

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

CITY CLERK DEPT.
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DEPARTMENT: Community and Human Development
AGENDA DATE: August 26, 2008
CONTACT PERSON/PHONE: Bill Lilly/541-4643
DISTRICT(S) AFFECTED: All

SUBJECT:

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

City Council is asked to adopt policies and priorities applicable to the planning process for the 35th Year (2009-2010) Community Development Block Grant (CDBG) Program, the 2009-2010 Emergency Shelter Grant (ESG) Program and the 2009-2010 Housing Opportunities for Persons with AIDS (HOPWA) Program – if designated as a HOPWA entitlement community by the Department of Housing and Urban Development for 2009-2010, and to establish four different deadlines for the submission of all 2009-2010 letters of intent, application packets and funding request forms.

BACKGROUND / DISCUSSION:

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

Approval of these policies and priorities will constitute the first step in a lengthy process that will culminate in June 2009, with City Council's adoption of the Annual Action Plan for 2009-2010. The planning process will begin on **September 5, 2008**, when the CDBG/ESG/HOPWA application packets and funding request forms will be made available.

HUD has not yet notified the City of its CDBG, ESG and possible HOPWA entitlement grant amounts, but the trend in decreasing grant funds may likely continue. At this point, CD staff is projecting level funding amounts for both its CDBG and ESG programs, and is projecting that approximately \$2.5 million will be available for new CDBG projects in the 35th Year. It is therefore essential that we continue to adopt policies that will provide for the most judicious use of these federal funds. **The proposed policies and priorities (described further below) are recommended by both the Community Development Steering Committee and Community Development staff.**

This year, two neighborhoods (Chamizal and Lower Dyer) in the City of El Paso were designated as Neighborhood Revitalization Strategy Areas (NRSAs) as a result of an evaluation of distressed neighborhoods in need of revitalization and economic development. This official designation by HUD allowed the City of El Paso to target some of its federal entitlement funds into these two areas. For the 35th Year, it is recommended that \$300,000 in CDBG Social Service and \$150,000 for Code Enforcement funds again be set-aside specifically to address the needs in these two neighborhoods. More specific information on the targeting of these funds is provided further below.

COMMUNITY DEVELOPMENT

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

This will be the 14th year that the City will emphasize a collaborative approach to the distribution of CDBG social service funds. A copy of the proposed Letter of Intent (**Attachment A**) and Social Service Funding Application (**Attachment B**) are attached for your information and review.

Blocking of Funds: CDBG regulations limit the amount of funds spent on social services to 15% of the annual grant plus 15% of the program income from the preceding year. The current year's (34th Year) percentages are again being

recommended for the 35th Year to determine the amount that each collaborative will receive:

	<u>35th Year</u>	CITY CLERK DEPT.
Children and Youth Support and Development Services	21.8%	
Seniors and Persons with Disabilities Services	18.7%	08 AUG 18 PM 1:09
Mental and Medical Health Services	23.3%	
Homeless, Emergency Shelter and Housing Services	22.6%	
Economic Opportunities Services	13.6%	

For 2009-2010, it is recommended that 5% (or approximately \$70,000) of the total CD Social Service allocation (15% of the annual grant plus 15% of the program income from the preceding year) **be set-aside** specifically for CD staff to: (1) fund new project(s) that aren't recommended in the collaborative process; and/or (2) increase the funding amounts of recommended agencies to provide additional services to the community. The percentage amounts shown for the collaboratives above will be utilized after the 5% set-aside is taken.

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

Some major changes have been made to the 2009-2010 CDBG social service and ESG policies and priorities. During the months of May and June of 2008, a Planning Committee, comprised of representatives of CD social service, ESG and NRSA agencies; CD Steering Committee; and CD staff held weekly meetings to review the current 2008-2009 Year social service and ESG policies and procedures to see how the process could be made more competitive and equitable. A scoring tool was developed for use in evaluating projects requesting funding. The purpose of the scoring process is to aid in the development of recommendations. Voting members of the collaboratives, the CD Steering committee and CD staff will individually score each project and provide comments supporting the scoring decisions. Applicants will not be permitted to vote for projects submitted by their agency. Scores and comments will be submitted to CD staff for compilation. The high and low scores for each project will be dropped and the remaining scores averaged. The collaboratives and the CD Steering Committee 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. Some budget forms in the CDBG application packet have been modified to make them more reader friendly.

Partnering of CDBG-funded non-profit agencies has always been encouraged. Language has been inserted for the 35th Year that requires the applicants to state their intention to partner at the time the Letter of Intent is submitted, but applicants are not required to name their partners until the full application is submitted. This time frame allows the applicants more time to plan their partnerships properly.

Other policies for social service proposals include: a mandatory requirement for attendance at training workshops and collaborative meetings and eligibility criteria for all projects (low-income clients, tax exempt status, conflict of interest restrictions, compliance with Ordinance 9779, management capacity, and an acceptable performance record).

The deadline for submittal of the Letters of Intent will be **September 19, 2008** and the deadline for eligible social service proposals to be submitted will be **November 3, 2008**. The NRSA partnerships will be required to submit pre-applications which will be due on **December 1, 2008**. Full applications for the NRSA partnerships will be due **January 9, 2009**. The social service collaboratives will begin their deliberations on October 13, 2008 and the CD Steering Committee will begin its review of social service and NRSA proposals on February 5, 2009.

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

Although social services attract a great deal of attention, the greater part of the annual CDBG budget is utilized for City Department, code enforcement, economic development, fair housing, housing services and public facility projects. The

Community Development Department publishes application packets for each of these categories. Copies of the application guidelines for each of these categories are provided for your information (**Attachments E, F, G, H, I, J and K**).

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

Also, for the past several years, City Council decided not to consider any projects involving the use of CDBG funds for land acquisition, with no exceptions to this policy. Due to timeliness requirements mentioned previously and because of the scarcity of the CDBG funds, it was considered reasonable to require that CDBG applicants demonstrate capacity, experience and an investment in their program by owning their facility when they seek CDBG funds. This policy continues to be in effect for the 35th Year.

The following will outline only major new changes to the application packets in the 35th Year. With the exception of the changes noted below, all other policies and procedures remain intact from the 34th Year Program:

City Department (Attachment E) – Implemented last year was a policy disallowing City Departments to request the construction of new City facilities. This policy was recommended due to the City's lack of sufficient funds to operate and maintain additional public facilities. Instead, only the rehabilitation and/or expansion of existing facilities were allowed with the limitation those expansions not exceed 50% of the existing facility size. For the 35th Year, it is recommended that this policy be somewhat relaxed by allowing City Departments to construct new public facilities **only** in the designated Neighborhood Revitalization Strategy Areas (NRSAs) to address the infrastructure and revitalization issues in these two areas. For all other eligible areas of the City, the policy of rehabilitation and/or expansion of existing facilities still apply.

Code Enforcement (Attachment F) – Developed specifically for the NRSAs last year, this application is available to provide code enforcement to the Lower Dyer and Chamizal NRSAs. The total amount of funding available will again be \$150,000 that would be divided evenly (\$75,000 each) for the two targeted areas. Code enforcement eligibility is defined as costs incurred for inspection for code violations and enforcement of codes (e.g., salaries and related expenses of code enforcement inspectors and legal proceedings, but not including the cost of correcting the violations) in deteriorating or deteriorating areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area. The application lists several goals that may be attained through the use of the Code Enforcement application.

Economic Development (Attachment G) – No major changes recommended.

Fair Housing (Attachment H) – New last year and also recommended for the 2009-2010 program, this application would be available in the amount of \$25,000 to provide Fair Housing education and outreach services in connection with the City of El Paso's Office of Fair Housing. The City's Fair Housing Officer disseminates information to the general public, non-profit housing agencies, rental agencies, etc. primarily in the form of HUD posters, flyers and pamphlets regarding Fair Housing Law. The applicants would be required to assist with the dissemination of Fair Housing information throughout the community. In addition, the applicant will be required to participate with the Fair Housing Task Force in their task of reviewing, revising and recommending actions to alleviate the Impediments to Fair Housing Choice. Overall, the applicant would be required to take actions that will affirmatively further Fair Housing in the El Paso community.

Housing Services (Attachment I) – No major changes recommended.

Public Facility (Attachment J) – No major changes are recommended.

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Citizen Request Form (Attachment K) – No major changes recommended.

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With the exception of the above-recommended changes, the applications remain basically the same as last year's.

EMERGENCY SHELTER GRANT PROGRAM (ESG)

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

Because the ESG planning process mirrors the CDBG Social Service planning process, the changes previously mentioned (with the exception of the separate application process for NRSAs) in CDBG Social Service section of this memorandum will be incorporated into the ESG funding process. Some budget forms in the ESG Application have been modified to make them more reader friendly.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

No official notification has been received from HUD that the City of El Paso will be awarded funding under the Housing Opportunities for Persons with AIDS (HOPWA) Program. However, unofficial indications from our HUD representative indicate that the City of El Paso may be designated as a HOPWA Formula (Entitlement) Program recipient. If funds are awarded to the City, it will be responsible for serving the El Paso Metropolitan Statistical Area (El Paso County). A Request for Proposals (RFP) is being prepared in the event funds are awarded. The purpose of the RFP is to solicit for an agency who will serve as Project Sponsor for HOPWA. The functions of the Project Sponsor are somewhat similar to the functions of the Lead Agencies for the NRSAs, and thus, the HOPWA partnership process would mirror the NRSA partnership process as previously described. The responsibilities of the Project Sponsor would be to serve as fiscal administrator for HOPWA and to establish agency partnerships to serve persons with Acquired Immunodeficiency Syndrome or related diseases who are low-income individuals, as well as families of eligible persons.

Eligible activities under the HOPWA Program include: (1) housing information services; (2) resource identification to establish, coordinate and develop housing assistance resources for eligible persons; (3) acquisition, rehabilitation, conversion, lease and repair of facilities to provide housing and services; (4) new construction for Single Room Occupancy (SRO) dwellings and community residences only; (5) project- or tenant-based rental assistance including assistance for shared housing arrangements; (6) short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling; (7) supportive services, including, but not limited to, health mental health assessment, permanent housing placement, drug and alcohol abuse treatment and counseling; (8) operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs; (9) technical assistance in establishing and operating a community residence; (10) administrative expenses – the Project Sponsor may use up to 7 percent of the HOPWA grant award for administrative costs. The proposed HOPWA Letter of Intent (**Attachment N**) and the HOPWA Application (**Attachment O**) are attached.

PLANNING SCHEDULE

As mentioned previously, the solicitation of proposals for the 35th Year CDBG Program Year and the 2009-2010 ESG and HOPWA Programs will begin on **September 5, 2008**. A preliminary Planning Schedule is attached for your information (**Attachment P**). Your attention is called to the following five deadlines:

September 19, 2008 (at 5:00 p.m.) – Final date that CDBG Social Service, NRSA Partnership, Emergency Shelter Grant and HOPWA Partnership Letters of Intent may be submitted to the Department of Community and Human Development.

November 3, 2008 (at 5:00 p.m.) – Final date that CDBG Social Service and Emergency Shelter Grant applications may be submitted to the Department of Community and Human Development.

November 14, 2008 (at 5:00 p.m.) – Final date that Citizen and City Representative requests may be submitted to the Department of Community and Human Development.

December 1, 2008 (at 5:00 p.m.) – Final date that NRSA Partnership and HOPWA Partnership Pre-application packets may be submitted to the Department of Community and Human Development.

January 9, 2009 (at 5:00 p.m.) – Final date that 35th Year (2009-2010) City Department, Code Enforcement, Economic Development, Fair Housing, HOPWA Partnership, Housing Services, NRSA Partnership and Public Facility application packets may be submitted to the Department of Community and Human Development.

It is recommended that no extensions be granted to these deadlines. Maintaining the deadlines are important because the City is required to submit its 2009-2010 Annual Action Plan HUD no later than July 10, 2009.

PRIOR COUNCIL ACTION:

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

City Council annually approves the policies and procedures for the Community Development Block Grant Program and the Emergency Shelter Grant Program.

AMOUNT AND SOURCE OF FUNDING:

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

Not applicable.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

These 2009-2010 CDBG/ESG/HOPWA policies and procedures were unanimously approved by the Community Development Steering Committee on August 14, 2008.

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

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

DEPARTMENT HEAD: Anthony C. Shaar for W. Lilly
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

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RESOLUTION

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

That City Council adopt policies and priorities for the 35th Year (2009-2010) Community Development Block Grant (CDBG) Program, the 2009-2010 Emergency Shelter Grant (ESG) Program and the 2009-2010 Housing Opportunities for Person with AIDS (HOPWA) Program – if designated as a HOPWA entitlement community by the Department of Housing and Urban Development for 2009-2010, all such policies and priorities attached hereto as A through O; that City Council establish September 19, 2008 as the deadline for the submission of Letters of Intent from CDBG Social Service, Neighborhood Revitalization Strategy Area (NRSA) Partnership, ESG and HOPWA Partnership agencies; that City Council establish December 1, 2008 as the deadline for submission of HOPWA Partnership and NRSA Partnership pre-application packets; that City Council establish November 3, 2008 as the deadline for submission of all CDBG Social Service and ESG application packets; that City Council establish November 14, 2008 as the deadline for submission of all City Representative requests and citizen request forms; and that City Council establish January 9, 2009 as the final deadline for the submission of all 2009-2010 City Departmental, Code Enforcement, Economic Development, Fair Housing, HOPWA Partnership, Housing Services, NRSA Partnership and Public Facility application packets.

ADOPTED this _____ day of August, 2008.

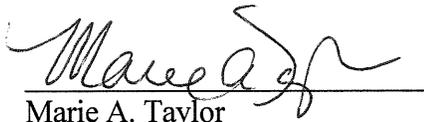
CITY OF EL PASO

John F. Cook,
Mayor

ATTEST:

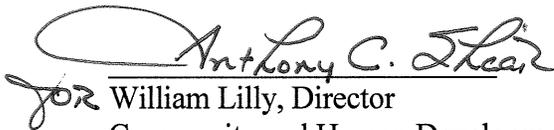
Richarda Duffy Momsen,
City Clerk

APPROVED AS TO FORM:



Marie A. Taylor
Assistant City Attorney

APPROVED AS TO CONTENT:



for William Lilly, Director
Community and Human Development Department

**THIRTY-FIFTH YEAR (2009-2010)
PUBLIC SERVICES FUNDING REQUEST LETTER OF INTENT**

Letter of Intent packets are available from September 5, 2008. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5pm on September 19, 2008.** 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, your Executive Director, Program Director or Grant Writer will be required to attend a training session on October 6, 2008 at which you will be given the complete application packet. **The full application is due November 3, 2008.** Please make certain the contact information is correct.

Agency Name			
Agency Address			
Director's Name			
Project Name			
Contact's Name			
Contact's Address			
Phone Number		Fax Number	
E-Mail Address		Web Page Address	
CD Service Category <small>Please submit a separate Letter of Intent for each project. Only one set of attachments should be submitted.</small>	<input type="checkbox"/> Children and Youth Services <input type="checkbox"/> Services to Seniors and Persons with Disabilities <input type="checkbox"/> Mental and Medical Health Services <input type="checkbox"/> Services to the Homeless <input type="checkbox"/> Economic Opportunities		
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 3, 2008.		

Project Summary:

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

Required Attachments:

- _____ IRS 501 (c) 3 Ruling Letter
- _____ Current Articles of Incorporation, including any amendments
- _____ Current ByLaws, including any amendments
- _____ Current list of Board of Directors
- _____ Audit covering a period ending on a date no earlier than January 31, 2007
- _____ Signed Letter of Understanding

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2009-2010 PROGRAM YEAR

CDBG PUBLIC SERVICES

FUNDING REQUEST

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, including decent housing and suitable living environments, and the expansion of economic opportunities, principally for persons of low and moderate income. The City of Paso expects to receive approximately \$8.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 35th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2009. Federal regulations stipulate that a maximum of 15% of the annual CDBG funding may be allocated to public services, making approximately \$1.4 million available. An additional 15% of Program Income may also be allocated to Public Services programs. The City's Department of Community and Human Development is soliciting funding proposals from interested public and non-profit entities for the use of these funds.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Public Services project proposed for Community Development (CD) funding. CD Public Services funds will be allocated to agencies using this application process. Letter of Intent format sheets were available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from 8 am September 5, 2008 through 5 p.m. September 19, 2008. Letter of Intent packets were due in the Community and Human Development Office, 8th Floor, City Hall by 5:00 p.m. September 19, 2008. Eligible applicants were then invited to the RFP training on October 8, 2008 where complete application packets were provided. Applications are due November 3, 2008. **Late or incomplete submissions of the Application will not be considered for funding.**

PROJECT ELIGIBILITY

Federal eligibility requirements:

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

Local eligibility requirements:

- The minimum funding for a project will be \$25,000.
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee. **Conflict of Interest and all other provisions extend to partners and subcontractors as well.**
- Applicant must demonstrate adequate management capacity. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2007.

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- No more than 80% of the overall program cash cost may be requested from the Department of Community and Human Development. The combined total of all CDBG and City-administered ESG funds may not exceed 80% of the project cost—at least 20% of the project cost must be secured from a source other than the Department of Community and Human Development. Funded applicants will be required to annually report sources and amounts of all funds expended on the program, and to demonstrate compliance with the 80% cap.
- CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project. At least 50% of staff hours funded by the City must be spent in the provision of direct services to eligible clients.
- Applicants in the Homeless Collaborative must be participants in the Homeless Management Information System (HMIS). The Grantee must comply with the Standards for Participation of the El Paso Coalition for the Homeless. The City will rely upon the El Paso Coalition for the Homeless to determine compliance with this requirement.

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

- Applicants must demonstrate compliance with City Council's Priorities for CDBG Social Services Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. Applicants must state their intent to partner with another agency in the Letter of Intent. However, the identification of the partnership and plan of action for the partnership must be outlined in the full CDBG application when it is submitted to the Community and Human Development office. If any portion of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the application must be completed reflecting the role of the partner. If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through the Department of Community and Human Development and have been in good standing during the program year.
- Applicants may submit more than one proposal. However, each proposed project must be clearly defined and easily differentiated from the others. Proposals cannot be dependent or subsidiary to another proposal, provide essentially the same services as another proposal, or provide services to clients during the same time period that they are being served by another City funded project. Projects that are dependent or subsidiary to one another should be submitted as a single project. No project can be submitted under more than one category.
- Applicants must submit a complete letter of intent and application packet by the deadlines or the project will not be considered for funding.
- Applicants must attend all required training (see training, below) in order to be considered eligible to apply.
- Applicants must be on time and attend every meeting of their collaborative in order to retain their vote.

COLLABORATIVES AND DISTRIBUTION OF FUNDS

Applicants must select one of the five categories of service under which the application will be submitted and participate in the applicable collaborative. A change in category will not be accepted after the proposal deadline. Technical assistance is available upon request from CD staff.

CATEGORIES OF PUBLIC SERVICE	DISTRIBUTION OF FUNDS
Children and Youth Support and Development Services	21.8%
Services to Seniors and Persons with Disabilities	18.7%
Mental and Medical Health Services	23.3%
Homeless, Emergency Shelter and Housing Services	22.6%
Economic Opportunities Collaborative	13.6%

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CITY COUNCIL'S PRIORITIES FOR CDBG SOCIAL SERVICE ALLOCATIONS

City Council has based the priorities below on the premise that

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

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

Economic Opportunities Priorities:

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

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

Health Priorities:

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

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

Seniors and Disabled Priorities:

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

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

Children and Youth Priorities:

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

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

Homeless Priorities:

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

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

VALUES FOR PROPOSAL CONSIDERATION

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

COLLABORATIVE VALUES

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

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

PROJECT VALUES

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

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

AGENCY VALUES

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

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

TRAINING

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

- ◆ RFP Training (new grantees and those needing detailed instruction) October 6, 2008 9am-Noon
- ◆ RFP Training (experienced grantees, primarily question & answer) October 6, 2008 2pm-5pm

A supplementary training for completion of the application will be held on November 10, 2008 by RSVP only, and will be canceled if no reservations are made.

COLLABORATIVE PROCESS

The Collaboratives will implement the Collaborative Process detailed below. Following discussion of proposals the collaboratives will make recommendations for funding within the targeted amounts to the Steering Committee (CD's advisory group) by January 30, 2009.

Organizational Collaborative Meetings:

The initial collaborative meetings have been set for the evening hours to facilitate the attendance of members of the CD Steering Committee.

- Economic Opportunities at Paso Del Norte Children Development Center, 1101 E. Schuster 10-13-08 6PM
- Children & Youth Support & Dev at Assistance League of El Paso, 2728 E. Yandell 10-14-08 6PM
- Seniors & Persons w/Disabilities at VNA, El Paso Center for Children Conference Room 10-15-08 4PM
- Mental & Medical Health Services at Family Services of El Paso, 6040 Surety Drive 10-16-08 6PM
- Emergency Shelter & Housing at El Paso Center for Children Conference Room, 2200 N. Stevens 10-15-08 5PM

Appointment of Chair and Election of Representatives:

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

Meeting Attendance:

Voting members must attend all meetings on time to retain voting privileges. Tardiness is considered absence. However, collaboratives may elect to set a "start time" a few minutes later than the "meeting time" and use the beginning of the meeting for items of interest *not related to the collaborative process*. Absences due to an emergency may be excused by vote of the collaborative. However, few applicant agencies have only one staff member. Applicants should provide for backup staff to attend if the primary contact must be absent. Only an *unforeseen emergency* on the day of the meeting should be cause for an excused absence. **Scores and budget votes must be submitted in an accurate and timely manner or the member will lose their right to participate in that portion of the process.** These rules are not intended to be punitive; they are intended to ensure that all members voting on funding recommendations have been present for all presentations and discussions on the projects under review.

Meeting Notification:

All members are personally responsible for their attendance at meetings. Any member who does not know when the next meeting is scheduled should contact the Chair and learn the date. Applicants have sole responsibility for meeting their attendance requirements and should not confuse courtesy notices with a process requirement. All members are responsible for ensuring that the Secretary has accurate contact information, so they may be informed

in the event of meeting changes. The Secretary will post notices in a public place in accordance with Open Meeting Requirements. The City will also post legal notice of the meetings.

Meetings:

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

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

Membership:

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

Voting:

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

Proposal Review:

The review of the proposals is to be done by three groups: (1) the respective collaborative, (2) CD staff and the (3) CD Steering Committee. Each individual voting member in each of the voting groups will score each proposal using the CDBG Proposal Review Sheet included with the CDBG application. CD staff will compile the score sheet in each of the groups and tabulate the score for each group. The highest and the lowest scores from the cumulative overall scores will be dropped. The overall results of the scoring will be reported to each collaborative. The collaboratives will use the scoring results as a guide for recommending budget allocations to the CD Steering Committee.

Voting on Budget Allocation:

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

The Chair of each collaborative will prepare a budget for submission to the CD Steering Committee. If the collaborative recommends any project for \$0 funding, or an increase or decrease of more than 5% of the current program budget, the collaborative must provide a brief written explanation for these decisions on the budget submitted to CD Steering Committee. Any changes to the collaborative allocations occurring after the submission of the collaborative budgets, such as an increase or reduction in the overall grant from HUD, will be applied proportional to the collaborative budget recommendations.

Submission to Community Development:

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

Lobbying:

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Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the CDBG Social Services Funding is prohibited during the course of the application process. The 35th Year application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 23, 2008. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

STAFF REVIEW PROCESS

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

SCORING PROCESS

The 35th Year 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 not determine funding or funding levels. The purpose of the score is to aid in the development of recommendations. Voting members of the collaborative, CD Steering Committee and CD staff will individually score each project and provide comments supporting the scoring decisions. Applicants will not be permitted to vote for projects submitted by their agency. Scores and comments will be submitted to CD staff for compilation. The high and low scores for each project will be dropped and the remaining scores averaged.

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

STEERING COMMITTEE REVIEW PROCESS

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

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

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

- *Volunteerism vs. Paid staff*
- *Total funds requested - history of total CD funding*
- *Community/local support - citizen participation on projects*
- *Consideration for new applicants*
- *Same agency applying to different collaboratives for different services*

- *Non-controversial - staying within community values*
- *Other funding sources*
 - A. *Excessive reliance on CDBG funds*
 - B. *Taxing entities applying*
 - C. *Repetition - # of years with CD*
- *Use of subcontractors*

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

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

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

PROJECT OUTCOME(S)

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

APPEALS PROCESS

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

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

EXIT CONFERENCE

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

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CONTACT INFORMATION

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

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



**THIRTY-FIFTH YEAR (2009-2010)
NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA)
FUNDING REQUEST LETTER OF INTENT**

Only Community Based Development Organizations will be eligible to apply for these funds. See reverse side for a complete definition of a Community Based Development Organization. Letter of Intent packets are available from September 5, 2008. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5pm on September 19, 2008.** 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, your Executive Director, Program Director or Grant Writer will be required to attend a training session on October 9, 2008 at which you will be given the complete application packet. **The pre-application is due December 1, 2008.** **The full application is due January 9, 2009.** Please make certain the contact information is correct.

Agency Name			
Agency Address			
Director's Name			
Project Name			
Project Address			
Contact's Name			
Phone Number		Fax Number	
E-Mail Address		Web Page Address	
Choose one strategy area (for boundaries, see attached maps)	<input type="checkbox"/> Lower Dyer Neighborhood Revitalization Strategy Area <input type="checkbox"/> Chamizal Neighborhood Revitalization Strategy Area		
Partners, Consultants and/or Contractors	Is it your intent to partner with an entity outside your agency to provide any services under the proposed project? Yes No (circle one) Note: <i>Applicants are required to submit the name(s) of their partner(s) when the pre-application is submitted on December 1, 2008.</i>		
Priorities All projects must fall within the listed priorities. <u>Projects not specifically targeting neighborhood priorities will not be considered.</u> Mark all of the priorities you anticipate your proposal will address. Priorities to be addressed may change in the final proposal.	<u>Education</u> <input type="checkbox"/> tutoring/mentoring <input type="checkbox"/> youth life skills education program <input type="checkbox"/> ESL support programs <input type="checkbox"/> adult literacy and GED courses <input type="checkbox"/> adult computer training programs <u>Housing Services</u> <input type="checkbox"/> home-buyer education programs following HUD approved curriculum <input type="checkbox"/> EITC/IDA assistance <u>Economic/ Workforce Development</u> <input type="checkbox"/> micro-enterprise assistance <input type="checkbox"/> job training <input type="checkbox"/> conduct job fairs <u>Social Services</u> <input type="checkbox"/> teen pregnancy prevention programs <input type="checkbox"/> homebound meals <input type="checkbox"/> domestic violence intervention programs <input type="checkbox"/> substance abuse prevention & intervention programs <input type="checkbox"/> gang prevention <input type="checkbox"/> after-school recreation programs <input type="checkbox"/> organized youth sports <input type="checkbox"/> host community services day <input type="checkbox"/> recidivism program		

Make sure to complete back of form!

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Project Summary:

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

Required Attachments:

- _____ Letter stating compliance with CBDO definition, stating specifically which criteria are met by organization
- _____ IRS 501 (c) 3 Ruling Letter
- _____ Current Articles of Incorporation, including any amendments
- _____ Current ByLaws, including any amendments
- _____ Current list of Board of Directors
- _____ Audit covering a period ending on a date no earlier than January 31, 2007
- _____ Signed Letter of Understanding

Definition of Community-Based Development Organization

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

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

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

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**PUBLIC SERVICES FUNDING REQUEST
NEIGHBORHOOD REVITALIZATION STRATEGY AREA
THIRTY-FIFTH YEAR (2009-2010)**

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, including decent housing and suitable living environments, and the expansion of economic opportunities, principally for persons of low and moderate income. The City of Paso expects to receive approximately \$8.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 35th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2009. Federal regulations stipulate that the cap on CDBG funds allocated to Public Services programs may be exceeded for programs serving targeted Neighborhood Revitalization Strategy Areas, if these projects are carried out by Community Based Development Organizations (CBDOs). The Lower Dyer Neighborhood Revitalization Strategy Area and the Chamizal Neighborhood Revitalization Strategy Area will each be allocated \$150,000 in additional CDBG Public Services funds. The City's Department of Community and Human Development is soliciting funding proposals from interested Community Based Development Organizations for the use of these funds.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Public Services project proposed for targeted Neighborhood Revitalization Strategy Area funding. Neighborhood Revitalization Strategy Area targeted Public Services funds will be allocated to Community Based Development Organizations using this application process. Letter of Intent format sheets were available in the 8th Floor Community Development office at City Hall from 8 am September 5, 2008 through 5pm September 19, 2008. Letter of Intent packets were due in the Public Services Office, 8th Floor, City Hall (2 Civic Center Plaza) by 5:00 p.m. September 19, 2008. Eligible applicants were then invited to the RFP training where the application packets were distributed. Pre-Applications are due December 1, 2008. Final Applications are due January 9, 2009. **Late or incomplete submissions of the Application will not be considered for funding.**

PROJECT ELIGIBILITY

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

- (1) Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) within an identified geographic area of operation not to exceed the jurisdiction of the City of El Paso;
- (2) Is an entity which has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income;
- (3) Is an entity that is non-profit or for-profit, provided that any monetary profits to its shareholders or members are only incidental to its operations;

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- (4) Maintains at least 51 percent of its governing body's membership for low-and moderate-income residents of its geographic area of operation, owners of private establishments located in its geographic area of operation, or representatives of low-and moderate-income neighborhood organizations located in its geographic area of operation;
- (5) Is not an agency or instrumentality of the City of El Paso, and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under No. 4 above).

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

Other Federal eligibility requirements

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

Local eligibility requirements:

- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee. **Conflict of interest and all other provisions extend to partners and subcontractors as well.**

- Applicant must demonstrate adequate management capacity. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2007.
- CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. **No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.**
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project. At least 50% of staff hours funded by the City must be spent in the provision of direct services to eligible clients.

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

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

PRIORITIES FOR NEIGHBORHOOD REVITALIZATION STRATEGY AREAS

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

Education

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

Housing Services

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

Economic/ Workforce Development

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

Social Services

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

VALUES FOR PROPOSAL CONSIDERATION

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

PARTNERSHIP VALUES

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

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

PROJECT VALUES

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

1. Demonstrate a project history of successful implementation and budget management. **In the case of new projects, demonstrate a sound plan for implementation, management controls and an adequate budget.**
2. Present a budget appropriate to the proposed program.
3. Serve a significant number of clients and/or have a significant impact.
4. Focus on care in the least restrictive, most inclusive environment.
5. Be a cost effective service.

6. Demonstrate feasibility and can demonstrate result-oriented outcomes.
7. Demonstrate a close relationship of direct services funding to the total request.
8. Clearly define population to be served and geographic area of coverage.
9. Incorporate the service as part of an integrated continuum of care.

AGENCY VALUES

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

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

TRAINING

A workshop will be held to provide training for completion of the application and understanding of CDBG requirements. The workshop will also provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within their partnership. Attendance by the Executive Director, the Program Director, and/or the Grant Writer at the training workshop is required to be considered for funding. Attendance by partners is recommended. Workshop will be held at Our Lady of Assumption Church Gymnasium, 4805 Byron Street, from 1:00 p.m. to 4:00 p.m. on October 9, 2008. If you require any special accommodation during the training, please contact us as soon as possible so we can make any necessary arrangements.

PRE-APPLICATION

There is a pre-application screening process where applicants must articulate and discuss the following questions prior to submitting a full application. A full application will not be accepted unless the applicant can successfully answer the following questions:

- List of current partners serving in the eligible NRSA's. You may list partners who are not currently serving the area, but intend to in 2009-2010.
- List the anticipated services of each partner.
- An estimate of how many people would be served by each of your partners.

- Describe the planning process that your organization will use to develop the structure of your project that will ensure goals and objectives will be met.
- What is your organizational strategy to market and promote your NRSA project?
- How do your organization and your partners intend to work with Neighborhood Services?

Neighborhood Services staff will review the content of each answer provided by the applicant. The criteria for answering each question successfully will be based on how well each answer matches up with the goals and objectives stated in the approved Neighborhood Revitalization Plans.

STAFF REVIEW PROCESS

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

STEERING COMMITTEE REVIEW PROCESS

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

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

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

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

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

C. Repetition - # of years with CD

- *Use of subcontractors*

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

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

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

PROJECT OUTCOME(S)

The City of El Paso has implemented a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for CDBG funding are now required to address in the application packet the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. Outcomes describe the impact that will result from the project/activity, and are the benefits to individuals, families, organizations and communities derived from construction of the project or participation in a program or service. All CDBG applicants are expected to state the expected outcome(s) of their project/activity in the application packet, and further, should have the capability to track the outcome(s) over time to report on results if the project/activity is eventually funded. Projects funded in the 35th year will have a contractual obligation to meet projected outcomes. Further technical assistance on this subject will be provided to funded agencies.

APPEALS PROCESS

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

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

The Appeals/Grievance Subcommittee's recommendations will be forwarded to and acted upon by the Steering Committee as a whole at the time that the funding recommendation is considered by the Steering Committee.

LOBBYING

Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the CDBG Social Services Funding is prohibited during the course of the application process. The 35th Year application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 23, 2009. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

EXIT CONFERENCE

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

CONTACT INFORMATION

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

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



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ATTACHMENT E



**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**



**CITY DEPARTMENT
APPLICATION PACKET**

FOR

PUBLIC FACILITIES AND IMPROVEMENTS

**CLOSING DATE for Applications and Cost Estimates: 5:00 p.m.,
Friday, January 9, 2009**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-FIFTH YEAR (2009-2010) FUNDING APPLICATION
CITY DEPARTMENT PUBLIC FACILITY PROJECTS

The City of El Paso expects to receive approximately \$8.5 million in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 35th Program Year of the Community Development Block Grant (CDBG) Program which will begin on September 1, 2009. Approximately \$2.5 million will be available for new projects. The City of El Paso's Department of Community and Human Development (CD) is soliciting funding proposals from citizens, City Representatives, public and private entities, and City departments for the use of these funds.

ELIGIBLE ACTIVITIES

Public Facilities: The City's 35th Year CD funds may be used for a wide range of activities related to public facilities including expansion, reconstruction, rehabilitation or installation of public facilities, removal of architectural barriers and historic preservation. **New construction of public facilities will only be eligible inside of a City designated Neighborhood Revitalization Strategy Area (NRSA).**

The following types of project proposals **WILL NOT** be eligible for funding in the 35th Year (2009-2010):

1. Proposals involving acquisition of real property (land and/or buildings);
2. **Construction of new public facilities is ineligible unless they are located in a City designated NRSA, and acquisition of land must be complete as of the January 9, 2009 application deadline;**
3. The rehabilitation/new construction of fire stations or the purchase of fire equipment;
4. Limited Expansion to Public Facilities: Expansion of existing public facilities is limited to no more than 50% of the existing total size or square footage of the project. Example: A proposed project for the expansion of a 4,000 square foot building would be limited to no more than a 2,000 square foot expansion of the building.

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

The deadline for receipt of proposals for the 35th Program Year is **Friday, January 9, 2009**. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 5:00 p.m. in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information, including the completed "Project Cost Summary" estimate signed by the City Engineer by the Friday, January 9, 2009 deadline, will be incomplete and will not be considered for 35th Year funding.

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

Tuesday, September 23, 2008 at 9:00 a.m.
In the Community Development Conference Room,
On the 8th floor of City Hall, #2 Civic Center Plaza.

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

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CITIZEN SUPPORT

As part of the 2009-2010 application process, it is **recommended** that applicants demonstrate community/citizen support for projects (example: a petition signed by persons who would benefit by this project).

COMPLIANCE WITH NATIONAL OBJECTIVES

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

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

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

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

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

COMPLETENESS AND SUPPORTING DOCUMENTATION

Applications must be complete as of the **January 9, 2009** deadline in order to be considered for funding. All required supporting documentation **must** be submitted with the Community Development funding application in order for the application to be complete, **including** the "Project Cost Summary" estimates for the project. The Completeness Checklist (pages 7 - 8 of the application) will be used by the Department of Community and Human Development to review City department applications.

Applications **must** include the following:

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

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

- C. If other funding sources (i.e. grant monies, General Revenue funding, etc.) will be used for the project, the City department must submit written documentation to verify that the funding is committed and available.
- D. For projects involving the construction or expansion of existing public facilities, a letter must be obtained from the City's Zoning Administrator, (Development Services, Planning Division, 5th Floor in City Hall), stating that the zoning of the site is appropriate for the proposed use, is required and must be submitted with the original application. Projects that do not have the proper zoning at the time of the application deadline will not be considered for funding and will be deemed ineligible.
- E. For street improvement projects, written documentation that the proposed project design and any estimated lighting costs are acceptable to the City's Traffic Division.
- F. For street improvement projects involving encroachment issues, a written plan describing how the applicant intends to address the encroachment issues with the affected property owners, preferably including proof of correspondence with the said property owners indicating their willingness and cooperation in addressing the street improvements as it pertains to their property(ies).
- G. For projects involving new or expanded public facilities, a written commitment from the appropriate City official (DCM-Financial and Administrative Services or the Director of OMB) that operating funds for the facility will be available once the project is completed.
- H. Any other documentation (such as income guidelines) pertinent to the Community Development funding application.

The time frame for the 35th Year of the CDBG Program is *September 1, 2009 to August 31, 2010*. To comply with expenditure requirements imposed by HUD, all 35th Year projects should be substantially completed by the end of the program year on *August 31, 2010*. If City Council decides to award funding in phases, the phase funded in the 35th Year must be substantially completed by *August 31, 2010*, and all subsequent phases must be substantially completed during the program year in which they are funded.

EVALUATION CRITERIA

The staff of the Department of Community and Human Development will conduct a technical review on each complete eligible application received during the 35th Year (2009-2010) CD application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. All funding requests will be evaluated utilizing the following criteria, if applicable:

A. Nature and Severity of the Problem

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

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EVALUATION CRITERIA (continues)

B. Community Development Objectives

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

C. Applicant Capacity and Performance

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

D. Feasibility

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

E. Cost of the Project

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

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ELIGIBILITY REVIEW

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

After the **January 9, 2009** deadline, staff in the Department of Community and Human Development will finalize the eligibility of proposals. A technical review of all *eligible* proposals will be completed and a list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than **February 2, 2009**. Departments will be notified if a project is determined to be ineligible.

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

CITY COUNCIL ACTION

City Council will make the **final decision** on the projects to be funded in the 35th Year (2009-2010) Community Development Block Grant Program. The CDBG budget will be included in the Annual Action Plan which constitutes the City's yearly consolidated application that is submitted to HUD for three formula grants: The Community Development Block Grant (CDBG), the HOME Partnerships Investment Grant, and the Emergency Shelter Grant (ESG). On Tuesday, May 5, 2009, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2009-2010. 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 23, 2009.

Please submit one (1) original and one (1) copy of all material requested.

APPLICATION DEADLINE

- ❖ Closing date for Community Development Public Facility City Department CDBG applications (including Project Cost Estimates from the Engineering Department) is **5:00 p.m., Friday, January 9, 2009**.
- ❖ Applications must be received by the deadline date and time in order to be considered.
- ❖ Submit complete applications to:

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

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

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

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ATTACHMENT F

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**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**



DEPARTMENTAL APPLICATION PACKET

FOR

**Neighborhood Services -
Neighborhood Revitalization
Strategy Areas (NRSAs)
City of El Paso Code Enforcement**

CLOSING DATE for Applications
5:00 p.m., Friday, January 9, 2009

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-FIFTH YEAR (2009-20010) FUNDING APPLICATION**

**CITY DEPARTMENT NEIGHBORHOOD SERVICES -
NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSAs)
CITY OF EL PASO CODE ENFORCEMENT PROGRAM INSTRUCTIONS**

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The City of El Paso expects to receive approximately \$8.5 million in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 35th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2009. Approximately \$2.5 million will be available for new projects. A total amount of **\$150,000** {**\$75,000 for each of the two targeted areas** - Lower Dyer and Chamizal Neighborhood Revitalization Strategy Areas (NRSAs)} - has been set aside for code enforcement activities. The City of El Paso's Department of Community and Human Development (CD) is soliciting funding proposals from city departments for the use of these funds.

ELIGIBLE ACTIVITIES

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

The City's 35th Year CD funds may be used to attain the following goals in the Lower Dyer Neighborhood Revitalization Strategy Area (Refer to Exhibits 1 and 2) and the Chamizal Neighborhood Revitalization Strategy Area (Refer to Exhibits 3 and 4):

- Improve housing and overall living conditions within the neighborhoods by eliminating code violations.
- Assign code enforcement personnel to serve exclusively in the NRSA neighborhoods.
- Enforce the Residential Code.
- Remove junked vehicles from the neighborhoods.
- Develop and implement a program to remove abandoned vehicles/junked and inoperable vehicles from the neighborhoods.
- Reduce the presence of large semi-trucks (long-term parking within the residential neighborhoods).
- Install commercial truck signage in the neighborhoods.
- Neighborhood clean-ups were previously completed in both NRSAs. As part of the code enforcement, additional area clean-ups are needed.

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

The deadline for receipt of proposals for the 35th Program Year is **Friday, January 9, 2009**. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 5:00 p.m. in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information, including the completed program budget signed by the City Department Head by the Friday, January 9, 2009 deadline, will be incomplete and will not be considered for 35th Year funding.

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

Wednesday, October 1, 2008 at 2:15 p.m.
in the Neighborhood Services Conference Room,
On the 2nd floor of City Hall, #2 Civic Center Plaza.

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

COMPLIANCE WITH NATIONAL OBJECTIVES

All CD projects must benefit low-and moderate-income persons. **Low-and moderate-income** is defined as 80% of median income of El Paso, Texas. This project will meet the national objective as an area benefit project.

Area Benefit may be established if the improvement will be used for a purpose that benefits **all** the residents of a particular area in which at least 51% of the residents are low-and moderate-income. The Lower Dyer and Chamizal Neighborhood meet this definition as designated NRSAs.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

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

COMPLETENESS AND SUPPORTING DOCUMENTATION

Applications must be complete as of the **January 9, 2009**, deadline in order to be considered for funding. All required supporting documentation must be submitted with the Community Development funding application in order for the application to be complete, including the project budget. The Completeness Checklist (pages 13 and 14 of the application) will be used by the Department of Community and Human Development to review City department applications.

Applications **must** include the following:

- A. A narrative project description and all required application forms and attachments.
- B. If other funding sources (i.e. grant monies, General Revenue funding, etc.) will be used for the project, the City department must submit written documentation to verify that the funding is committed and available.

The time frame for the 35th Year of the CDBG Program is September 1, 2009 to August 31, 2010. To comply with expenditure requirements imposed by HUD, all 35th Year activities should be completed by the end of the program year on August 31, 2010.

EVALUATION CRITERIA

The staff of the Department of Community and Human Development will conduct a technical review on each complete eligible application received during the 35th Year (2009-2010) CD application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. All funding requests will be evaluated utilizing the following criteria, if applicable:

A. Nature and Severity of the Problem

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

B. Community Development Objectives

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

C. Applicant Capacity and Performance

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

D. Feasibility

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

E. Cost of the Project

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

ELIGIBILITY REVIEW

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

After the January 9, 2009 deadline, staff in the Department of Community and Human Development will finalize the eligibility of proposals. A technical review of all eligible proposals will be completed and a list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no

later than February 2, 2009. Departments will be notified if a project is determined to be ineligible.

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

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 35th Year (2009-2010) Community Development Block Grant Program. The CDBG budget will be included in the Annual Action Plan which constitutes the City's yearly consolidated application that is submitted to HUD for three formula grants: The Community Development Block Grant (CDBG), the HOME Partnerships Investment Grant (HOME), and the Emergency Shelter Grant (ESG). On Tuesday, May 5, 2009, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2009-2010. 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 23, 2009.

Submit one (1) original and one (1) copy of all material requested to:

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

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

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

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**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITY DEPARTMENT PROJECTS
THIRTY-FIFTH YEAR (2009-2010) FUNDING APPLICATION**

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GENERAL INFORMATION

Requesting Department

1. Department Name: _____
2. Mailing Address: _____
3. Telephone No.: _____ FAX No.: _____
E-Mail: _____
4. Director: _____
5. Contact Person (Name): _____ (Title): _____
6. Project Title: _____
7. Project Location: _____
8. Type of Project: - Lower Dryer and Chamizal Neighborhood Revitalization Strategy Areas
City of El Paso Code Enforcement Program.

Project Funding Summary

- | | | |
|-----|--|----------|
| 9. | Community Development Funds Requested | \$ _____ |
| | Sum of other committed Cash Resources | \$ _____ |
| 10. | Total Project Funding | \$ _____ |

I CERTIFY ALL INFORMATION PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature (Department Head)

Date

Print Name

Title

Project Description and Budget

11. On separate sheets of paper labeled "No. 11 Project Description", provide a concise description of the project. **Completeness of the description** will be evaluated based on the inclusion of the following information. At a minimum, applicants must address the information requested
 - a) Scope of CD funded portion of the project. A **brief descriptive summary** of the work and items of work involved in the project. The size and area of the project.
 - b) Feasibility - Indicate potential obstacles to implementation, such as encroachment, ROW issues, **inappropriate zoning, flood zone issues**, anticipated need for coordination of work with various entities/parties (Railroad, EPWID, property owners, etc.), which may impede timely completion in order to meet expenditure requirements mandated by HUD. If applicable, indicate how the applicant plans on addressing encroachment issues, preferably including proof of correspondence with affected property owners displaying their support of the project despite possible adjustments that may be made to their property(ies).
 - c) Location of the project, to include project limits and/or boundaries. Maps are included (Refer exhibits 1 -4).
 - d) Project justification: Provide a **BRIEF** description of the problem(s) that the project will address and how the project will resolve the problem(s) and/or the public benefit(s) to be derived from the project. *It is important to know the reason funding is being requested and how this project will benefit persons of low-and moderate-income.*
 - e) **BRIEF** explanation of why the project should be undertaken in the manner stated for accomplishing the project.

Project Outcomes Measurements

12. Complete and submit the "Performance Outcomes Worksheet" on Page 6. You may copy the page if additional pages are needed to describe additional outcomes.

Budget

13. Project Budget signed by the Department Head.

Supporting Documentation

Attach all supporting documentation as required on the Completeness Checklist, pages 13 and 14.

Compliance with National Objectives

- 14. a) At least 51% of the clients will be low-and moderate-income persons
 Yes No
- b) By what means did you make this determination? **If program income guidelines are to be used to certify income eligibility of clients served, a copy of the guidelines must be included with the CD application.**
 Designated NRSAs _____

- 15. If this is an *area benefit project*, identify the boundaries and low-mod percentage of the service area as mutually determined by Community Development staff and the applicant. (City Departments should contact Ms. Judy J. Emmons, Grants Planner, at 541-4643, to determine the necessary information.)

Environmental Considerations

- 16. Is the proposed project located in a flood plain? Applications must include a "Flood Map." Contact Roxanne Varela, Project Compliance Specialist, at 541-4643, to determine whether a proposed project is located in a flood plain.
 Yes No
- 17. Does the proposed property site, to the best knowledge of the City Department, have any other potentially adverse environmental concerns that need to be addressed before the project is developed? Environmental concerns to consider include: site is the location of a former landfill; site is located near railroad tracks; a heavily traveled street; or an airport; hazardous materials are stored on the site or near the site; the site is near a cliff or an arroyo; or the site is located within a historic district? Yes No

If Yes, what is/are the potentially adverse environmental concern(s) which need to be addressed?

Previous Community Development Assistance

- 18. Has the City Department received previous Community Development funding from the City of El Paso for this particular project/location? Yes No
 If yes, when, and what was the amount and purpose of the funding?

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Duplicate Submissions

19. Has the City Department requested/applied for funding from other source(s), which would duplicate work proposed in this application? Yes ___ No ____

If yes, to who have you applied?

	\$ Requested	Approved	Denied	Pending
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ASSURANCE OF COMPLIANCE WITH ORDINANCE NO. 9779

As _____ of the _____ Department
(Position title)

I certify that the Department, as applicant for Department of Human and Community Development funding from the City of El Paso, will comply with the City of El Paso's Ordinance No. 9779 (Non-Discrimination Against Disabled Persons) and all requirements imposed by said Ordinance. The Department agrees that in accordance with the foregoing requirements, no qualified person, shall on the basis of disability, be excluded from participation in or be denied the benefits of any program or activity receiving financial assistance from or operated by the City of El Paso, or be subjected to discrimination with respect to employment by Grantees of the City of El Paso's financial assistance.

Signature: _____

Name: _____
(Typed or printed)

Date: _____

CITY CLERK DEPT.
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NOTE: This Assurance must be signed by the respective department head.

OUTCOME PERFORMANCE MEASUREMENT WORKSHEET

For detailed explanation of Outcome Performance Measurement see Attachment A

This worksheet will be part of your application package. Include it with the other required forms and information. (Attach extra pages if needed)

Name of Project/Program: _____

A. What are your Project/Activity Objectives?

- 1. _____

- 2. _____

B. What are your Project/Activity Outcomes?

- 1. _____

- 2. _____

C. What are your Project/Activity Output Indicators?

- 1. _____

- 2. _____

D. What are your Project/Activity Outcome Statements?

(Try to use a single sentence that summarizes your activities, results, intended outcomes and purpose.

Output + Outcome + Activity + Objective = Outcome Statement, see examples in section on Performance Outcome Measurement System)

- 1. _____

- 2. _____

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SUMMARY SCHEDULE

**35TH YEAR NEIGHBORHOOD SERVICES NRSA(S) CITY OF EL PASO
CODE ENFORCEMENT PROJECT BUDGET REQUEST**

Do not include In-Kind Contributions in line item totals

COST COMPONENT	CD FUNDING REQUEST	OTHER CASH RESOURCES	VALUE OF IN-KIND CONTRIBUTIONS	TOTAL PROJECT COST (no In-Kind)
Salaries				
Fringe Benefits				
Mileage				
Professional Services/Consultants				
Rent				
Telephone				
Utilities/Occupancy Expenditures				
Insurance				
Postage/Shipping				
Rental/Maintenance of Equipment				
Travel-Long Distance				
Local Confer/Mtgs./Conventions				
Printing/Publications				
Office Supplies				
Equipment				
Other (specify)				
TOTAL OPERATING BUDGET	\$	\$	\$	\$

This is a proposed budget for the CD funded project only. It should include expenses for the *entire project*, not just the CD portion. Please complete the attached supporting schedules for all applicable line items and the budget justification information for all other line items. Be specific, detailed and clear in presenting supporting information. Please double check all figures and ensure that supporting schedules match budget line items. Note: The purchase of equipment, fixtures, motor vehicles, furnishings, etc. is generally not funded.

**35TH YEAR NEIGHBORHOOD SERVICES NRSA(S) CITY OF EL PASO
CODE ENFORCEMENT PROJECT BUDGET REQUEST**

**SUPPORTING SCHEDULE NO. 2
EMPLOYEE BENEFITS**

BENEFITS (employer's share based on salaries paid)*	RATE	REQUESTED FOR CD FUNDING	TOTAL
Worker's Compensation at:			
Unemployment Insurance at:			
F.I.C.A. at:			
Health Insurance at:			
Show basis for calculation of Health Insurance Figures			
Life Insurance at:			
Show basis for the calculation of Life Insurance Figures			
Other:			
Provide detailed breakdown and calculations			
TOTAL**		\$	\$

*Only list benefits for agency personnel to be funded by CD.

**Total must agree with the CD Funding Request - Fringe Benefits line item on

**35TH YEAR NEIGHBORHOOD SERVICES NRSA(S) CITY OF EL PASO
CODE ENFORCEMENT PROJECT BUDGET REQUEST**

**SUPPORTING SCHEDULE NO. 4
RENT, TELEPHONE, UTILITIES
RENTAL, MAINTENANCE OR PURCHASE OF EQUIPMENT**

DESCRIPTION AND BASIS FOR VALUATION*	CD REQUEST	TOTAL COST
Rent**		
Telephone		
Utilities		

- * List only the line items on the Project Budget Request to be funded by CD
 ** This should reflect the agency's actual cost. This may not be rent the agency wishes to charge to the project for property owned by the agency.

EQUIPMENT*	CD REQUEST	TOTAL COST
PURCHASE**		

- *List only the line items on the Project Budget Request to be funded by CD
 **Purchase of equipment is not generally eligible under this grant

COMPLETENESS CHECKLIST**NEIGHBORHOOD SERVICES NRSA(S) CITY OF EL PASO CODE
ENFORCEMENT 35th YEAR (2009-2010) CITY DEPARTMENTS**

The following is the checklist that the Department of Community and Human Development will use to determine if a City Department application for Public Facilities Improvements is complete. The **deadline for applications is 5:00 p.m., Friday, January 9, 2009**. Applications that are incomplete after that date will **not** be considered for 35th Year funding. It is recommended that applicants go through the checklist carefully before submitting the application to the Department of Community and Human Development and that all component parts of the application are clearly labeled or referenced. **Additional information may be requested.**

Project Name: _____

For Applicant Use**For CD
Staff Use**Forms

- | | |
|---|-------|
| <input type="checkbox"/> General Information Form (Page 1 of application)? | _____ |
| <input type="checkbox"/> Completed Forms (Pages 2-4 of application)? | _____ |
| <input type="checkbox"/> Signed Assurance of Compliance with Ordinance No. 9779
(Page 5 of application)? | _____ |

Eligibility

- | | |
|---|-------|
| <input type="checkbox"/> The department head, section head, or grants writer attended the Mandatory Training Workshop? | _____ |
| <input type="checkbox"/> Provision of service information, income guidelines or income data from services records of target population? | _____ |

Project Description Narrative

- | | |
|---|-------|
| <input type="checkbox"/> Scope of project and what the CD funds will be used for
(Page 2, item #11a of application)? | _____ |
| <input type="checkbox"/> Location of the project to include project limits, legal description, and/or Boundaries? | _____ |
| <input type="checkbox"/> Project justification: description of the problem(s) that the project will address and how the project will resolve the problem(s) and/or the public benefit(s) to be derived from the project? <i>It is important to know the reason funding is being requested and how this project will benefit persons of low - and moderate-income.</i> | _____ |

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Project Outcome(s) Measurement System

___ Applicant completed the required "Performance Outcome Measurements Worksheet" (Page 6 of application)? _____

Budget

___ Project Budget signed by the head of City Department? _____

Supporting Documentation

___ If other funding sources are proposed to be used for the project in addition to the requested CD funds, documentation must be submitted to verify that the funding sources are committed and will be available on the project start date of September 1, 2008? _____

The following information is provided for the completion of the Outcome Performance Measurement Worksheet on Page 6 of the application:

OUTCOME PERFORMANCE MEASUREMENT SYSTEM

HUD requires recipients of federal funding to assess the outcomes of all projects. The City of El Paso utilizes the Performance Outcome Measurement System developed by HUD to collect measurable outcomes and objectives for the CDBG, ESG, and HOME Programs. This system provides aggregated program information at the national, state and local levels. All approved applicants will be required to comply with the Outcome Performance Measurement System.

Performance is a key consideration in program funding decisions. Grant recipients are required to maintain appropriate records throughout project implementation and beyond (as long as required) to meet HUD reporting requirements and document project outcomes. As HUD continues to refine its Performance Measurement System, requirements may be revised accordingly.

OUTCOME PERFORMANCE MEASUREMENT SYSTEM MATRIX

Objectives	OUTCOME Category	OUTCOME Category	OUTCOME Category
	Availability/Accessibility	Affordability	Sustainability
Suitable Living Environment	Enhance Suitable Living Environment Through New/Improved Accessibility	Enhance Suitable Living Environment Through New/Improved Affordability	Enhance Suitable Living Environment Through New/Improved Sustainability
Decent Affordable Housing	Create Decent Housing with New/Improved Availability	Create Decent Housing with New/ Improved Affordability	Create Decent Housing with New/Improved Sustainability
Creating Economic Opportunities	Promote/Provide Economic Opportunity Through New/Improved Accessibility	Promote/Provide Economic Opportunity Through New/Improved Affordability	Promote/Provide Economic Opportunity Through New/Improved Sustainability

The first step in measuring outcomes is to determine the purpose of the activity. Select the objective of the activity, choosing from: Suitable Living Environment, Decent Housing, or Creating Economic Opportunities.

I. OBJECTIVES

Determine the goal of the activity based on local intent: (Select only one)

- Objective # 1 – Creates a suitable living environment**
Objective #1 relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- Objective # 2 – Provides decent housing**
Objective #2 focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective # 3 – Creates economic opportunities**
Objective #3 applies to the types of activities related to economic development, commercial revitalization, or job creation.

Once the objective is selected, the system provides a choice of three outcome categories that best describes the outcome of the activity-availability/ accessibility, affordability, or sustainability.

II. OUTCOMES

Select the most appropriate outcome for the proposed activity

- Improve availability/accessibility**
This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Improve affordability**
This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

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Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income through multiple activities or services that sustain communities or neighborhoods.

III. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access or availability to public sewer for the purpose of creating a suitable living environment

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing

50 disabled persons have access to new jobs through rehabilitation of an existing warehouse in which disabled persons will learn employable skills for the purpose of creating economic opportunities

At a minimum, grant recipients must report output measurements annually, even if the project is not yet closed out. However, it is best to enter report data as it becomes available to lessen the reporting burden at the end of the year. Periodic reports from grant recipients may be required.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-FIFTH YEAR (2009-2010) FUNDING APPLICATION**

ECONOMIC DEVELOPMENT MICROENTERPRISE ASSISTANCE PROJECT

The City of Paso expects to receive approximately \$8.5 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 35th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2009. Approximately \$2.5 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private non-profit entities for the use of these funds. **Applicants will be required to provide 20% of the CDBG award in cash from a non-CDBG or a City administered ESG funding source.**

The deadline for submittal of proposals for the 35th Program Year is Friday, January 9, 2009. 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 9, 2009 in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information as of Friday, January 9, 2009 deadline, will not be considered for 35th Year funding.

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

**TUESDAY, SEPTEMBER 23, 2008 AT 1:30 P.M.
in the Community Development Conference Room,
on the 8th Floor of City Hall, #2 Civic Center Plaza.**

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

ELIGIBLE ACTIVITIES

Through this CDBG funding application the City of El Paso is requesting proposals from qualified agencies that can provide business management and technical assistance services to microenterprises or persons developing a microenterprise within the City of El Paso. Eligible technical assistance may include, but not be limited to, the following:

- How to Expand an Existing Business
- How to Start a New Business
- Marketing and Sales Development
- Advertising and Promotion Development
- Business Research and Planning

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- General Business Management
- Capital Formation and Business Loans
- Computerization for a Microenterprise

DEFINITIONS:

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

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

TYPES OF ELIGIBLE MICROENTERPRISES:

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

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

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

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

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

MICROENTERPRISE TECHNICAL ASSISTANCE PROJECT DESIGN

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

Conduct Outreach to Market and Recruit Microenterprises

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

Individual Business Assessment

The service provider shall conduct an individual business assessment prior to the initiation of the technical assistance to the microenterprise that will determine the needs and the level of need required by the microenterprise. Based on the results of the assessment, the prospective microenterprise should be able to obtain the appropriate

management and technical assistance or business-training needed. If for any reason, the level of expertise needed by the microenterprise to be assisted is beyond the capabilities of the applicant to provide, the applicant may solicit the services of a professional technical assistance provider(s) to provide the technical assistance to the participating microenterprise.

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

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

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

religious activities, CD grants may not exceed the cost of those portions of the, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CD grants in this part. Sanctuaries, chapels, or other rooms that a CDBG-funded religious congregation uses as its principal place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

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

FINANCIAL TERMS

CDBG grants will be awarded under this microentreprise technical assistance solicitation.

EVIDENCE OF PROJECT VIABILITY

The time frame for the CDBG 35th Year (2009-2010) Program is September 1, 2009 to August 31, 2010. In order to comply with expenditure requirements imposed by HUD, all program year projects should be substantially completed by the end of the program year on August 31, 2010.

City Council has adopted the following policies and procedures to assure that proposed 35th Year projects are feasible and can be substantially completed during the program year:

Required Cash Match

Applicants must provide 20% of the CDBG award in cash from non-CD or City administered ESG funding sources. Evidence of the availability of the other funding source(s) must be presented with the CDBG application.

Applicant Capacity

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

Schedule

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

PROJECT IMPLEMENTATION ISSUES

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

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

- Applicant must comply with Ordinance 9779 (Non-Discrimination against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities) all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance of Compliance with Ordinance No. 9779, Accessibility/Letter of Assurance on page ___.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
Applicant must demonstrate adequate management capabilities. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2007. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any CDBG contract and have been in good standing during the program year.
- The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CD funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

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COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 9, 2009 deadline in order to be considered for funding. All of the applicable supporting documentation must be submitted with the Community Development Block Grant funding application in order for the application to be complete.

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 35th Year (2009-2010) Community Development application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. After review, the Steering Committee will submit a listing of recommended project to the El Paso City Council. The funding requests will be evaluated utilizing the following criteria:

A. Nature and Severity of the Problem

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

B. Community Development Objectives

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

C. Applicant Capacity and Performance

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

D. Feasibility

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

E. Cost of the Project

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

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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 9, 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 2, 2009. 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 35th Year (2009-2010) Community Development 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 the Department of Housing and Urban Development (HUD) for three formula grants: the Community Development Block Grant (CDBG), the HOME Grant, and the Emergency Shelter Grant (ESG). On May 5, 2009, City Council is scheduled to adopt a Proposed Annual Plan for 2008-2009 that will be advertised for public review and comment for 30 days. City Council is scheduled to adopt the final Action Plan on Tuesday, June 23, 2009.

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
El Paso City Hall, #2 Civic Center Plaza - 8th Floor
El Paso, Texas 79901-1196
Telephone No. (915) 541-4642.

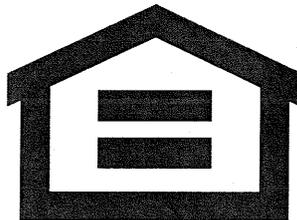
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For additional information regarding Ordinance No. 9779 you may contact the ADA Accessibility Coordinator, Mr. William Bennett, General Services Department, 1st Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, telephone number (915) 541-4243 voice and fax.

City of El Paso, Texas
HOUSING SERVICES -
FAIR HOUSING EDUCATION AND OUTREACH
SERVICES
PROPOSAL PACKET

35th Year (2009-2010)

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**EQUAL HOUSING
OPPORTUNITY**

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

CLOSING DATE: January 9, 2009 at 5:00 p.m.

Project Title: _____

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**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-FIFTH YEAR (2009-2010) FUNDING APPLICATION**

**HOUSING SERVICES
FAIR HOUSING EDUCATION AND OUTREACH SERVICES
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 35th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2009. Approximately \$2.5 million will be available for new projects, of which **\$25,000** has been set aside for Fair Housing Education and Outreach Services. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds.

The deadline for submittal of proposals for the 35th Program Year is Friday, January 9, 2009. 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 9, 2009** 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 9, 2009 deadline will not be considered for 35th Year funding.

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

WEDNESDAY, OCTOBER 1, 2008 AT 3:00 P.M.
in the Community Development Conference Room
on the Eighth Floor of City Hall, #2 Civic Center Plaza.

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

ELIGIBLE ACTIVITIES

The City's 35th Year Community Development funds may be used for Fair Housing Education and Outreach Services in connection with the City of El Paso's Office of Fair Housing. The Fair Housing Office is located within the Housing Programs Division of the City's Department of Community and Human Development. The CDBG Contracts Administrator currently assumes the duties of the Fair Housing Officer. The amount of **\$25,000** has been set aside for Fair Housing Education and Outreach Services.

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The applicant would expand the education and outreach activities of the City's Fair Housing Officer. The City's Fair Housing Officer disseminates information to the general public through as many avenues as possible, i.e., Non-Profit Housing agencies, Apartment and Real Estate Associations, Seminars, media and others, utilizing HUD posters, flyers and pamphlets that explain the Fair Housing Law. Upon receipt of fair housing inquiries, complaints or requests for information, the Fair Housing Officer will (1) assist with the preparation and submission of complaints to the HUD Regional office or; (2) refer the client to the appropriate agency for disposition of inquiries that may not be related to Fair Housing.

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

ELIGIBLE APPLICANTS

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

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

- Applicant must comply with Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities) all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance C, Compliance with Ordinance No. 9779, page 18; and Accessibility/Letter of Assurance on page 19.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
- Applicant must demonstrate adequate management capabilities. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2007. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate

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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.
- (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

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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.

COMPLIANCE WITH NATIONAL OBJECTIVES

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

The objectives of the Education Component include:

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

The objectives of the Education and Outreach Component include:

- a) Create awareness among the housing industry and among civic or fair housing groups about illegal fair housing practices occurring in the City and determine ways to correct them; and,

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- b) Design specialized outreach projects to inform persons concerning fair housing.

The ultimate goals of the project are:

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

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

FINANCIAL TERMS

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

EVIDENCE OF PROJECT VIABILITY

City Council has adopted the following policies and procedures to assure that proposed projects are feasible and can be completed during the program year. The time frame for the 35th Year of the CDBG Program is September 1, 2009 to August 31, 2010. In order to comply with expenditure requirements imposed by HUD, all 35th Housing Services - Fair Housing Outreach and Education services must be completed by the end of the program year on August 31, 2010.

Applicant Capacity

In the CDBG application the applicant agency must describe the agency's previous experience, if any, in implementing a fair housing outreach and education 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.

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Acceptance of Terms and Conditions

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

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

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

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

COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the **January 9, 2009** 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 Services Application, 35th Program Year (2009-2010), pages 28 and 29 is to be included as part of the application and the Department of Community and Human Development will use this checklist to review the housing 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 35th Year (2009-2010) 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?

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- 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?
- 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?

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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.

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 9, 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 2, 2009. 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 35th 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 for three formula grants: the Community Development Block Grant (CDBG), the HOME Grant, and the ESG Grant. On Tuesday, May 5, 2009, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2009-2010. 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 23, 2009.

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:

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Project Title: _____

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, General Services Department, 1st Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, 79901, telephone number (915) 541-4243.

This packet has been developed to serve funding requests from a public or non-profit organization for Fair Housing Outreach and Education Program.

Applicants should submit the **original and two copies** of materials requested on pages 1 through 14 of the application along with the checklist on page 28 and 29 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 9, 2009. 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**

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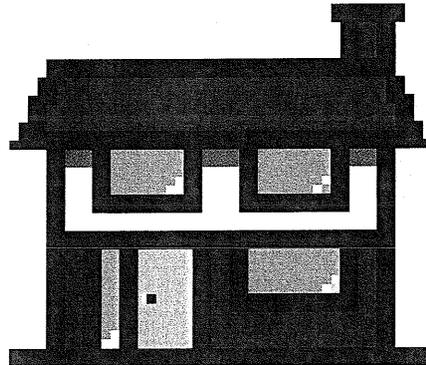
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ATTACHMENT I

City of El Paso, Texas

**HOUSING SERVICES -
FIRST TIME HOMEBUYER
COUNSELING AND EDUCATION PROGRAMS
PROPOSAL PACKET**

35th Year (2009-2010)



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

CLOSING DATE: January 9, 2009 at 5:00 p.m.

Project Title: _____

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**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-FIFTH YEAR (2009-2010) FUNDING APPLICATION**

**HOUSING SERVICES - FIRST TIME HOMEBUYER
HOUSING COUNSELING AND EDUCATION PROJECT - 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 35th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2009. Approximately \$2.5 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 35th Program Year is Friday, January 9, 2009. 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 9, 2009 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 9, 2009 deadline will not be considered for 35th Year funding.

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

WEDNESDAY, OCTOBER 1, 2008 at 1:00 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 Housing Services Application packet with you.

ELIGIBLE ACTIVITIES

The City's 35th Year Community Development funds must be used for Housing Services - 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.

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

Project Title: _____

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, 2007. 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

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- (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

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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.

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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

Project Title: _____

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.

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.

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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 35th Year of the CDBG Program is September 1, 2009 to August 31, 2010. In order to comply with expenditure requirements imposed by HUD, 35th Year housing services – first time homebuyer counseling and education projects must be completed by the end of the program year on August 31, 2010.

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, 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.

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).

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COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 9, 2009 deadline and all applicable supporting documentation must be submitted with the Community Development funding application in order for the application to be complete. Attachment B, Completeness Checklist Housing Services Applications, 35th Program Year (2009-2010), pages 29 and 30, is the Completeness Checklist that the Department of Community and Human Development will use to review housing 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 35th Year (2009-2010) 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?
- 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?

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Project Title: _____

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.

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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 9, 2009 deadline for the submission of proposals, the

Project Title: _____

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 2, 2009. 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 35th 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 for three formula grants: the Community Development Block Grant (CDBG), the HOME Grant, and the ESG Grant. On Tuesday, May 5, 2009, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2009-2010. 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 23, 2009.

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, General Services Department, 1st Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, 79901, telephone number (915) 541-4243.

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Project Title: _____

Applicants should submit the original and two copies of materials requested on pages 1 through 28 along with a completed checklist of the application section 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 9, 2009. 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**

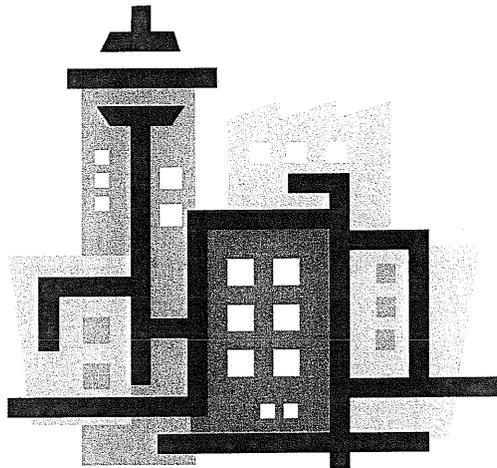
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City of El Paso, Texas

**PUBLIC FACILITY PROJECTS
PROPOSAL PACKET**

35th Year (2009-2010)

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

CLOSING DATE: January 9, 2009 at 5:00 p.m.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-FIFTH YEAR (2009-2010) 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 35th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2009. Approximately \$2.5 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 20% of the cost of the CDBG project in cash from a non-CDBG funding source.

The deadline to submit proposals for the 35th Program Year is Friday, January 9, 2009. All 35th 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 9, 2009 in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Friday, January 9, 2009, will not be considered for 35th Year funding.

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

TUESDAY, SEPTEMBER 23, 2008 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, a 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 2009-2010 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 35th 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, removal of architectural barriers, and for historic preservation.
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.

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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 35th Year funding.
4. **Required Title Information:** 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 21; and Accessibility/Letter of Assurance, page 22.
- **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, 2007**. 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.

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- 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 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.

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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 29. 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.

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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 80% 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 35th Year of the CDBG Program is September 1, 2009 to August 31, 2010. In order to comply with expenditure requirements imposed by HUD, all 35th Year projects should be substantially completed by the end of the program year on August 31, 2010. If City Council decides to award funding in phases, the phase funded in the 35th Year must be substantially completed by August 31, 2010, 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 35th Year projects are feasible and can be substantially completed during the program year:

Required Cash Match

Applicants must provide 20% 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 9, 2009. 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.)

Flood Zone

All applicants must include, with the CDBG application, a flood plain map for the site(s) proposed to be assisted with CDBG funds. If the property or properties are located in a flood zone, the proposed project may not necessarily be excluded from obtaining CDBG funding, but certain precautionary measures may need to be taken in implementing the project that may affect the project budget. Applicants must contact Roxanne Varela in the Department of Community and Human Development at 541-4155 to obtain a copy of the flood plain map and information on the precautionary measures that need to be taken if the property or properties are located in a flood zone. (Refer to page 4, item 16.)

Project Approach/Alternatives

Explain why the project is to be undertaken in the manner stated. Identify and briefly describe a minimum of two alternatives that were considered in developing the proposed project, and why each option was not selected. Some examples could be rehabilitating or expanding an existing building or facility instead of constructing a new building, relocating the services to be provided by the proposed project to a different location other than the proposed site, etc. One alternative could have been to do nothing, and if used, the impact that option would have caused should be thoroughly explained. (Refer to page 4, item 17.)

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 9, 2009 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.

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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 5, item 18.)

Schedule/Timetable

It is expected that most projects initiated in the 35th 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 35th Year Phase of the CD project can be substantially completed by August 31, 2010, and that Phase 2 could be completed by August 31, 2011. 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

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Acceptance of Terms and Conditions

All applicants must submit with the application an Acceptance of Grant Conditions and Terms Form, page 19, 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.

All public facilities activities involving rehabilitation or new construction will be required to be designed by an architect or engineer licensed in the State of Texas.

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.

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 9, 2009 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 C, pages 39 and 40, 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 35th Year (2009-2010) 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 a blighting influence in the community?
- 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, 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?
- 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 that adequate operational funds are available at a minimum for the first year of operation?

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- 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 20% 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, 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 9, 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 2, 2009. 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 Community Development 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.

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CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 35th 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 for three formula grants: the Community Development Block Grant (CDBG), the HOME Grant, and the ESG Grant. On Tuesday, May 5, 2009, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2009-2010. 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 23, 2009.

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, General Services Department, 1st 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 38 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 9, 2009.** APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED. 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

08 AUG 18 PM 1:16
CITY CLERK DEPT.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 35TH YEAR (2009-2010)



CITY CLERK DEPT.
08 AUG 18 PM 1:16

CITIZEN REQUEST FORM

The City of El Paso wants to know how we can help to improve your neighborhood! It is estimated that approximately \$2.5 million from the Federal Government (HUD) will be available for new projects in the 35th Year Community Development Block Grant (CDBG) program.

PROJECTS MUST BENEFIT LOW-INCOME NEIGHBORHOODS LOCATED WITHIN THE CITY OF EL PASO.

DEADLINE TO APPLY: 5:00 P.M., FRIDAY, NOVEMBER 14, 2008

CDBG FUNDS CAN BE USED FOR THE FOLLOWING TYPES OF PROJECTS

NEIGHBORHOOD CENTERS; PARKS AND OTHER PUBLIC FACILITIES; STREET AND DRAINAGE IMPROVEMENTS; STREET LIGHTING; AND WHEELCHAIR RAMPS.

EXPANSION OF EXISTING CITY PUBLIC BUILDINGS WILL ONLY BE CONSIDERED IF THE LAND IS ALREADY OWNED BY THE CITY AND ONLY UP TO 50% OF THE EXISTING SIZE OF THE BUILDING. THE APPROPRIATE CITY DEPARTMENT MUST SUBMIT THE FORMAL APPLICATION FOR THE PROJECT.

CDBG FUNDS CANNOT BE USED FOR THE FOLLOWING TYPES OF PROJECTS

- For projects requiring the purchase of land, property or equipment;
- For resurfacing streets, repairing pot holes, paving alleys, moving railroad tracks, cleaning streets, alleys or drainage canals - please contact the City Street Department at 621-6750;
- For traffic signs, traffic controls, speed bumps, etc. - please contact the City Engineering Department Traffic Division at 541-4050; and
- To report litter, trash accumulation, weeds, abandoned homes, violations on private property, etc. - please contact the Environmental Enforcement Division at 774-4500.

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 8, 2008 at 6:00 p.m.
City Council Chambers – City Hall, 2nd Floor
Corner of Santa Fe and Missouri Streets

You may also use this form to submit your request. 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

DEADLINE FOR RECEIVING REQUESTS IS 5:00 P.M. FRIDAY, NOVEMBER 14, 2008

Contact Kevin Pitts or Judy Sarabia at the above number if you have any questions or need assistance in completing this form.

Continued on back



REQUEST FORM

CITY CLERK DEPT.

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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 14, 2008.

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. You will be informed as to the status of your request no later than February 4, 2009.

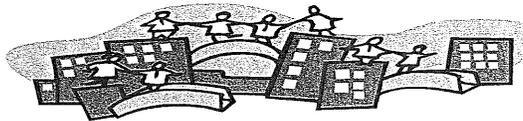
Mail or Bring this form to:

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 DEL DEPARTAMENTO POR EL
DESARROLLO COMUNITARIO XXXV AÑO (2009-2010)**



CITY CLERK DEPT.
08 AUG 18 PM 1:18

FORMA DE PETICIÓN CIUDADANA

¡La Ciudad de El Paso desea saber de que manera puede ayudarle a mejorar su vecindad! Se estima que habrá aproximadamente \$2.5 millones del gobierno federal (HUD) disponibles para nuevos proyectos para el año 35 del Programa de Subvenciones del Departamento por el Desarrollo Comunitario (CDBG).

LOS PROYECTOR DEBEN DE BENEFICIAR A VECINDADES DE BAJOS INGRESOS LOCALIZADOS DENTRO DE LA CIUDAD DE EL PASO.

FECHA LÍMITE PARA APLICAR: EL VIERNES, 14 DE NOVIEMBRE DE 2008 A LAS 5:00 P.M.

LOS FONDOS CDBG PODRÁN DESTINARSE A PROYECTOS DE LAS CARACTERÍSTICAS SEÑALADAS

CENTROS DE VECINDAD; PARQUES Y OTRAS INSTALACIONES PÚBLICAS; MEJORAS DE CALLE Y DRENAJE; ILUMINACIÓN DE LA CALLE; Y RAMPAS PARA FACILITAR ACCESO.

ÚNICAMENTE SE CONSIDERARÁ LA CONSTRUCCIÓN DE NUEVOS EDIFICIOS MUNICIPALES: SIENDO EL TERRENO PROPIEDAD MUNICIPAL ACTUALMENTE; EL DEPARTAMENTO RESPECTIVO SOLICITARA FORMALMENTE EL PROYECTO.

LOS FONDOS CDBG NO PODRÁN DESTINARSE A PROYECTOS DE LAS CARACTERÍSTICAS SEÑALADAS

- Proyectos que requieran la adquisición de terrenos o propiedades o la compra de equipos;
- Para repavimentación de calles, obras de bacheo, pavimentación de callejones, reubicación de villas de ferrocarril, limpieza de calles y callejones - favor de ponerse en contacto con el Departamento de Calles de la Ciudad al 621-6750;
- Para señales de tráfico, topes de velocidad, etc. - favor de ponerse en contacto con el Departamento de Ingeniería/División de Trafico de la Ciudad al 541-4050; y
- 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 ASISTIR a la junta señalada a fin de expresar su opinión respecto a las mejoras o servicios que usted estime necesarios en su vecindad o en la comunidad:

AUDIENCIA PÚBLICA

Miércoles, 8 de octubre de 2008 a las 6:00 p.m.

Sala del Cabildo - Ayuntamiento, 2^{ndo} Piso
Esquina de las Calles Santa Fe y Missouri

Usted también puede usar esta forma para presentar su petición. Envíe o entregue esta forma al:

Departamento por el Desarrollo Humano y Comunitario
#2 Civic Center Plaza, 8º Piso, El Paso, Texas 79901-1196
Teléfono: (915) 541-4643

APLICACIONES DEBERAN RECIBIRSE EN LA OFICINA DEL DEPARTAMENTO POR EL DESARROLLO COMUNITARIO EL VIERNES, 14 DE NOVIEMBRE 2008 A LAS 5:00 P.M.

Comuníquese con Kevin Pitts o Judy Sarabia al número indicado arriba si tiene alguna pregunta o necesita ayuda para llenar su aplicación.

Continué



FORMA DE PETICIÓN

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.

Fecha límite para peticiones: a las 5:00 p.m. el viernes, 14 de noviembre de 2008.

FAVOR DE ESCRIBIR EN LETRA DE MOLDE

NOMBRE: _____ TELEFONO: (____) _____

DOMICILIO: _____ ZONA POSTAL _____

BUZON 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 usted experimenta (ejemplo: problemas de drenaje, ningunas aceras, etc.).

PETICIÓN (ES): _____

DIGA POR QUÉ 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 petición(es), el Departamento por el Desarrollo Humano y Comunitario determinará su elegibilidad. Usted será informado en cuanto al estado de su petición no más tarde que el 4 de febrero de 2009.

Envíe o entregue su aplicación al:

Departamento por el Desarrollo Humano y Comunitario
#2 Civic Center Plaza, 8th Floor, El Paso, Texas 79901-1196
Phone: (915) 541-4643

CITY CLERK DEPT.
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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 % _____

**2009-2010 EMERGENCY SHELTER GRANT PROGRAM
LETTER OF INTENT**

Letter of Intent packets are available from September 5, 2008. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5pm on September 19, 2008.** 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 8, 2008 at which you will be given the complete application packet. **The full application is due November 3, 2008.** 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 3, 2008.		
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 ByLaws, including any amendments
- _____ Current list of Board of Directors
- _____ Audit covering a period ending on a date no earlier than January 31, 2007
- _____ Signed Letter of Understanding

CITY CLERK DEPT.
 08 AUG 18 PM 1:17



2009-2010 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 \$380,000 in ESG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2009-2010 Program Year. The contract period is from September 1, 2009 to August 31, 2010. 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 format sheets were made available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from 8:00 a.m. September 5, 2008 through 5:00 p.m. September 19, 2008. Letter of Intent packets were due in the Community and Human Development office, 8th Floor, City Hall by 5:00 p.m. September 19, 2008. Eligible applicants were then invited to the RFP training on October 8, 2008 where complete application packets were provided. **Applications are due by November 3, 2008. 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, 2007.
- 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.

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.

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5. Demonstrate a cost-effective service.
6. Demonstrate feasibility and can demonstrate result-oriented outcomes.
7. Demonstrate a close relationship of direct services funding to the total request.
8. Clearly define population to be served and geographic area of coverage.
9. Incorporate the service as part of an integrated continuum of care.

AGENCY VALUES

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

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

TRAINING

A workshop will be held to provide training for completion of the application and understanding of ESG requirements. The workshop will provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within the ESG Collaborative. **Attendance by the Executive Director, the Program Director, and/or the Grant Writer at the training workshop is required to be considered for funding.** The workshop will be held at El Paso Center for Children Conference Room, 2200 N. Stevens Street. **If you require any special accommodations during the training, please contact us as soon as possible so we can make any necessary arrangements.**

- | | | |
|-----------------------------------|-----------------|----------------|
| ◆ RFP Training (all ESG grantees) | October 8, 2008 | 9:00 a.m.-Noon |
|-----------------------------------|-----------------|----------------|

A supplementary training for completion of the application will be held on November 10, 2008 at a location to be announced. This training is by RSVP only, and will be canceled if no reservations are made.

COLLABORATIVE PROCESS

The ESG Collaborative will implement the Collaborative Process detailed below. Following discussion of proposals the collaborative will make recommendations for funding within the targeted amounts to the Steering Committee (CD's advisory group) by January 30, 2009

Organizational Collaborative Meeting:

The initial collaborative meeting has been set for evening hours to facilitate the attendance of members of the CD Steering Committee.

- Emergency Shelter Grant, El Paso Center for Children Conference Room, 2200 N. Stevens Street 6:00 PM

Appointment of Chair and Election of Representatives:

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

Meeting Attendance:

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Voting members must attend all meetings on time to retain voting privileges. Tardiness is considered an absence. However, the collaborative may elect to set a "start time" a few minutes later than the "meeting time" and use the beginning of the meeting for items of interest *not related to the collaborative process*. Absences due to an emergency may be excused by vote of the collaborative. However, few applicant agencies have only one staff member. Applicants should provide for backup staff to attend if the primary contact must be absent. Only an *unforeseen emergency* on the day of the meeting should be cause for an excused absence. **Scores and budget votes must be submitted in an accurate and timely manner or the member will lose their right to participate in that portion of the process.** These rules are not intended to be punitive; they are intended to ensure that all members voting on funding recommendations have been present for all presentations and discussions on the projects under review.

Meeting Notification:

All members are personally responsible for their attendance at meetings. Any member who does not know when the next meeting is scheduled should contact the Chair and learn the date. Applicants 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. The overall results of the scoring will be reported to each collaborative. The collaboratives will use the scoring results as a guide for recommending budget allocations to the CD Steering Committee.

Voting on Budget Allocation:

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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 2009-2010 Year application period is from the Letter of Intent release on September 5, 2008 through City Council's Final Budget decision on or about June 23, 2008. 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 35th Year 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 not determine funding or funding levels. The purpose of the score is to aid in the development of recommendations. Voting members of the collaborative, CD Steering Committee and CD staff will individually score each project and provide comments supporting the scoring decisions. Applicants will not be permitted to vote for projects submitted by their agency. Scores and comments will be submitted to CD staff for compilation. The high and low scores for each project will be dropped and the remaining scores averaged.

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

STEERING COMMITTEE REVIEW PROCESS

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

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

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

- *Volunteerism vs. paid staff*
- *Total funds requested - history of total 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*

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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 the FY 2009-2010 will have a contractual obligation to meet projected outcomes. Further technical assistance on this subject will be provided to funded agencies.

APPEALS PROCESS

Determination of project ineligibility under the Federal or local eligibility requirements is not subject to appeal. However, if an applicant feels that the determination of ineligibility was based on a misunderstanding, they may contact CD staff and request a meeting to further discuss the matter. Such a request must be 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.

CONTACT INFORMATION

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

Connie Jimenez, Grant Planner
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

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2009-2010
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)
FUNDING REQUEST LETTER OF INTENT

Private non-profit organization certified as a 501(3)(c) organization under the Internal Revenue Service Code are eligible to apply. Letter of Intent packets are available from September 5, 2008. **Letter of Intent packets are due in the Community and Human Development office, 8th Floor, City Hall no later than 5pm on September 19, 2008.** 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, your Executive Director, Program Director or Grant Writer will be required to attend a training session on October 9, 2008 at which you will be given the complete application packet. **The pre-application is due December 1, 2008. The full application is due January 9, 2009.** Please make certain the contact information is correct.

Agency Name			
Agency Address			
Director's Name			
Project Name			
Project Address			
Contact's Name			
Phone Number		Fax Number	
E-Mail Address		Web Page Address	
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 pre-application is submitted on December 1, 2008.		

Project Summary:

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

[Empty box for Project Summary description]

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Required Attachments:

- _____ IRS 501 (c) 3 Ruling Letter
- _____ Current Articles of Incorporation, including any amendments
- _____ Current ByLaws, including any amendments
- _____ Current list of Board of Directors
- _____ Audit covering a period ending on a date no earlier than January 31, 2007



**PUBLIC SERVICES FUNDING REQUEST
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)
2009-2010**

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 \$500,000 in HOPWA Formula Program funds from HUD and is releasing this application in anticipation of receiving these formula funds in 2009-2010. Since it's not certain that HOPWA funds will be allocated to the City of El Paso, applicants must proceed with the understanding that the anticipated HOPWA funding may not materialize. If this is the case, the City will not be funding applications under this category.

The HOPWA funds are designated for programs beginning on September 1, 2009 and ending on August 31, 2010. The City's Department of Community and Human Development is soliciting funding proposals from organizations interested in serving as Project Sponsor for the HOPWA Program that will serve the El Paso Metropolitan Statistical Area (El Paso County). The responsibilities of the Project Sponsor is to serve as fiscal administrator for HOPWA and to establish agency partnerships to serve persons with Acquired Immunodeficiency Syndrome or related diseases who are low-income individuals, and families of eligible persons.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each HOPWA Project Sponsorship application proposed. HOPWA funds will be allocated using this application process. Letter of Intent format sheets were available in the 8th Floor Community Development office at City Hall from 8:00 am September 5, 2008 through 5:00 pm September 19, 2008. Letter of Intent packets were due in the Public Services Office, 8th Floor, City Hall (2 Civic Center Plaza) by 5:00 p.m. September 19, 2008. Eligible applicants were then invited to the RFP training where the application packets were distributed. Pre-Applications were due December 1, 2008. Final Applications are due January 9, 2009 by 5:00 p.m. Late or incomplete submissions of the Application will not be considered for funding.

PROJECT ELIGIBILITY

Applicants for Project Sponsor shall:

- Be organized under State or local laws;
- Be certified as a 501 (c)(3) organization by the Internal Revenue Service;
- Be an organization that has no part of its net earnings to the benefit of any member, founder, contributor, or individual;
- Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated an entity that will maintain such an accounting system; and,
- Have among its purposes significant activities related to providing services or housing to persons with Acquired Immunodeficiency Syndrome or related diseases.

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Other Federal Requirements:

Faith-based activities

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the HOPWA Program. 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 HOPWA.

Conflict of Interest

No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee or project sponsor and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter. **Conflict of interest and all other provisions extend to partners and subcontractors as well.**

Local eligibility requirements:

- Applicants 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 HOPWA funded services or projects are to be 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 HOPWA 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.
- All applicants must submit with the HOPWA funding request a certified audit covering a period ending on a date after January 31, 2007.
- HOPWA allocations will be distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. **No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.**
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project.
- The Project Sponsorship is intended to be based on partnership. The Project Sponsor will work with various agencies to develop partnerships (funded and unfunded) to provide a comprehensive array of services for the HOPWA target population. The City will also require that the Project Sponsor and partners meet the following process standards:
- Services requested for funding must demonstrate compliance with HOPWA eligible activities.

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- The project proposal must clearly designate the Project Sponsor as the fiscal administrator and single point of contact for the partnerships.
- Portions of the project that 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. If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- Applicants for Project Sponsorship and partners currently receiving funds from the City must be in compliance with all terms of the City contract and maintained good standing throughout the contract year.
- Applicants must submit a complete letter of intent and application packet by the specified 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 for project sponsorship will hold meetings as necessary to develop partnerships and build a comprehensive array of services. Partners seeking funding will submit written requests for consideration to the applicants. Copies of these written requests will be submitted to the City. Meetings will be open, and CD Grants and Program Administration Division staff will be included.

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 handicap;
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. Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services;
4. New construction (for single room occupancy (SRO) dwellings and community residences only);
5. Project- or tenant based rental assistance including assistance for shared housing arrangements;
6. Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling;
7. Supportive services, including, but not limited to, health, mental health, assessment, permanent, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, abuse treatment and

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counseling, day care when required, and assistance in gaining access to local, State, and Federal government benefits and services, except that health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals;

8. Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs;
9. Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses and including, but not limited to, costs relating to community outreach and educational activities regarding AIDS or related diseases for persons residing in proximity to the community residence;
10. Administrative expenses: the Project Sponsor receiving amounts from grants made under this program may use not more than 7 percent of the amounts received for administrative costs.

VALUES FOR PROPOSAL CONSIDERATION

The following values will be used when considering projects for HOPWA funding:

PARTNERSHIP VALUES

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

1. Stimulate and enhance the lives of HOPWA eligible client and their families by the partnership.
2. Create partnerships that maximize resources and enhance services.
3. Promote maximum independence for clients.
4. Enhance quality of life for clients and produce beneficial outcomes for clients.
5. Achieve cost-effective use of resources.
6. Fulfill community needs.
7. Complement continuum of care of the partnership.
8. Encompass adequate geographic coverage for the partnerships.
9. Ensure services to clients who would otherwise be unserved or underserved.

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 CDBG dollars

TRAINING

A workshop will be held to provide training for completion of the application and understanding of HOPWA requirements. The workshop will also provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within their partnership. Attendance by the Executive Director, the Program Director, and/or the Grant Writer at the training workshop is required to be considered for funding. Attendance by partners is recommended.

The workshop will be held on Thursday, October 9, 2008, from 9:00 a.m. to Noon in the Community Development Conference Room, City Hall, #2 Civic Center Plaza, 8th Floor. If you require any special accommodation during the training, please contact us as soon as possible so we can make any necessary arrangements.

PRE-APPLICATION

Applicants are required to submit a pre-application for the proposed project consisting of a draft budget and narrative to the CD Department by December 1, 2008. CD staff will review and critique the draft proposal to see if all federal and local application requirements are being met. A meeting between CD staff and each individual applicant will be set to review the results of the project review.

STAFF REVIEW PROCESS

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

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STEERING COMMITTEE REVIEW PROCESS

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

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

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

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

- *Volunteerism vs. Paid staff*
- *Community/local support - citizen participation on projects*
- *Non-controversial - staying within community values*
- *Other funding sources*
 - A. *Excessive reliance on HOPWA funds*
- *Use of subcontractors*

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

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

In those instances where the Steering Committee and the applicant project sponsors recommendations are different, the applicants 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 National goal is that 80 percent of HOPWA clients being served will maintain housing stability, avoid homelessness and access to care by 2011. Therefore, applicants for HOPWA

funding are required to address in the application packet the outcome(s) for the proposed project/activity that will assist in meeting the National HOPWA goal. 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 HOPWA applicants are expected to have the capability to track the outcome(s) over time to report on results if the project/activity is eventually funded. Further technical assistance on this subject will be provided to funded agencies.

APPEALS PROCESS

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

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

LOBBYING

Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the HOPWA Funding is prohibited during the course of the application process. The HOPWA application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 23, 2009. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

EXIT CONFERENCE

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

CONTACT INFORMATION

Please provide all information requested in this package. Follow the application format and restrict your responses to the space provided. Failure to meet all the rules and requirements of

this application packet and process may result in your application not being accepted for consideration. If you have any questions, or you require assistance in completing this package, please contact:

Thomas Serrano, Senior Grant Planner
Public Services Section
City Hall – 2 Civic Center Plaza – 8th Floor
El Paso, TX 79901-1196
or call (915) 541-4642/4059 V/TDD, Fax 541-4370
or email serranotx@elpasotexas.gov

(PLANNING SCHEDULE - 35TH YEAR (2009-2010))

ATTACHMENT P

COMMUNITY DEVELOPMENT PROGRAM

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

2008

- May 1, 8, 13, 22, 29
June 5, 12, 19 5:30 p.m. – CD Social Service 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 35th Year CDBG Program - CD Conference Room, 8th Floor, City Hall.
- July 15 & 24
August 1 (if needed) 5:30 p.m. – ESG 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 2009-2010 ESG Program – CD Conference Room, 8th Floor, City Hall.
- Wednesday, July 23 3:00 p.m. – 4:30 p.m.: CD Staff (Director, Deputy Director, Planning, Social Services & Housing) meet to discuss policies and procedures for the 35th Year in the CD Conference Room, 8th Floor, City Hall.
- Friday, August 1 Deadline for CDBG Social Services, City Departmental, Citizen Request Form, Code Enforcement, Economic Development, ESG, HOPWA Partnership, Public Facility and NRSA Partnership application packets to be submitted to Deputy Director for review. Housing applications (Housing Services & Fair Housing) to be reviewed by Housing Programs Manager. All applications must be ready for delivery to the CD Steering Committee by Friday, August 8, 2008.
- Thursday, August 14 5:30 p.m. Steering Committee meets to review proposed 35th Year Policies and Procedures in the CD Conference Room, 8th Floor, City Hall.
- Monday, August 18 Policies and Procedures agenda packet to CD Secretary for 8/26/08 Council Meeting.
- Tuesday, August 26 City Council to adopt Policies and Procedures for 35th Year Planning Process.
- Monday, September 1 **LABOR DAY HOLIDAY!**
- Sunday, August 31
Thursday, September 4 Publications of newspaper ad about Citywide Public Hearing and availability of Letter of Intent and application packets for Community Development (CD), Emergency Shelter Grant (ESG) and Housing Opportunities for Persons with Aids (HOPWA) funding requests.
- Friday, September 5 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.
- Wednesday, September 10 2:00 p.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.
- Wednesday, September 17 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 19 **Deadline (at 5:00 p.m.) for submission of Letters of Intent from CDBG Social Service, NRSA Partnership, ESG and HOPWA Partnership Agencies to the Department of Community and Human Development.**
- Tuesday, September 23 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.
- Sunday, September 28
Sunday, October 5 Publications of newspaper ad for Citywide Public Hearing.
- Monday, September 29 Work begins on the preparation of the 2007-2008 Consolidated Annual Performance & Evaluation Report (CAPER)! Staff assignments are made; all narratives and backup information must be submitted to Judy S. by October 24, 2008; and all information in IDIS must be updated by October 24, 2008.
- Wednesday, October 1 Quarterly update on ongoing projects (prepared by the Implementation Section) submitted to the CD Steering Committee.
- Wednesday, October 1 Training workshop for applicants for Housing projects – 1:00 p.m. to 5:00 p.m. - CD Conference Room.
- Wednesday, October 1 Training workshop for applicants for Code Enforcement projects – 2:15 p.m. to 5:00 p.m. – Neighborhood Services Conference Room, 2nd Floor.
- Wednesday, October 1 Letter of Intent Notifications communicated to CD Social Service, NRSA Partnership, ESG and HOPWA Partnership

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Agencies.

- Thursday, October 2 5:30 p.m. - At its first meeting in October in the 8th 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 35th Year planning process.
- Monday, October 6 9:00 a.m. to Noon - Training workshop for those new to the RFP for CD Social 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 Social Services who desire minimal training (primarily questions and answers) at the Center Against Family Violence Resource Center, 580 Giles.
- Wednesday, October 8 ESG Training Workshop – 9:00 a.m. to Noon, at the El Paso Center for Children Conference Room, 2200 N. Stevens St.
- Wednesday, October 8 Citywide Public Hearing - 6:00 p.m. - City Hall - Council Chambers, 2nd Floor.**
- Thursday, October 9 1:00 p.m. to 4:00 p.m. – Neighborhood Revitalization Strategy Area (NRSA) Application Training – Our Lady of Assumption Church Gymnasium, 4805 Byron Street.
- Thursday, October 9 9:00 a.m. to Noon – HOPWA Application Training – CD Conference Room.
- Monday, October 13 6:00 p.m. – Administrative Collaborative Meeting for Economic Opportunities at Paso Del Norte Children Development Center, 1101 E. Schuster Avenue.
- Tuesday, October 14 6:00 p.m. - Administrative Collaborative Meeting for Children & Youth Support & Development Services at Assistance League of El Paso, 2827 E. Yandell Drive.
- Wednesday, October 15 4:00 p.m. - Administrative Collaborative Meeting for Seniors and Person with Disabilities at El Paso Center for Children Conference Room, 2200 N. Stevens Street.
- Wednesday, October 15 5:00 p.m. - Administrative Collaborative Meeting for Homeless, Emergency Shelter & Housing at the El Paso Center for Children Conference Room, 2200 N. Stevens Street.
6:00 p.m. - Emergency Shelter Grant Collaborative Meeting at the El Paso Center for Children Conference Room, 2200 N. Stevens Street.
- Thursday, October 16 6:00 p.m. - Administrative Collaborative Meeting for Mental and Medical Health Services at Family Services of El Paso, 6040 Surety Drive.
- Friday, October 24 Deadline for all 2007-2008 Consolidated Annual Performance & Evaluation Report (CAPER) information to be updated in IDIS and for narratives and backup information to be submitted.
- Tuesday, October 28 Make-up training workshop (if necessary) for applicants for Housing projects – 1:00 p.m. to 5:00 p.m. - CD Conference Room.
- Friday, October 31 Draft of the 2007-2008 Consolidated Annual Performance & Evaluation Report (CAPER) is published in the El Paso Times for citizen review and comments. Citizens have until November 14, 2008 to respond.
- Monday, November 3 **Deadline (at 5:00 p.m.) for submission of CD Social Service and ESG proposed 2009-2010 projects, to the Department of Community & Human Development.**
- Tuesday, November 4 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 10 Supplementary training for the CDBG Social, NRSA Partnership, ESG and HOPWA 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 14 **Deadline at 5:00 p.m., for submission of Citizen and City Representatives' Requests to the Department of Community and Human Development.**
- Wednesday, November 19 Deadline for 2007-2008 Consolidated Annual Performance & Evaluation Report (CAPER) to be provided to the City Manager for signature.
- Monday, November 24 Target date to Fed-Ex 2007-2008 Consolidated Annual Performance & Evaluation Report (CAPER) to HUD.
- Wednesday, November 26 Consolidated Annual Performance & Evaluation Report (CAPER) for the 2007-2008 consolidated program year due to HUD (90 days after end of 2008-2009 program year).
- November 27 & 28 **THANKSGIVING DAY HOLIDAYS!**

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Monday, December 1 NRSA and HOPWA Partnership Pre-applications due!

Thursday, December 25 **CHRISTMAS DAY HOLIDAY!**

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Thursday, January 1 **NEW YEAR'S DAY HOLIDAY!**

Friday, January 2 Staff proposal review of CD Social Service and ESG projects submitted to collaboratives.

Friday, January 2 Quarterly update on ongoing projects (prepared by the Implementation Section) submitted to the CD Steering Committee.

Friday, January 2 Request administrative support budgets from CD Administration, Housing, Financial Services and Legal; and program income projections from Housing and Financial Services.

Friday, January 9 **Deadline (at 5:00 p.m.) for submission of 35th Year City Department, Code Enforcement, Economic Development, Housing, Public Facility, NRSA Partnership and HOPWA Partnership application packets. No extensions. Applications determined to be incomplete at this time will be disqualified from funding consideration.**

Thursday, January 15 5:30 p.m. - Steering Committee meets to adopt preliminary schedule for review of 35th Year proposals in the CD Conference Room, 8th Floor - City Hall.

Monday, January 19 **MARTIN LUTHER KING JR.'S BIRTHDAY HOLIDAY!**

Friday, January 30 Administrative support budgets are due.

Friday, January 30 **Deadline for submission of recommendations from CD Public Service and ESG Collaboratives.**

Monday, February 2 List of eligible and ineligible proposals distributed to City Council and the Steering Committee.

Tuesday, February 3 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 5 5:30 p.m. - Steering Committee review of (1) Children and Youth Services; (2) Economic Opportunities Services; (3) Homeless, Emergency Shelter and Housing Services; (4) Mental and Medical Health Services; (5) Seniors and Persons with Disabilities Services; (6) Emergency Shelter Grant Collaborative; (7) Chamizal NRSA Partnership; (8) Lower Dyer NRSA Partnership; and (9) HOPWA Partnership Proposals in the CD Conference Room, 8th Floor - City Hall.

Thursday, February 12 5:30 p.m. - Steering Committee review of CD/ESG/NRSA/HOPWA Proposals in the CD Conference Room, 8th Floor - City Hall - **if needed.**

Tuesday, February 17 5:30 p.m. - Steering Committee review of CD/ESG/NRSA/HOPWA Proposals in the CD Conference Room, 8th Floor - City Hall - **if needed.**

Thursday, February 19 5:30 p.m. - Steering Committee review of CD/ESG/NRSA/HOPWA Proposals in the CD Conference Room, 8th Floor - City Hall - **if needed.**

Tuesday, February 24 5:30 p.m. - Steering Committee review of CD/ESG/NRSA/HOPWA Proposals in the CD Conference Room, 8th Floor - City Hall - **if needed.**

Thursday, February 26 **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.

Thursday, March 5 5:30 p.m. - Steering Committee review of Administrative Support Budgets and Program Income Budgets, Planning, Housing and Economic Development Proposals in the CD Conference Room, 8th Floor - City Hall.

Wednesday, March 11 5:30 p.m. - Steering Committee review of Accessibility, Street and Drainage Improvement and Public Facility projects in City Council Chambers, 2nd Floor - City Hall.

March 16-20 **SPRING BREAK!**

Monday, March 23 Annual Action Plan preparation begins! Assignments are made by Senior Grant Planner. Deadline for all assignments is Friday, May 8, 2009.

Wednesday, March 25 5:30 p.m. - Steering Committee review of City Department and Code Enforcement projects in City Council Chambers, 2nd Floor - City Hall.

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Tuesday, March 31 5:30 p.m. - Steering Committee and Staff budget deliberations in CD Conference Room, 8th Floor – City Hall.

Wednesday, April 1 Quarterly update on ongoing projects (prepared by the Implementation Section) submitted to the CD Steering Committee.

Thursday, April 2 5:30 p.m. – Steering Committee and Staff budget deliberations (if necessary) in CD Conference Room, 8th Floor – City Hall.

April 6-10 **HOLY WEEK!**

Monday, April 13 Budget recommendations from CD Steering Committee and staff submitted to City Council.

Tuesday, May 5 At the regular City Council meeting in Council Chambers, City Council conducts a public hearing to adopt the 2009-2010 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 8 Deadline to have Draft Annual Plan ready for public review and distribution to public libraries on Monday, May 11, 2009.

Sunday, May 10 Proposed 35th Year Budget and Annual Plan of the Consolidated Plan published in newspaper. Citizens have 30 days to comment.

Monday, May 25 MEMORIAL DAY HOLIDAY!

Friday, June 12 **Deadline (at 5 p.m.) for written comments on the Budget and Annual Plan of the Consolidated Plan.**

Tuesday, June 23 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 Annual Plan & 35th Year Budget.

Wednesday, June 24 Implementation Section submits service requests to Engineering for A/E Services for City public facilities after Council approval of 35th Year Budget - requesting that Engineering hours (for A/E services) be reported per project and identified as such.

Wednesday, July 1 Quarterly update on ongoing projects (prepared by the Implementation Section) submitted to the CD Steering Committee. Next update occurs on Thursday, October 1, 2009.

Friday, July 3 FOURTH OF JULY HOLIDAY!

Thursday, July 9 Annual Plan of the Consolidated Plan must be mailed out to HUD by this date.

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