the services of a licensed architect will be required. The applicant must also state the agency's experience in administering the type of services that will be provided in the rehabilitated or newly constructed facility. 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. (Refer to page 4, item 16)

Schedule/Timetable

It is expected that most projects initiated in the 36th Year will be implemented in phases over one or two years: Phase 1 – Design; and Phase 2 – Construction. Applicants must provide an acceptable schedule of tasks involved in carrying out the proposed project that indicates that the 36th Year Phase of the CD project can be substantially completed by August 31, 2011, and that Phase 2 could be completed by August 31, 2012. Should the CDBG funds be awarded, a project schedule will be incorporated in the Loan Agreement. Failure to comply with the schedule could result in the revocation of the funding award by the City Council. In the event of revocation of the funding by the City Council, the applicant agrees and acknowledges that the applicant will not be entitled to any costs or damages from the City.

A list of typical milestones involved in the implementation of a standard public facility project is provided below. Since circumstances vary, the applicant should coordinate with staff from the Department of Community and Human Development to assure that the applicant's schedule incorporates tasks suitable to the particular proposal.

Task Schedule Example

<u>Task</u>	<u>Task Completion Date</u>
Agency contracts with appraiser (if applicable) and obtains appraisal.	XXX
Agency completes review of City's CDBG loan documents.	XXX
Agency provides all materials/documents required prior to closing on City's CDBG loan.	XXX
Closing occurs.	XXX
Agency completes architect/engineer selection.	XXX
Agency contracts with architect/engineer.	XXX
Agency completes project design.	XXX
Agency completes bid phase.	XXX
Agency completes contractor selection.	XXX
Agency finalizes construction contract.	XXX
Agency completes construction.	XXX
Agency completes close out documents for DCHD.	XXX
Agency completes occupancy of facility.	XXX

Acceptance of Terms and Conditions

All applicants must submit with the application an Acceptance of Grant Conditions and Terms Form, page 18, signed by an authorized representative of 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 and historic preservation requirements.

Important: In accordance with the City's Anti-Displacement Strategy, projects that involve the displacement of low- and moderate-income tenants should be avoided. If displacement is unavoidable, all tenants who are permanently or temporarily displaced as a result of a Community Development-funded project must be provided financial and advisory benefits as described in the City's Anti-Displacement Strategy. Tenants occupying a structure become eligible for these benefits at the time an application is submitted to the City. Applicants should consult with staff of the Department of Community and Human Development early in the project development stage in order to assure that these requirements are met and that adequate funds are included in the project budget.

Davis & Bacon wage rates will apply to all public facility construction/rehabilitation activities. The project will be monitored to ensure that the general contractor and subcontractors pay the required wages. Please note that beginning with the 36th Program Year, which applies to this application, the City of El Paso Engineering Department will assume responsibilities to monitor compliance with Davis & Bacon regulations. Previously,

this was done by Community Development. City Engineering also will be conducting the bid process, which is a deviation from the current procedure where the project owner has that responsibility.

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 CDBG-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 D, pages 40 and 41, is the Completeness Checklist that the Department of Community and Human Development will use to review Public Facilities 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 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 result in property damage?
- Does the problem constitute an inconvenience?
- Does the project address an under-served population or area of the City?
- In the case of a proposed new public facility, have all alternatives been explored?
- Do proposed services duplicate other projects in the community?
- Is there citizen support for the proposal?
- 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

- Does the project conform to HUD's policy priorities and strategic goals?
- 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?

- 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 a new facility, will the new facility result in the provision of new or expanded services to low- and moderate-income persons?

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 licensed architect or licensed engineer?
- 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 evidence to verify that adequate operational funds are available at a minimum for the first year of operation?
- 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 at least 10% of 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 (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 applicant be able to complete the entire project, or each phase of the project in the case of phased projects, 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?

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:

Kevin Pitts, Grant Planner, or Judy Sarabia, 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) 541-4643

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 1 through 39 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.

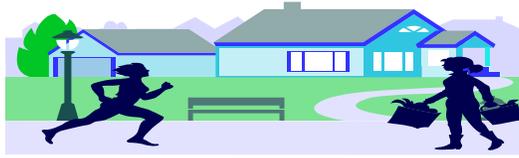
DEADLINE FOR SUBMISSION OF PUBLIC FACILITIES COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS 5:00 P.M. ON FRIDAY, JANUARY 8, 2010. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING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

36TH YEAR (2010-2011)

The City of El Paso wants to know how we can help improve your neighborhood!



CITIZEN REQUEST FORM

CDBG FUNDS CAN BE USED FOR THE FOLLOWING TYPES OF PROJECTS:

NEIGHBORHOOD RECREATION AND SENIOR CENTERS
PARKS AND OTHER PUBLIC FACILITIES
STREET AND DRAINAGE IMPROVEMENTS (REBUILDING STREETS)

*Projects **MUST** be located in CDBG eligible areas.*

CDBG FUNDS CANNOT BE USED FOR THE FOLLOWING TYPES OF PROJECTS:

- Projects requiring the purchase of land, property or equipment; or
- Maintenance (fixing) of streets, repairing pot holes, moving railroad tracks, cleaning streets, alleys or drainage canals
Please contact the City Street Department at 621-6750; or
- Traffic signs, traffic controls, speed bumps, etc.
Please contact the City Engineering Department Traffic Division at 541-4050.

To report litter, trash accumulation, weeds, abandoned homes, violations on private property, etc.
Please contact the Environmental Enforcement Division at 774-4500.

Contact Department of Community and Human Development at 541-4155 for project eligibility. Contact the appropriate City department at 541-4000 for project feasibility.

Please attend the **CITYWIDE PUBLIC HEARING** to express your opinion as to what kind of improvements or services you believe are needed in your neighborhood or the community:

**Wednesday, October 7, 2009 at 6:00 p.m.
City Council Chambers – City Hall, 2nd Floor
Corner of Santa Fe and Missouri Streets**

DEADLINE FOR RECEIVING REQUESTS IS 5:00 P.M. FRIDAY, NOVEMBER 13, 2009

Contact Roxanne Varela at 541-4155 if you have any questions or need assistance in completing this form.

Continued on back



CITIZEN REQUEST FORM

To submit a request, please describe it clearly in the space below. Be sure to provide your name, address, and phone number so we can contact you if we have any questions.

Deadline for requests: 5:00 p.m., Friday, November 13, 2009.

PLEASE PRINT

NAME: _____ PHONE: (____) _____

ADDRESS: _____ ZIP CODE _____

E-MAIL ADDRESS: _____

If requesting Street projects, PLEASE DESCRIBE the exact location (example: San Antonio Avenue from Tays Street to Cotton Street), and the problems you are experiencing (example: poor drainage, no curbs, no sidewalks, etc.).

REQUEST(S): _____

TELL US WHY THE NEIGHBORHOOD NEEDS THIS PROJECT:

If you need more space to describe your project, please attach additional pages.

You may also include pictures, drawings, or a petition signed by your neighbors to show support for your project. **Note: Pictures cannot be returned.**

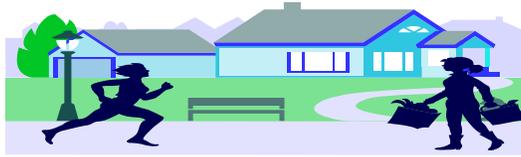
After receiving request(s), the Department of Community and Human Development will determine their eligibility. Eligible requests will be forwarded to the appropriate City Department for further consideration. You will be informed as to the status of your request no later than December 4, 2009.

Mail or bring this form to:
Department of Community and Human Development
#2 Civic Center Plaza, 8th Floor, El Paso, Texas 79901-1196
Phone: (915) 541-4643

For office use only: District # _____
CT _____ BG _____; CT _____ BG _____; CT _____ BG _____; CT _____ BG _____;
Total Universe _____; Total Low-Mod _____; Low-Mod % _____

PROGRAMA DE SUBVENCIONES (CDBG) DEL DEPARTAMENTO DE DESARROLLO COMUNITARIO Y HUMANO XXXVI AÑO (2010-2011)

¡La Ciudad de El Paso desea saber de que manera puede ayudarle a mejorar su vecindad!



FORMA DE PETICIÓN CIUDADANA

LOS FONDOS CDBG PODRÁN SER UTILIZADOS PARA LOS SIGUIENTES TIPOS DE PROYECTOS:

CENTROS DE VECINDAD DE RECREACIÓN Y CENTROS PARA PERSONAS DE MAYOR EDAD; PARQUES Y OTRAS INSTALACIONES PÚBLICAS; MEJORAMIENTO DE CALLE Y DRENAJE (RECONSTRUCCIÓN DE LAS CALLES)

*Los proyectos **SE DEBEN** situar en áreas elegibles de CDBG.*

LOS FONDOS CDBG NO PODRÁN SER UTILIZADOS PARA LOS SIGUIENTES TIPOS DE PROYECTOS:

- Proyectos que requieran la adquisición de terrenos o propiedades o la compra de equipos; o
- Para mantenimiento de calles (arreglar), obras de bacheo, reubicación de villas de ferrocarril, limpieza de calles y callejones o canales del drenaje, favor de ponerse en contacto con el Departamento de Calles de la Ciudad al 621-6750; o
- Para señales de tráfico, topes de velocidad, etc., favor de ponerse en contacto con el Departamento de Ingeniería/División de Tráfico de la Ciudad al 541-4050.
- Para denunciar acumulación de basura, hierbas, casas abandonadas, infracciones en fincas particulares, etc., favor de ponerse en contacto con la División de Vigilancia Ecológica de la Ciudad al 774-4500.

Favor de ponerse en contacto con el Departamento de Desarrollo Comunitario y Humano al 541-4643 para elegibilidad del proyecto. Contacte al departamento de la Ciudad apropiado al 541-4000 para viabilidad del proyecto.

FAVOR DE ASISTIR a la **Audencia Pública** para expresar su opinión respecto al mejoramiento o servicios que usted estime necesarios en su vecindad o en la comunidad:

Miércoles, 7 de Octubre del 2009 a las 6:00 p.m.

Sala del Cabildo - Ayuntamiento, 2º Piso

Esquina de las Calles Santa Fe y Missouri

EL PLAZO PARA RECIBIR PETICIONES (LA APLICACIÓN) ES EL VIERNES, 13 DE NOVIEMBRE DEL 2009 A LAS 5:00 P.M.

Comuníquese con Judy Sarabia o Kevin Pitts al 541-4643 si tiene alguna pregunta o necesita ayuda para llenar su aplicación.

Continué



FORMA DE PETICIÓN CIUDADANA

Para presentar una petición, por favor describa claramente en el espacio abajo. Esté seguro de proporcionar su nombre, dirección, y número de teléfono para ponernos en contacto con usted si tenemos alguna pregunta.

El plazo para recibir peticiones es a las 5:00 p.m. el viernes, 13 de noviembre del 2009.

FAVOR DE ESCRIBIR EN LETRA DE MOLDE

NOMBRE: _____ TELÉFONO: (____) _____

DOMICILIO: _____ ZONA POSTAL _____

BUZÓN ELECTRONICO: _____

Al solicitar proyectos de Calle, POR FAVOR DESCRIBA la posición exacta (ejemplo: la Calle San Antonio de la Calle Tays a la Calle Cotton), y los problemas que usted experimenta (ejemplo: problemas de drenaje, ningunas aceras, etc.).

PETICIÓN(ES): _____

DIGA PORQUÉ LA VECINDAD NECESITA ESTE PROYECTO:

Si usted necesita más espacio para describir su proyecto, por favor incluya páginas adicionales.

Usted también puede incluir fotos, dibujos o una petición firmada por sus vecinos para mostrar el apoyo a su proyecto. **Note: Cualquier fotografía incluida no será devuelta.**

Después de recibir la(s) petición(es), el Departamento del Desarrollo Comunitario y Humano determinará su elegibilidad. **** Usted será informado del estado de su petición no más tardar el 4 de diciembre del 2009.

Envíe o entregue esta aplicación al:

Departamento de Desarrollo Comunitario y Humano
#2 Civic Center Plaza, 8^{vo} Piso, El Paso, Texas 79901-1196
Phone: (915) 541-4643

Esta sección es para el uso de la oficina únicamente: District # _____

CT _____ BG _____; CT _____ BG _____; CT _____ BG _____; CT _____ BG _____;

Total Universe _____; Total Low-Mod _____; Low-Mod % _____

<p>2010-2011</p> <p>EMERGENCY SHELTER GRANT LETTER OF INTENT</p>
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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 7, 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			
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: Applicants are required to submit the name(s) of their partner(s) when the full application is submitted on November 2, 2009.		
Project Name			
Project Address			
Contact's Name			
Phone Number		Fax Number	
E-Mail Address		Web Page Address	

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 By-Laws, 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



**2010-2011
EMERGENCY SHELTER GRANT PROGRAM**



**Department of Community & 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.



2010-2011 PROGRAM YEAR EMERGENCY SHELTER GRANT FUNDING REQUEST

The primary objective of the Emergency Shelter Grant (ESG) program is to direct funds for the homeless so that these persons have access not only to safe and sanitary shelter, but also to the supportive services and other kinds of assistance they may require to improve their situations. The City of El Paso expects to receive approximately \$375,000 in ESG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2010-2011 Program Year. The contract period is from September 1, 2010 to August 31, 2011. 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. **Applicants will be required to provide a 100% match from a non-CD funding source for the ESG funds being requested.**

This package has been designed to obtain all the information necessary for a complete and fair analysis of each Emergency Shelter Grant project proposed for funding. ESG funds are allocated to agencies using this application process. Letter of Intent packets were made available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from 8:00 a.m. September 8, 2009 through September 18, 2009. Letter of Intent packets were due in the Dept. of Community and Human Development, 8th Floor, City Hall by 5:00 p.m. September 18, 2009. Eligible applicants were then invited to the RFP training on October 7, 2009 where complete application packets were provided. **Applications are due by 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 are homeless 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.
- 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.
- Funded projects must use ESG funds for one or more of the following activities relating to emergency or transitional shelter for the homeless:
 1. Provision of **Essential Services** including (but not limited to) services concerned with employment, health, substance abuse, education, only if: a) the service is a new service or a quantifiable increase in level of a service above what was provided by the local government during the 12 calendar months immediately before the grant award; and, b) **no more than 30 percent** of the overall grant amount is used for these services. ESG recipients using program funds to provide essential services must carry on the assisted activities for the period during which ESG assistance is provided.
 2. Payment of **Operational Costs** such as rent, food, repair, security, fuels and equipment, insurance, utilities, and furnishings and maintenance. **No more than 10 percent** of the annual grant may be used for staff salaries under this category. .
 3. ESG funds may be used for **Homeless Prevention Activities** such as security deposits or first month's rent, payments to prevent foreclosure on a home, and short-term subsidies to help defray rent and utility arrearages for families who have received eviction notices or notices of termination of utility services. Short-term subsidies for mortgage, rent or utility payments are only eligible if the inability of the family to make the required payments is due to a sudden drop in income, the aid is necessary to avoid eviction or cut-off of services, there is a reasonable chance the family will be able to resume payments in a reasonable period of time, and the aid will not supplant similar aid available from pre-existing homelessness prevention programs. **No more than 30 percent** of the overall grant amount may be used for homelessness prevention activities.

- Each ESG recipient must match its ESG funding amounts with an equal amount; one-to one match, of funds from non-CD sources. The matching funds must be available after the date of the grant award to the ESG recipient. Each recipient of ESG funds must demonstrate it will expend on the homeless an amount of money equal to the amount the agency will receive from the ESG Program from sources other than ESG funds. In calculating the amount of matching funds, there may be included the value of any donated material or building, the value of any lease on a building, any salary paid to staff of the non-profit recipient in carrying out the ESG Program, and the time and services contributed by volunteers to carry out the ESG Program determined at the rate of \$7.50 per hour. For the purposes of calculating the value of any donated material or building, or any lease, any method reasonably calculated to establish a fair market value is acceptable.

Local eligibility requirements:

- The minimum funding for a project will be \$10,000.
- 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 ESG 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 ESG 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 ESG funding request a certified audit covering a period ending on a date after January 31, 2008.
- ESG 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.
- Participation in the El Paso Homeless Information System (HMIS) is required. 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 Emergency Shelter Grant 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 ESG 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
- Applicants currently receiving Emergency Shelter Grant 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 have submitted 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.

CITY COUNCIL'S PRIORITIES FOR ESG 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 ESG 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, ESG funding priorities will recognize a holistic and results-oriented approach to attaining that goal.

ESG:

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

- Provide services only to those individuals meeting HUD's homeless definition.
- 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.
- Prevent homelessness through services which assist with rent, utilities, and other essential expenses.
- 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 ESG funding:

COLLABORATIVE VALUES

Collaborative values reflect elements that contribute to the integration of diverse projects in providing continuums of care and comprehensive community services. Additional consideration will be given to projects that:

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. Additional consideration will be given to those projects that:

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.

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 hold 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 the 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 collaborative's 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 vote.

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; only one representative for each agency may vote in the ESG Collaborative. 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, applicant 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 ESG 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 the 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:

The ESG Collaborative will submit its final budget recommendations. E-mail 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 ESG funding is prohibited during the course of the application process. The 2010-2011 Year application period is from the Letter of Intent release on September 4, 2009 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 collaborative and to 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. Scores resulting from this evaluation 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 electronically 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 until 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

2010-2011 ESG Closing Date: November 2, 2009

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

At the conclusion of the comments, the Steering Committee will then critically review the social service and ESG Collaborative recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds to the collaborative. 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 is implementing a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for ESG 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 ESG 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 2010-2011 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 and project scores are 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 made 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 ESG 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 ESG 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.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 2010-2011 ESG Program, and the ESG 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:

Connie Jimenez, Grant Planner, Homeless Programs
Grants and Program Administration Division
City Hall - 2 Civic Center Plaza - Eighth Floor
El Paso, TX 79901-1196
Or call (915) 541-4246 V/TDD, Fax (915) 541-4370
e-mail: Jimenezcp@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 ESG 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



2010-2011 HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) 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 an application workshop on October 8, 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			
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: Applicants are required to submit the name(s) of their partner(s) when the full application is submitted on November 2, 2009.		
Project Name			
Project Address			
Contact's Name			
Phone Number		Fax Number	
E-Mail Address		Web Page Address	

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 By-Laws, 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

**2010-2011
Housing Opportunities for Persons with
AIDS (HOPWA)**



**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.



**2010-2011
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)
FUNDING REQUEST**

The Housing Opportunities for Persons with AIDS (HOPWA) Program was established in 1992 by the Department of Housing and Urban Development (HUD) primarily to address the specific needs of persons living with HIV/AIDS and their families. The City of Paso anticipates receiving approximately \$330,000 in HOPWA Formula Program funds from HUD for the program year beginning September 1, 2010 and ending on August 31, 2011.

The City's Department of Community and Human Development is soliciting funding proposals from interested public and private non-profit agencies serving the City of El Paso and/or other communities in El Paso County for the use of these funds. **Applicants will be required to provide 10% of the cost of the HOPWA project in cash.** This package has been designed to obtain all of the information necessary for a complete, fair analysis of each HOPWA project proposed for funding. HOPWA 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 8:00 a.m. September 8, 2009 through 5:00 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 8, 2009 where complete application packets were provided. **HOPWA applications are due November 2, 2009. 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 HOPWA applicants on:

**Thursday, October 8, 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 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 HOPWA application packet with you. **FAILURE TO HAVE YOUR AGENCY REPRESENTED AT THE WORKSHOP WILL DISQUALIFY THE AGENCY FROM APPLYING FOR HOPWA 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.

HOPWA ELIGIBLE ACTIVITIES

HOPWA funds may be used to assist all forms of housing designed to prevent homelessness including emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences. Appropriate supportive services must be provided as part of any HOPWA assisted housing, but HOPWA funds may also be used to provide services independently of any housing activity. The following activities may be carried out with HOPWA funds:

1. Housing information services including, but not limited to, counseling, information, and referral services to assist an eligible person to locate, acquire, finance and maintain housing. This may also include fair housing counseling for eligible persons who may encounter discrimination on the basis of race, color, religion, sex, age, national origin, familial status, or disability;
2. Resource identification to establish, coordinate and develop housing assistance resources for eligible persons (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing-related initiatives);
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, up to 21 days;
5. Supportive services, including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, abuse treatment and counseling, day care when required, and;

PROJECT ELIGIBILITY

Federal eligibility requirements:

- Applicant's project must provide services to HOPWA eligible persons and their families, and persons affected with HIV/AIDS and their families. An **ELIGIBLE PERSON** is defined as a person with acquired immunodeficiency syndrome or a related disease who is low-income and the family of such a person. The term "**acquired immunodeficiency syndrome and related diseases**" means the disease of acquired immunodeficiency syndrome and any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. A low-income individual is a person with income that is at 80% of the median income or less, according to the HUD guidelines illustrated on page ____ of this application. HUD guidelines are issued annually.

Documentation must be maintained indicating that the assisted person is HIV positive or has a diagnosis of AIDS, as determined by a health professional

competent to make such a determination. Sufficient determinations include documentation resulting from appropriate HIV tests administered by a physician's office, HIV counseling center or community health center. Documentation must also confirm that the eligible person and his/her family are low-income.

- Applicant must be a public agency or have a non-profit exempt status under Section 501 (c) (3) of the Internal Revenue Service Code at the time of application. A copy of the IRS letter must be included with the application.
- HOPWA funds **cannot** be used to match other federal grants or loans.

Local eligibility requirements:

- The minimum funding for a project will be \$25,000.
- Clients served by the HOPWA project must be residents of El Paso County.
- Applicant partners, two (2) or more agencies working together to implement a project, may apply. The partnership must identify the fiscal agent who will be the main applicant for the project. If any portions of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the project application must be completed reflecting the role of the partner.
- Applicants applying for housing funds must demonstrate that supportive services will be made available to the HOPWA client(s) occupying or benefiting from the housing project. At a minimum, Letters of Intent from two (2) or more service providers, who will make available the supportive services, need to be included with the application. The type of supportive services to be provided need to be identified, and whether or not the client will be charged service fees.
- 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 HOPWA-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, page 38; and Accessibility/Letter of Assurance on page 39.
- 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 HOPWA funding request, a certified audit covering a period ending on a date after January 31, 2008.

- Applicants currently receiving funding for any project from the Department of Community and Human Development must be in compliance with all terms of any contract through the Department and must have been in good standing throughout the contract period.
- No more than 90% of the overall cost of the HOPWA project may be requested from the Department of Community and Human Development.
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project.

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 Housing Opportunities for Persons with Aids (HOPWA) program. Neither the Federal government nor a State or local government receiving funds under HOPWA program shall discriminate against an organization on the basis of the organization's religious character or affiliation.
- (2) Organizations that are directly funded under the HOPWA 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 HOPWA 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 HOPWA 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 HOPWA-funded services without removing religious art, icons, scriptures, or other religious symbols. In addition, a HOPWA-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 HOPWA 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) HOPWA 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. HOPWA 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, HOPWA 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 HOPWA grants in this part. Sanctuaries, chapels, or other rooms that a HOPWA-funded religious congregation uses as its principal place of worship, however, are ineligible for HOPWA-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 HOPWA 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 HOPWA 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 HOPWA 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/activity is eventually funded.

FINANCIAL TERMS

HOPWA funding will be in the form of grants.

EVIDENCE OF PROJECT VIABILITY

City Council has adopted the following policies and procedures to ensure that proposed 2010-2011 HOPWA projects can be substantially completed during the program year:

The time frame for the 2010-2011 HOPWA Program is September 1, 2010 to August 31, 2011. All HOPWA projects should be substantially completed by the end of the program year on August 31, 2011.

Applicants must provide 10% of the HOPWA project cost in cash. **Evidence of the availability of the other funding source(s) must be presented with the HOPWA application.**

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

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 HOPWA-funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

VALUES FOR PROPOSAL CONSIDERATION

PROJECT VALUES

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

1. Demonstrate a project history of applicant agency's successful in the implementation and budget management of federally funded projects.
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 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 HOPWA dollars

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 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 CD staff may recommend zero funding for a project. Zero funding recommendations are restricted to the lowest scored project(s) of all applications received.

The purpose of the score is to aid in the development of recommendations. CD Steering Committee and CD staff will individually score each project and provide comments supporting the scoring decisions. CD staff will compile the scores and comments. The high and low scores for each project will be dropped and the remaining scores averaged.

The 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 Steering Committee review is complete at which point they will be made available upon request.

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 HOPWA funding. After the November 2, 2009 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 HOPWA funding.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 2010-2011 HOPWA Program, and the HOPWA 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 HOPWA 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

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.

PLANNING SCHEDULE - 36TH YEAR (2010-2011) ATTACHMENT R
COMMUNITY DEVELOPMENT PROGRAM

(All dates are **subject to change** – call CD Department at 541-4643 to verify)

2009

- Wednesday, July 8** **HPRP – 8:00 a.m. to 10:30 a.m. – Staff review of draft RFPs for Homelessness Prevention, Rapid Re-Housing & Data Collection & Evaluation.**
- Wednesday, July 15 3:30 p.m. to 5:30 p.m. – CDBG Public Services Planning Committee (CD Staff, CD Steering Committee & Non-Profit Agency Representatives) meet to review current application, policies and funding process to suggest changes for the 2010-2011 Programs - CD Conference Room, 8th Floor, City Hall
- Friday, July 17** **HPRP – RFP Notices published in El Paso Times Newspaper. Packets available beginning 7:00 a.m. Monday, July 20, 2009 through Tuesday, July 28, 2009**
- Wednesday, July 22 3:00 p.m. – 4:30 p.m.: CD Staff (Director, Deputy Director, Planning, Implementation, Social Services & Housing) meet to discuss policies and procedures for the 36th Year in the CD Conference Room, 8th Floor, City Hall.
- Wednesday, July 29** **HPRP – Mandatory training workshops in 8th Floor CD Conference Room, City Hall:**
9:00 a.m. to 12:00 p.m. – Homelessness Prevention
1:30 p.m. to 3:00 p.m. – Rapid Re-Housing
3:30 p.m. to 5:00 p.m. – Data Collection & Evaluation
- Thursday, July 30 Deadline for CDBG Public Services, City Departmental, Citizen Request Form, Code Enforcement, Economic Development, ESG, HOPWA, Housing (Housing Services, Volunteer Housing Rehabilitation & Fair Housing), Interim Assistance, NRSA Partnership and Public Facility application narratives and Letters of Intent to be submitted to Deputy Director for review. All narratives/letters of intent applications must be ready for delivery to the CD Steering Committee by Thursday, August 6, 2009.
- Thursday, August 13** **HPRP – Deadline at 7:00 p.m. for all applications & supporting documents to the Department of Community and Human Development**
- Thursday, August 13 5:30 p.m. Steering Committee meets to review proposed 36th Year Policies and Procedures in the CD Conference Room, 8th Floor, City Hall.
- Monday, August 17 Policies and Procedures agenda packet to CD Secretary for 8/25/09 Council Meeting
- Tuesday, August 25 City Council to adopt Policies and Procedures for 36th Year Planning Process
- Wednesday, August 26** **2010-2015 Consolidated Plan – 12:00 p.m. planning meeting for senior citizens at Grandview Senior Center, 3134 Jefferson Street**
- Wednesday, August 26** **2010-2015 Consolidated Plan – 6:00 p.m. to 8:00 p.m. planning meeting at Grandview Senior Center, 3134 Jefferson Street**
- Thursday, August 27** **HPRP – 5:30 p.m. – Steering Committee review of all proposals**
- Thursday, August 27** **2010-2015 Consolidated Plan – 6:00 p.m. to 8:00 pm. planning meeting at Westside Regional Command Center, 4801 Osborne Drive**
- Thursday, September 3** **HPRP – All documents due to City Clerks for City Council approval on 9/15/09**
- Monday, September 7** **LABOR DAY HOLIDAY!**
- Sunday, August 30 Publications of newspaper ad about Citywide Public Hearing and availability of Letter of Intent and application packets for CDBG, ESG and HOPWA funding requests
- Monday, September 7
- Tuesday, September 8 Release of Letter of Intent Packets to social service agencies, non-social application packets, citizen project requests forms and publicity about the Citywide Public Hearing
- Tuesday, September 15** **HPRP – City Council approval of all contractual commitments**
- Wednesday, September 16 9:00 a.m. informational session on the CDBG Planning Process for the office staff and assistants to the Mayor and the City Representatives in the 8th Floor CD Conference Room.

Friday, September 18	Deadline (at 5:00 p.m.) for submission of Letters of Intent from CDBG Social Service, ESG, HOPWA and NRSA Partnership Agencies to the Department of Community and Human Development.
Tuesday, September 22	Training workshop for applicants for Public Facility projects - 9:00 a.m. to noon – CD Conference Room; and Training workshop for applicants for Economic Development projects - 1:30 p.m. to 4:30 p.m. – CD Conference Room.
Monday, September 28	YOM KIPPUR!
Monday, September 28 Monday, October 5	Publications of newspaper ad for Citywide Public Hearing
Monday, September 28	Work begins on the preparation of the 2008-2009 Consolidated Annual Performance & Evaluation Report (CAPER)! Staff assignments are made; all narratives and backup information must be submitted to Judy S. by October 23, 2009; and all information in IDIS must be updated by October 23, 2009.
Wednesday, September 30	HPRP – HUD deadline for execution of all contracts
Wednesday, September 30	Training workshop for applicants for Housing projects in the 8 th Floor CD Conference Room: 1:00 p.m. – Housing Services 2:00 p.m. – Volunteer Housing Rehabilitation 3:00 p.m. – Fair Housing
Wednesday, September 30	Training workshop for applicants for NRSA Code Enforcement & NRSA Interim Assistance projects – 2:15 p.m. to 5:00 p.m. – Neighborhood Services Conference Room, 2 nd Floor
Wednesday, September 30	Letter of Intent Notifications communicated to CD Public Service, ESG, HOPWA and NRSA Partnership Agencies
Thursday, October 1	Quarterly update on ongoing projects (prepared by the Implementation Section) submitted to the CD Steering Committee
Thursday, October 1	5:30 p.m. - At its first meeting in October in the 8 th Floor CD Conference Room, the Steering Committee meets to elect a Chairperson and a Vice-Chairperson. The term of both Chair and Vice-Chair shall be for one year and be limited to no more than two (2) consecutive terms. Steering Committee also meets to determine committee assignments for the 36th Year planning process.
Monday, October 5	9:00 a.m. to Noon - Training workshop for those new to the RFP for CD Public Services or who desire more thorough training. 2:00 p.m. to 5:00 p.m. - Training workshop for those experienced in writing the RFP for CD Public Services who desire minimal training (primarily questions and answers) at the Center Against Family Violence Resource Center, 580 Giles.
Wednesday, October 7	ESG Training Workshop – 9:00 a.m. to Noon, at the El Paso Center for Children Conference Room, 2200 N. Stevens St.
Wednesday, October 7	Citywide Public Hearing - 6:00 p.m. - City Hall - Council Chambers, 2nd Floor
Thursday, October 8	HOPWA Application Workshop – 9:00 a.m. to Noon, in the 8 th Floor CD Conference Room
Thursday, October 8	1:00 p.m. to 4:00 p.m. – Neighborhood Revitalization Strategy Area (NRSA) Application Workshop – 8 th Floor CD Conference Room
Friday, October 9	9:00 a.m. – Administrative Collaborative Meeting for Economic Opportunities at Paso Del Norte Children Development Center, 1101 E. Schuster Avenue
Tuesday, October 13	9:00 a.m. - Administrative Collaborative Meeting for Children & Youth Support & Development Services at the Multi-Purpose Center, 9031 Viscount Boulevard
Wednesday, October 14	9:00 a.m. - Administrative Collaborative Meeting for Seniors and Person with Disabilities at Visiting Nurse Association Conference Room, 4171 N. Mesa, Building D
Thursday, October 15	9:00 a.m. - Administrative Collaborative Meeting for Mental and Medical Health Services at Family Services of El Paso, 6040 Surety Drive
Friday, October 16	9:00 a.m. - Administrative Collaborative Meeting for Homeless, Emergency Shelter & Housing at the El Paso Center for Children Conference Room, 2200 N. Stevens Street 10:00 a.m. - Emergency Shelter Grant Collaborative Meeting at the El Paso Center for Children Conference Room, 2200 N. Stevens Street
Tuesday, October 20	Supplementary training for the CDBG Social and ESG RFP at a non-profit agency location yet to be determined; attendance by RSVP only (will be canceled if no one RSVPs).

Friday, October 23	Deadline for all 2008-2009 Consolidated Annual Performance & Evaluation Report (CAPER) information to be updated in IDIS and for narratives and backup information to be submitted
Tuesday, October 27	Make-up training workshop (if necessary) for applicants for Housing projects – 1:00 p.m. to 5:00 p.m. - CD Conference Room.
Thursday, October 29	Draft of the 2008-2009 Consolidated Annual Performance & Evaluation Report (CAPER) is published in the El Paso Times for citizen review and comments. Citizens have until November 13, 2009 to respond.
Monday, November 2	<u>Deadline</u> (at 5:00 p.m.) for submission of CDBG Public Service, ESG and HOPWA 2010-2011 projects, to the Department of Community & Human Development.
Tuesday, November 3	Make-up training workshops (if necessary) for applicants for Public Facility projects (9:00 a.m. to noon) and Economic Development projects (1:30 p.m. to 4:30 p.m.) - CD Conference Room
Monday, November 9	Supplementary training for the NRSA Partnership RFP at a non-profit agency location yet to be determined; attendance by RSVP only (will be canceled if no one RSVPs)
Friday, November 13	Deadline at 5:00 p.m., for submission of Citizen and City Representatives' Requests to the Department of Community and Human Development
Wednesday, November 18	Deadline for 2008-2009 Consolidated Annual Performance & Evaluation Report (CAPER) to be provided to the City Manager for signature
Monday, November 23	Target date to Fed-Ex 2007-2008 Consolidated Annual Performance & Evaluation Report (CAPER) to HUD.
Wednesday, November 25	Consolidated Annual Performance & Evaluation Report (CAPER) for the 2008-2009 consolidated program year due to HUD (90 days after end of 2009-2010 program year).
November 26 & 27	THANKSGIVING DAY HOLIDAYS!
Friday, December 25	CHRISTMAS DAY HOLIDAY!
Thursday, December 31	Staff proposal review of CDBG Public Service, ESG and HOPWA projects submitted to collaboratives.
<u>2010</u>	
Friday, January 1	NEW YEAR'S DAY HOLIDAY!
Monday, January 4	Quarterly update on ongoing projects (prepared by the Implementation Section) submitted to the CD Steering Committee.
Friday, January 8	<u>Deadline</u> (at 5:00 p.m.) for submission of 36th Year City Department, Code Enforcement, Economic Development, Housing, Interim Assistance, NRSA Partnership and Public Facility application packets. No extensions. Applications determined to be incomplete at this time will be disqualified from funding consideration.
Thursday, January 14	5:30 p.m. - Steering Committee meets to adopt preliminary schedule for review of 36th Year proposals in the CD Conference Room, 8th Floor - City Hall.
Monday, January 18	MARTIN LUTHER KING JR.'S BIRTHDAY HOLIDAY!
Friday, January 29	Deadline for submission of recommendations from CD Public Service and ESG Collaboratives
Monday, February 1	List of eligible and ineligible proposals distributed to City Council and the Steering Committee.
Tuesday, February 2	5:30 p.m. – Appeals/Grievance Subcommittee of the CD Steering Committee meets (if necessary) to review any appeals/grievances resulting from the CDBG/ESG Collaborative process - CD Conference Room, 8th Floor - City Hall.
Thursday, February 4	5:30 p.m. - Steering Committee review of (1) Children & Youth Services; (2) Economic Opportunities Services; (3) Homeless, Emergency Shelter & Housing Services; (4) Mental and Medical Health Services; (5) Seniors and Persons with Disabilities Services; and (6) Emergency Shelter Grant Collaborative in the CD Conference Room, 8th Floor - City Hall.
Monday, February 8	Request administrative support budgets from CD Administration, Financial Services, Housing and Legal; and program income projections from Housing and Financial Services
Thursday, February 11	5:30 p.m. - Steering Committee review of (1) Lower Dyer NRSA Partnership; (2) Chamizal NRSA Partnership; and (3) HOPWA proposals in the CD Conference Room, 8th Floor - City Hall.
Tuesday, February 16	5:30 p.m. - Steering Committee open date if needed – CD Conference Room, 8th Floor - City Hall.

Thursday, February 18	5:30 p.m. - Steering Committee review of Economic Development and Housing Proposals in the CD Conference Room, 8 th Floor – City Hall.
Tuesday, February 23	5:30 p.m. - Steering Committee open date if needed – CD Conference Room, 8 th Floor - City Hall.
Thursday, February 25	Steering Committee Bus Tour! Bus starts loading at 8:30 a.m. and departs at 9:00 a.m. sharp! Lunch will be provided. Bus to arrive back at City Hall by 3:00 p.m.
Wednesday, March 3	5:30 p.m. - Steering Committee review of Accessibility, Drainage and Street Improvement and Miscellaneous Street and Neighborhood Improvement projects in City Council Chambers, 2nd Floor - City Hall.
Thursday, March 4	5:30 p.m. - Steering Committee open date if needed – CD Conference Room, 8 th Floor – City Hall.
Friday, March 5	Administrative support budgets are due!
Wednesday, March 10	5:30 p.m. - Steering Committee review of Code Enforcement, Interim Assistance, Library and Parks projects in City Council Chambers, 2nd Floor - City Hall.
March 15–19	SPRING BREAK!
Thursday, March 18	5:30 p.m. - Steering Committee review of Administration Budgets for Community Development, Financial Services, Legal, Housing Rehabilitation funded with CD Revolving Loan Fund Income, HOME, Emergency Shelter Grant and HOPWA; and review of Public Services 5% Set-Aside projects in the CD Conference Room, 8 th Floor – City Hall.
Monday, March 22	Annual Action Plan preparation begins! Assignments are made by Senior Grant Planner. Deadline for all assignments is Friday, April 30, 2010.
Thursday, March 25	5:30 p.m. - Steering Committee and Staff budget deliberations in CD Conference Room, 8 th Floor – City Hall.
Tuesday, March 30,	5:30 p.m. – Steering Committee review of proposed 2010-2015 Consolidated Plan for the City of El Paso – CD Conference Room, 8 th Floor – City Hall.
Thursday, April 1	5:30 p.m. – Steering Committee open date if needed – CD Conference Room, 8 th Floor – City Hall.
Thursday, April 1	Quarterly update on ongoing projects (prepared by the Implementation Section) submitted to the CD Steering Committee.
March 29 – April 2	HOLY WEEK!
PENDING!	NATIONAL COMMUNITY DEVELOPMENT WEEK!
Friday, April 9	Budget recommendations from CD Steering Committee and staff submitted to City Council.
Tuesday, May 4	At the regular City Council meeting in Council Chambers, City Council conducts a public hearing to adopt the 2010-2015 Draft Consolidated Plan for the City of El Paso, along with the 2010-2011 proposed budgets for CDBG, ESG, HOME and HOPWA as part of the Annual Action Plan Draft for publication in the El Paso Times.
Friday, May 7	Deadline to have Draft 2010-2015 Consolidated Plan and 2010-2011 Annual Action Plan ready for public review and distribution to public libraries on Monday, May 10, 2010.
Sunday, May 9	Proposed 2010-2015 Consolidated Plan and 2010-2011 Annual Action Plan budgets (CDBG, ESG, HOME & HOPWA) published in the El Paso Times. Citizens have 30 days (until June 11, 2010) to comment.
Monday, May 31	MEMORIAL DAY HOLIDAY!
Friday, June 11	<u>Deadline</u> (at 5 p.m.) for written comments on the 2010-2015 Consolidated Plan and the 2010-2011 Annual Action Plan.
Tuesday, June 22	At the regular City Council meeting at 9:00 a.m., in Council Chambers, City Council conducts a public hearing to receive comments and adopt a Final 2010-2015 Consolidated Plan, including the Final 2010-2011 Annual Action Plan.
Wednesday, June 23	Implementation Section submits service requests to Engineering for A/E Services for City public facilities after Council approval of 36th Year Budget - requesting that Engineering hours (for A/E services) be reported per project and identified as such.
Thursday, July 1	Quarterly update on ongoing projects (prepared by the Implementation Section) submitted to the CD Steering Committee. Next update occurs on Friday, October 1, 2010.

Monday, July 5

FOURTH OF JULY HOLIDAY!

Friday, July 9

Consolidated Plan/Annual Action Plan must be mailed out to HUD by this date.

8/13/2009