CITY OF EL PASO, TEXAS
REQUEST FOR COUNCIL ACTION (RCA)

CITY CLERK DEPT.
07 AUG 20 PM 2:35

DEPARTMENT: **Community and Human Development**

AGENDA DATE: **August 28, 2007**

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 34th Year (2008-2009) Community Development Block Grant (CDBG) Program and for the 2008-2009 Emergency Shelter Grant (ESG) Program, and to establish four different deadlines for the submission of all 2008-2009 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 2008, with City Council's adoption of the Annual Action Plan for 2008-2009. The planning process will begin on **September 7, 2007**, when the CDBG/ESG application packets and funding request forms will be made available.

HUD has not yet notified the City of its CDBG and ESG entitlement grant amounts, but the trend in decreasing grant funds may likely continue. The CD Department is projecting that approximately $2.5 million will be available for new projects in the 34th 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 the Community Development Steering Committee and Community Development staff.**

In the near future, two neighborhoods (Chamizal and Lower Dyer) in the City of El Paso will be 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 will allow the City of El Paso to target some of its federal entitlement funds into these two areas. For the 34th Year, it is recommended that some CDBG Social Service and Housing funds be set aside specifically to address the needs in these two neighborhoods. More specific information on the targeting of these funds is provided further below.

COMMUNITY DEVELOPMENT

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

This will be the 13th 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 (33rd Year) percentages are again being recommended for the 34th Year to determine the amount that each collaborative will receive:

	34th Year
Children and Youth Support and Development Services	**21.8%**

Seniors and Persons with Disabilities Services	**18.7%**
Mental and Medical Health Services	**23.3%**
Homeless, Emergency Shelter and Housing Services	**22.6%**
Economic Opportunities Services	**13.6%**

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The following changes are recommended for CDBG Social Services in the 34th Year:

1. Partnering of Social Service Agencies – Partnering of CDBG-funded non-profit agencies has always been encouraged, however, this past year, the intent of the "partnering" rule was circumvented. Some agencies that initially failed to meet application requirements on their own, subsequently partnered with other agencies that competently met their Letter of Intent requirements. Since this is not the intent of the "partnering" process, language has been inserted for the 34th Year that requires the applicants to state their intention to partner at the time the Letter of Intent is submitted. This would eliminate any opportunity for an agency to circumvent the application requirements, process and deadline.
2. As previously mentioned, a portion of the CDBG entitlement grant (approximately $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. A NRSA collaborative would also be formed, and it would serve in the same capacity and utilize the same rules as the other five CDBG Social Service collaboratives.

The deadline for submittal of the Letters of Intent will be **October 1, 2007,** and the deadline for eligible social service proposals will be **November 26, 2007**. Subsequent to 11/26/07, the collaboratives will begin their deliberations, which will culminate in their funding recommendation to the Steering Committee. In order for the collaboratives to have the benefit of the results of the CDBG staff's technical review, the deadline for the collaboratives to submit their recommendations will be **February 1, 2007**.

With the exception of the noted changes, the 34th Year CDBG Social Services policies and priorities remain the same. 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).

Public Facilities, Housing (3 Packets), Economic Development, Planning and City Department

Although social services attract a great deal of attention, the greater part of the annual CDBG budget is utilized for public facilities, housing, economic development, planning and City Department projects. The Community Development Department publishes application packets for each of these categories. Plus, new for this year, and again in regards to the NRSAs, two additional application packets would be developed under the category of CDBG Housing to include one for Code Enforcement and one for Fair Housing, with amounts of $150,000 and $25,000 respectively being set aside for qualifying agencies proposing to serve the two neighborhoods. 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.

The following will outline only major new changes to the application packets in the 34th Year. With the exception of the changes noted below, all other policies and procedures remain intact from the 33rd Year Program:

First, CD will no longer recommend that applicants attempt to contact registered neighborhood associations in the area(s) that they propose to serve as a condition of possibly receiving funds. This requirement was difficult to accomplish, as contact members for the associations came and went and applicants were having difficulties seeking an audience or support letters from the associations.

Public Facilities (Attachment E) – No major changes are recommended. For the past two 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 34th Year.

Housing

Last year, funding for housing applicants was limited to: (1) New construction by CDBOs that produce new housing exclusively for the homeless and/or persons with disabilities; (2) Rehabilitation activities that produce new housing units exclusively for the homeless and/or persons with disabilities, to include supportive services for the targeted population and a plan as to how services will be provided; and (3) Housing Services projects that work in conjunction with the City's First-time Homebuyer Program. For the 34th Year, it is recommended that items (1) and (2) above be eliminated, as these types of proposals proved to be too limiting, and the City was not receiving any proposals for these types of projects. Plus, the City's HOME entitlement funds would be able to fund such projects should an agency wish to pursue serving that target population.

CD instead, recommends the following three Housing applications for the 34th Year: (1) Housing Services; (2) Code Enforcement; and (3) Fair Housing.

Housing - Housing Services (Attachment F) – No major changes recommended.

Housing - Code Enforcement (Attachment G) – New and recommended for the 34th Year, this application is available to provide code enforcement to the two designated NRSAs (the Lower Dyer and Chamizal neighborhoods). The total amount of funding available would be $150,000 that would be divided as $75,000 for each of 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.

Housing - Fair Housing (Attachment H) – Also new and recommended for the 34th Year, this application would be available in the amount of $25,000 to proved 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.

Economic Development Application Packet (Attachment I) – No major changes recommended.

Planning Application Packet (Attachment J) – No major changes recommended.

City Department Application Packet (Attachment K) - CD has eliminated the requirement that City Departments be restricted to 16 requests each. Due to the restrictions and limitations that are currently in place to

assist with the City's spend rate, it was felt that this restriction was no longer needed. Additionally, for the three years that this restriction was in place, no City Department ever took advantage of submitting the maximum amount of requests allowed.

Also new for this year is a policy disallowing City Departments to request the construction of new City facilities. This policy is recommended due to the City's lack of sufficient funds to operate and maintain additional public facilities. Instead, only rehabilitation and/or expansion of existing facilities will be allowed with the limitation that expansion cannot exceed 50% of the existing facility size.

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

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 M**) indicates the same stipulations as the CDBG social services, and the ESG application (**Attachment N**) includes the descriptions of both the collaborative and the Steering Committee review processes.

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. Other than incorporating the new "partnering" policy, ESG Application remains basically the same as the year before.

PLANNING SCHEDULE

As mentioned previously, the solicitation of proposals for the 34th Year CDBG Program Year and the FY 2008 ESG Program will begin on September 7, 2007. A preliminary Planning Schedule is attached for your information (**Attachment O**). Your attention is called to the following four deadlines:

October 1, 2007 (at 5:00 p.m.) – Final date that CDBG Social Service and Emergency Shelter Grant Letters of Intent may be submitted to the Department of Community and Human Development.

November 16, 2007 (at 5:00 p.m.) – Final date that Citizen and City Representative requests may be submitted to the Department of Community and Human Development.

November 26, 2007 (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; and

January 11, 2008 (at 5:00 p.m.) – Final date that 34th Year Public Facilities, Housing, Economic Development, Planning and City Department application packets may be submitted to the Department of Community and Human Development.

It is recommended that no extensions to be granted to these deadlines. Maintaining the deadlines are important because the City is required to submit its 2008-2009 Annual Action Plan HUD no later than July 10, 2008.

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

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These 2008-2009 CDBG/ESG policies and procedures were unanimously approved by the Community Development Steering Committee on August 16, 2007.

********************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:** _____

RESOLUTION

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

That City Council adopt policies and priorities for the 34th Year (2008-2009) Community Development Block Grant (CDBG) Program and for the Fiscal Year 2008 Emergency Shelter Grant (ESG) Program, all such policies and priorities attached hereto as A through N; that City Council establish October 1, 2007 as the deadline for the submission of Letters of Intent from CDBG Social Service and ESG agencies; that City Council establish November 16, 2007 as the deadline for City Representative requests and citizen request forms; that City Council establish November 26, 2007 as the deadline for the submission of all CDBG Social Service and ESG application packets; and that City Council establish January 11, 2008 as the final deadline for the submission of 34th Year CDBG Housing, Economic Development, Public Facilities, Planning and City Department application packets.

ADOPTED this 28th day of August, 2007.

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:

Anthony C. Shear
for William Lilly, Director
Community and Human Development Department

#32811/MTAY
CHD/1/RESO/Policies and Priorities 34th year

ATTACHMENT A

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THIRTY-FOURTH YEAR (2008-2009) PUBLIC SERVICES FUNDING REQUEST LETTER OF INTENT

Letter of Intent packets are available from September 7 through October 1, 2007. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5pm on October 1, 2007.** Late or incomplete packets will not be accepted, and no application will be accepted without a Letter of Intent. If any entity outside your agency will provide any services under the proposed project, they must be listed on this form. Applications will not be accepted with partners/consultants/contractors that were not included in this Letter of Intent. Once your packet has been reviewed, you will be contacted. If it is accepted, your Executive Director, Program Director or Grant Writer will be required to attend a training session on October 8, at which you will be given the complete application packet. The full application is due November 26, 2007. Please make certain the contact information is correct.

Agency Name			
Agency Address			
Director's Name			
Name(s) Partners/ Consultants/Contractors that will provide services under this contract			
Project Name			
Project Address			
Contact's Name			
Phone Number		Fax Number	
E-Mail Address		Web Page Address	
CD Service Category Please submit a separate Letter of Intent for each project. Only one set of attachments should be submitted	☐ Children and Youth Services ☐ Services to Seniors and Persons with Disabilities ☐ Mental and Medical Health Services ☐ Services to the Homeless ☐ Economic Opportunities		

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, 2006
_____ Signed Letter of Understanding

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ATTACHMENT B

34th Year FY2008-2009 Community Development Public Services Proposal

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THIRTY-FOURTH YEAR (2008-2009) 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 $9 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 34th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2008. Federal regulations stipulate that a maximum of 15% of the annual CDBG funding may be allocated to public services, making approximately $1.5 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 8th Floor Community Development office at City Hall from 8 am September 7, 2007 through 5 p.m. October 1, 2007. Letter of Intent packets were due in the Social Services Office, 8th Floor, City Hall (2 Civic Center Plaza) by 5:00 p.m. October 1, 2007. Eligible applicants were then invited to the RFP training where the application packets were distributed. Applications are due November 26, 2007. **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

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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.
- 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, 2006.
- No more than 80% of the overall program cash cost may be requested from CD. This 80% cap includes all CDBG and City-administered ESG funds. 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:

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- 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. However, collaboration must happen prior to the submission of the Letter of Intent and the proposal must reflect the collaborative nature of the joint project. The fiscal administrator for the proposed project must be clearly designated in the proposal, as a single contract will be written for any joint project.
- 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%

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Mental and Medical Health Services	23.3%
Homeless, Emergency Shelter and Housing Services	22.6%
Economic Opportunities Collaborative	13.6%

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.

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- 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. 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.
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. Are 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.

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AGENCY VALUES

Agency values reflect components of management capacity and fiscal responsibility. Additional consideration will be given to projects submitted by agencies that:

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 Violence Family Resource Center, 580 Giles. **If you**

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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 8, 2007 9am-Noon
- RFP Training (experienced grantees, primarily question & answer) October 8, 2007 2pm-5pm

A supplementary training for completion of the application will be held on November 12, 2007 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 February 1, 2008.

Organizational Collaborative Meetings:

- Economic Opportunities at El Paso Rehab Center, 1101 E. Schuster
  10-15-07 9AM
- Children & Youth Support & Dev at the Assistance League, 2728 E. Yandell
  10-16-07 9AM
- Seniors & Persons w/Disabilities at VNA, 4171 N. Mesa Street, Blg D, St 500
  10-17-07 9AM
- Mental & Medical Health Services at Family Services, 6040 Surety Drive 10-18-07 9AM
- Homeless, Emergency Shltr & Housing at Child Crisis Center, 2100 N. Stevens
  10-19-07 9AM

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

Meeting Attendance:
Voting members must attend all meetings on time to retain voting privileges. 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. 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.

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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 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 a proposal for funds is a voting member, one representative for each agency may vote in each collaborative to which they have applied for funds. 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.

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Proposal Review:
The review of the proposal by the collaborative consists of three components:

- Written proposal
- Verbal presentation by the applicant
- Questions to resolve any issues with the proposal or presentation

Proposal review must be made within the context of the established values. Written proposals should be distributed at least one week before the verbal presentations, to permit adequate time for review. Verbal presentations should be limited to either five or ten minutes each, decided in advance and timed. The question and answer sessions should be limited to either ten or fifteen minutes each, decided in advance and timed. Additional time may be scheduled for unanswered questions or concerns on majority vote.

Voting on Budget Allocation:
Only one representative from each voting member agency (hereafter, "voter") may vote. Each voter will develop a budget for the collaborative based on the funding block. The minimum amount a voter may allocate to an applicant is either $0 or $25,000 (for example, a voter cannot allocate $10,000 to a program). If the voter recommends $0 funding, or an increase or decrease of more than 5% of the current CD program budget, the voter must provide a brief written explanation for these decisions on their ballot sheet. These explanations must cite and directly tie to the Priorities and/or the Values listed above. Votes that do not add up to the correct amount, contain improper votes (such as an amount between $0 and $25,000) or do not have relevant supporting explanations will be rejected.

CD staff will compile voters' budgets. After the votes are compiled, the highest and lowest amount recommended for each applicant is eliminated, and the remaining numbers, including any "$0" recommendations, are averaged. Any applicant who received a recommendation of under $20,000 is temporarily changed to a recommendation of $0. The remaining allocations should be totaled.

If this amount is less than the total allocated to the collaborative, the remaining blocked funds are negotiated. They may be used to bring applicants recommended $20,000-$24,999 up to the $25,000 minimum, to increase the $0 funded applicant with the highest recommendation to $25,000, or to increase funding for projects of a particular importance to the collaborative's mission.

Applicants that have received a funding recommendation of $0 are still voters and may participate in negotiations.

If the draft budget amount is in excess of the total blocked funds, then it will be necessary to negotiate where the cuts will be made to meet the funding block. Bear in mind that any project recommended for greater than $0 funding must be recommended for at least $25,000 by the completion of the final budget.

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

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

Lobbying:
Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the CDBG Social Services Funding is prohibited during the course of the application process. The 34th Year application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 24, 2008. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

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 collaboratives 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.

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The Steering Committee will be provided with the results of the CD staff review of the proposals, as well as the recommendations from the collaboratives regarding the distribution of funds. 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 proposals grouped according to the collaborative categories.

During the meetings for the review of each collaborative category, 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)

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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 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 34th 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 collaborative's final budget meeting. Before the recommendations are submitted to the entire Steering Committee as a whole, the Appeals/Grievance Subcommittee will hear petitions from agencies that have submitted an appeal. The Appeals/Grievance Subcommittee has the authority to review complaints about the funding level amount awarded to any agency and/or the collaborative process. The Appeals/Grievance Subcommittee's recommendations will be forwarded to and acted upon by the Steering Committee as a whole at the time that the collaborative recommendation is considered by the Steering Committee.

EXIT CONFERENCE

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

CONTACT INFORMATION

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

Michele Ellington, Grant Planner
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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CITY OF EL PASO
COMMUNITY DEVELOPMENT

ATTACHMENT C

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THIRTY-FOURTH YEAR (2008-2009) NEIGHBORHOOD REVITALIZATION STRATEGY AREA 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 7 through October 1, 2007. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5pm on October 1, 2007.** Late or incomplete packets will not be accepted, and no application will be accepted without a Letter of Intent. If any entity outside your agency will provide any services under the proposed project, they must be listed on this form. Applications will not be accepted with partners/consultants/contractors that were not included in this Letter of Intent. Once your packet has been reviewed, you will be contacted. If it is accepted, your Executive Director, Program Director or Grant Writer will be required to attend a training session on October 8, at which you will be given the complete application packet. The full application is due November 26, 2007. Please make certain the contact information is correct.

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

Make sure to complete back of form!

Project Summary:

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

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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, 2006
_____ 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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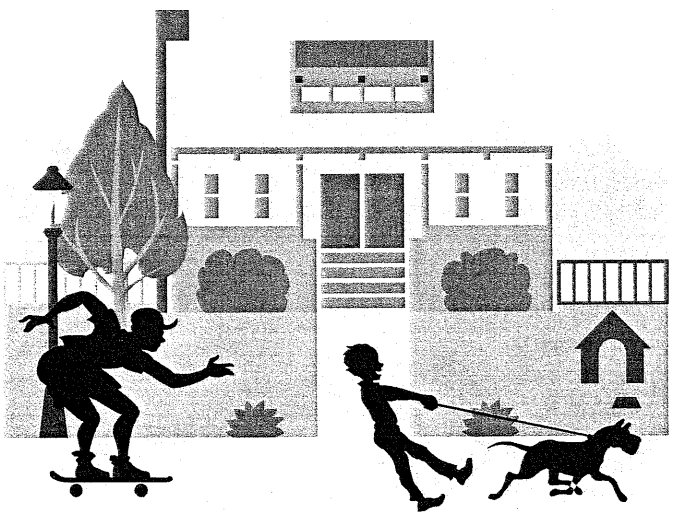
ATTACHMENT D

34th Year FY2008-2009 Neighborhood Revitalization Strategy Area Community Development Public Services Proposal



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THIRTY-FOURTH YEAR (2008-2009)
NEIGHBORHOOD REVITALIZATION STRATEGY AREA
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 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 34th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2008. 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 have each been allocated $150,0000 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 7, 2007 through 5 p.m. October 1, 2007. Letter of Intent packets were due in the Social Services Office, 8th Floor, City Hall (2 Civic Center Plaza) by 5:00 p.m. October 1, 2007. Eligible applicants were then invited to the RFP training where the application packets were distributed. Applications are due November 26, 2007. **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;

(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:

- The minimum funding for a project will be <u>$25,000</u>.
- 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, <u>before the funding can be approved</u>. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the <u>fully</u> <u>completed</u> form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for <u>all sites</u> 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.
- 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, 2006.
- 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.

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

- Applicants must demonstrate compliance with the Neighborhood Revitalization Strategy Area priorities.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. However, collaboration must happen prior to the submission of the Letter of Intent and the proposal must reflect the collaborative nature of the joint project. The fiscal administrator for the proposed project must be clearly designated in the proposal, as a single contract will be written for any 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.
- 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.

PRIORITIES FOR NEIGHBORHOOD REVITALIZATION STRATEGY AREAS

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

Education

After-school recreation and education programs, evening workshops with parents, tutoring, ESL support programs, high-school retention programs, adult literacy and GED courses and/or adult computer training programs

Housing Services

Home-buyer education programs following HUD approved curriculum

Economic/ Workforce Development

Micro-enterprise assistance, job training and/or child care

Social Services

Teen pregnancy prevention programs, senior outreach programs, medical transportation, homebound meals, intergenerational congregate meals for seniors and youth, domestic violence intervention programs, substance abuse prevention & intervention programs, quarterly substance abuse awareness community meetings and/or gang prevention

VALUES FOR PROPOSAL CONSIDERATION

The following values will be used when considering projects for CDBG Public 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. 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.

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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.
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. Are 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. Additional consideration will be given to projects submitted by agencies that:

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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 Violence 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 8, 2007 9am-Noon
- RFP Training (experienced grantees, primarily question & answer)October 8, 2007 2pm-5pm

A supplementary training for completion of the application will be held on November 12, 2007 by RSVP only, and will be canceled if no reservations are made.

COLLABORATIVE PROCESS

The Neighborhood Revitalization Strategy Area (NRSA) 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 February 1, 2008.

Organizational Collaborative Meeting:

- Leona Ford Washington Community Center, 3400 E. Missouri Ave October 17, 2007, 2 P.M.

Appointment of Chair and Election of Representatives:

At the first meeting of the collaborative, officers will be elected. Collaboratives 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.

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Meeting Attendance:
Voting members must attend all meetings on time to retain voting privileges. Tardiness is considered 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. 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 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 a proposal for funds is a voting member, one representative for each agency may vote in each collaborative to which they have applied for funds. 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.

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Proposal Review:
The review of the proposal by the collaborative consists of three components:

- Written proposal
- Verbal presentation by the applicant
- Questions to resolve any issues with the proposal or presentation

Proposal review must be made within the context of the established values. Written proposals should be distributed at least one week before the verbal presentations, to permit adequate time for review. Verbal presentations should be limited to either five or ten minutes each, decided in advance and timed. The question and answer sessions should be limited to either ten or fifteen minutes each, decided in advance and timed. Additional time may be scheduled for unanswered questions or concerns on majority vote.

Voting on Budget Allocation:
Only one representative from each voting member agency (hereafter, "voter") may vote. Each voter will develop a budget for the collaborative based on the funding block. The minimum amount a voter may allocate to an applicant is either $0 or $25,000 (for example, a voter cannot allocate $10,000 to a program). If the voter recommends $0 funding, or an increase or decrease of more than 5% of the current CD program budget, the voter must provide a brief written explanation for these decisions on their ballot sheet. These explanations must cite and directly tie to the Priorities and/or the Values listed above. Votes that do not add up to the correct amount, contain improper votes (such as an amount between $0 and $25,000) or do not have relevant supporting explanations will be rejected.

CD staff will compile voters' budgets. After the votes are compiled, the highest and lowest amount recommended for each applicant is eliminated, and the remaining numbers, including any "$0" recommendations, are averaged. Any applicant who received a recommendation of under $20,000 is temporarily changed to a recommendation of $0. The remaining allocations should be totaled.

If this amount is less than the total allocated to the collaborative, the remaining blocked funds are negotiated. They may be used to bring applicants recommended $20,000-$24,999 up to the $25,000 minimum, to increase the $0 funded applicant with the highest recommendation to $25,000, or to increase funding for projects of a particular importance to the collaborative's mission. Applicants that have received a funding recommendation of $0 are still voters and may participate in negotiations.

If the draft budget amount is in excess of the total blocked funds, then it will be necessary to negotiate where the cuts will be made to meet the funding block. Bear in mind that any project recommended for greater than $0 funding must be recommended for at least $25,000 by the completion of the final budget.

Once negotiations are complete, the Chair 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.

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

Lobbying:
Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the CDBG Social Services Funding is prohibited during the course of the application process. The 34th Year application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 24, 2008. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

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 collaboratives 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, as well as the recommendations from the collaboratives regarding the distribution of funds. 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 proposals grouped according to the collaborative categories.

During the meetings for the review of each collaborative category, 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*

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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 is implementing 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 34th 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 collaborative's final budget meeting. Before the recommendations are submitted to the entire Steering Committee as a whole, the Appeals/Grievance Subcommittee will hear petitions from agencies that have submitted an appeal. The Appeals/Grievance Subcommittee has the authority to review complaints about the funding level amount awarded to any agency and/or the collaborative process. The Appeals/Grievance Subcommittee's recommendations will be forwarded to and acted upon by the Steering Committee as a whole at the time that the collaborative recommendation is considered by the Steering Committee.

EXIT CONFERENCE

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

CONTACT INFORMATION

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

Michele Ellington, Grant Planner
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

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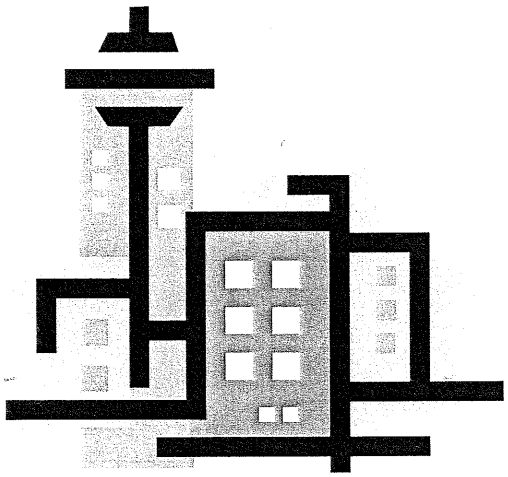
City of El Paso, Texas

PUBLIC FACILITIES PROJECTS PROPOSAL PACKET

34th Year (2008 - 2009)



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

CLOSING DATE: January 11, 2008 at 5:00 p.m.

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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-FOURTH YEAR (2008-2009) FUNDING APPLICATION

PUBLIC FACILITIES PROJECTS - INSTRUCTIONS

The City of Paso expects to receive approximately $9 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 34th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2008. 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 for submittal of proposals for the 34th Program Year is Friday, January 11, 2008. All 34th 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 11, 2008 in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Friday, January 11, 2008, will not be considered for 34th Year funding.

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

TUESDAY, SEPTEMBER 25, 2007 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 Facilities Application packet with you.

CITIZEN SUPPORT

As part of the 2008-2009 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 Facilities Activities: The City's 34th 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 historic preservation.

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2. Shelters: Facilities designed for use in providing shelter for persons having special needs, such as homeless shelters, battered spouse shelters, halfway houses for runaway children, and group homes for persons with mental disabilities, are considered public facilities and are covered by this application packet.

3. **Acquisition of Real Property Will Not Be Considered For Funding:** Due to the limited CDBG funding that may be available; proposals involving the purchase of real property (land and/or buildings) will not be considered for 34th Year funding.

4. Required Title Information: For real property (land and/or buildings) that will be constructed, rehabilitated or improved, the applicant must provide title information to verify that the applicant owns the real property to be assisted with CDBG funds. **It will also provide information on liens 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 on page 22.

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- 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, 2006. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to pay any design/construction related costs for a period of at least three months prior to reimbursement.

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

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

(1) Organizations that are religious or faith–based are eligible, on the same basis as any other organization, to participate in the Community Development Block Grant (CDBG) program. Neither the Federal government nor a State or local government receiving funds under CDBG programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.

(2) Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or 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.

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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.

Applicants should consult with Kevin Pitts, Grants Planner, or Judy G. Sarabia, Senior Grants 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 34th Year of the CDBG Program is September 1, 2008 to August 31, 2009. In order to comply with expenditure requirements imposed by HUD, all 34th Year projects should be substantially completed by the end of the program year on August 31, 2009. If City Council decides to award funding in phases, the phase funded in the 34th Year must be substantially completed by August 31, 2009, and all subsequent phases must be substantially completed during the program year in which they are funded.

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City Council has adopted the following policies and procedures to assure that proposed 34th 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) 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 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 11, 2008. 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.

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 be necessarily 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.

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

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could have been to do nothing, and if used, the impact that option would have caused should be thoroughly explained.

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, by an irrevocable Letter of Credit for the term of the Payback/Forgivable Loan, or by an Escrow Agreement for the term of the Payback/Forgivable Loan. Applicants must provide documentation by January 11, 2008 that the proposed collateral will be equal in value to the proposed CDBG investment. The only exception to this requirement is for certain public entities (i.e. school districts) that are prohibited from providing collateral pursuant to state and/or federal laws and regulations.

Applicant Capacity

In the CDBG application the applicant agency must describe the agency's previous experience, if any, in implementing projects such as the one being proposed. Implementation means carrying out the project from design through completion of construction. If the agency has no experience in this regard, the services of a licensed architect will be required. The applicant must also state the agency's experience in administering the type of services that will be provided in the rehabilitated or newly constructed facility. If the applicant agency has previously administered a CDBG-funded project, a description of the project needs to be provided, including the CDBG grant amount and the year that the CDBG grant was awarded.

Schedule/Timetable

It is expected that most projects initiated in the 34th 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 34th Year Phase of the CD project can be substantially completed by August 31, 2009, and that Phase 2 could be completed by August 31, 2010. 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

Task	Task Completion Date
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

CITY CLERK DEPT.
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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.

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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 11, 2008 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 34th Year (2008-2009) 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

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- 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?
- 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?
- 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?

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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 11, 2008 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 4, 2008. 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.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 34th 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 6, 2008, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2008-2009. 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 24, 2008.

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:

CITY CLERK DEPT
07 AUG 20 PM 2:38

Kevin Pitts, Grants Planner, or Judy G. Sarabia, Senior Grants 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, Mr. William Bennett, General Services Department, 9th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, 79901, telephone number (915) 541-4243.

APPROPRIATENESS OF APPLICATION PACKET

This packet has been developed to serve funding requests from a public agency or a private non-profit organization for the construction of, or improvements to, public facilities. Applicants seeking assistance for construction/rehabilitation/expansion of homeless shelters, group homes, out-patient or in-patient treatment centers, etc., must also use this application packet. Agencies requesting assistance for other CDBG Program funding should contact the persons listed below at the Department of Community and Human Development, City Hall, 2 Civic Center Plaza, 8th Floor:

Project Type	Appropriate Application Packet	Contact
Economic Development – Technical Assistance to Micro-enterprises	Micro-enterprise Application Packets	Thomas Serrano, 541-4642
Fair Housing, Housing Services, and Code Enforcement	Housing Application Packet	Rhoda Tillman, 541-4666
Planning Grant - Implementation of various goals, objectives and strategies to end chronic homelessness in 10 years	Planning Application Packet	Connie Jimenez, 541-4246
Social Services Projects	Public Services Application Packet	Michele Ellington, 541-4371
Emergency Shelter Services	Emergency Shelter Grant Application Packet	Connie Jimenez, 541-4246

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 11, 2008**. 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

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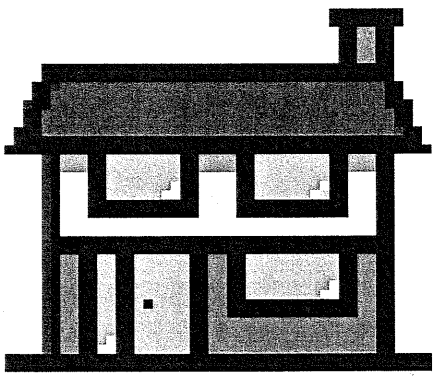
ATTACHMENT F

CITY CLERK DEPT.
07 AUG 20 PM 2:38

City of El Paso, Texas

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

34th Year (2008 - 2009)



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

CLOSING DATE: January 11, 2008 at 5:00 p.m.

Project Title: _____

CITY CLERK DEPT.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-FOURTH YEAR (2008-2009) FUNDING APPLICATION

HOUSING SERVICES - FIRST TIME HOMEBUYER HOUSING COUNSELING AND EDUCATION PROJECT – INSTRUCTIONS

The City of Paso expects to receive approximately $9 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 34th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2008. 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 34th Program Year is Friday, January 11, 2008. 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 11, 2008 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 11, 2008 deadline will not be considered for 34th Year funding.

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

WEDNESDAY, OCTOBER 3, 2007 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.

CITIZEN SUPPORT

As part of the 2008-2009 application process, it is recommended that applicants demonstrate community/citizen support for projects (example: a petition signed by persons who would benefit as a result of this project).

ELIGIBLE ACTIVITIES

The City's 34th 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.

Project Title: _____

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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 16.

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, <u>before the funding can be approved</u>. 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 17; and Accessibility/Letter of Assurance D on pages 18-26.

- 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 <u>covering a period ending on a date after January 31, 2006.</u> CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.

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

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

(1) Organizations that are religious or faith–based are eligible, on the same basis as any other organization, to participate in the Community Development Block Grant (CDBG) program. Neither the Federal government nor a State or local government receiving funds under CDBG programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.

Project Title: _____

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(2) Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.

(3) A religious organization that participates in the CDBG program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scriptures, or other religious symbols. In addition, a CDBG-funded religious organization retains its authority over its internal governance, and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

(4) An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

(5) Community Development (CD) grants may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CD grants may be used for the construction or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, CD grants may not exceed the cost of those portions of the construction or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CD grants in this part. Sanctuaries, chapels, or other rooms that a CDBG-funded religious congregation uses as its principal place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

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, the outcome(s) for the proposed project/activity. An outcome is the benefit resulting

Project Title: _____

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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.

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 29, Attachment A.

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.

Project Title: _____

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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 34th Year of the CDBG Program is September 1, 2008 to August 31, 2009. In order to comply with expenditure requirements imposed by HUD, 34th Year housing services – first time homebuyer counseling and education projects must be completed by the end of the program year on August 31, 2009.

Applicant Capacity

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

Acceptance of Terms and Conditions

All applicants must submit with the application an Acceptance of Grant Conditions and Terms Form, Assurance A, page 15, 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 11, 2008 deadline and all applicable supporting documentation must be submitted with the Community

Project Title: _____

CITY CLERK DEPT.
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Development funding application in order for the application to be complete. Attachment B, Completeness Checklist Housing Services Applications, 34th Program Year (2008-2009), pages 30 - 31, 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 34th Year (2008-2009) 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?
- 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?
- 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?

Project Title: _____

- 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

CITY CLERK DEPT.
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- 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.

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 11, 2008 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 4, 2008. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for Community Development funding.

Project Title: _____

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 34th 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 6, 2008, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2008-2009. 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 24, 2008.

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:

CITY CLERK DEPT.
07 AUG 20 PM 2:38

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, 9th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, 79901, telephone number (915) 541-4243.

APPROPRIATENESS OF APPLICATION PACKET

This packet has been developed to serve funding requests from a non-profit organization for First Time Homebuyer Housing Counseling and Education Programs.

Project Title: _____

Agencies requesting assistance for other CDBG Program funding should contact the persons listed below at the Department of Community and Human Development, City Hall, 2 Civic Center Plaza, 8th Floor:

Project Type	Appropriate Application Packet	Contact
Economic Development – Technical Assistance to Micro-enterprises	Micro-enterprise Application Packets	Thomas Serrano 541-4642
Fair Housing, Housing Counseling Services, and Code Enforcement	Housing Application Packet	Rhoda Tillman 541-4666 Patricia White 541-4341
Planning Grant – Implementation of various goals, objectives and strategies to end chronic homelessness in 10 years	Planning Application Packet	Connie Jimenez 541-4246
Social Services Projects	Public Services Application Packet	Michele Ellington 541-4371
Projects related to the delivery of Emergency Shelter Services	Emergency Shelter Grant Application Packet	Connie Jimenez 541-4246

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

SUBMISSION DEADLINE

DEADLINE FOR SUBMISSION OF COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS 5:00 P.M. ON FRIDAY, JANUARY 11, 2008. 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:

CITY CLERK DEPT
07 AUG 20 PM 2:38

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

ATTACHMENT G

CITY CLERK DEPT.
07 AUG 20 PM 2:39

COMMUNITY DEVELOPMENT

BLOCK GRANT PROGRAM

34th Year
2008-2009

DEPARTMENTAL APPLICATION PACKET

FOR

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

CLOSING DATE for Applications
5:00 p.m., Friday, January 11, 2008

CITY CLERK DEPT.
07 AUG 20 PM 2:39

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

THIRTY-FOURTH YEAR (2008-2009) FUNDING APPLICATION

CITY DEPARTMENTS HOUSING SERVICES – NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSAs) CITY OF EL PASO CODE ENFORCEMENT PROGRAM INSTRUCTIONS

The City of El Paso expects to receive approximately $9 Million in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 34th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2008. 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. 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 34th 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 the housing and overall living conditions within the neighborhoods by eliminating code violations.
- Review existing Code and amend as necessary.
- Assign code enforcement personnel to serve exclusively in the 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.

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 deadline for applications to see if the proposed project meets CDBG Program eligibility criteria.

The deadline for receipt of proposals for the 34th Program Year is ***Friday, January 11, 2008.*** 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 11, 2008 deadline, will be incomplete and will not be considered for 34th Year funding.

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

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Wednesday, October 3, 2007 at 2:15 p.m.
in the Community Development Conference Room,
On the 8th floor of City Hall, #2 Civic Center Plaza.

Attendance at the training workshop is mandatory 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.

CITIZEN SUPPORT

As part of the 2008-2009 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. 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, required by HUD to gauge the success of projects awarded funding.

Applicants for CDBG funding are required to address, in the application packet (page ?), 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) 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 11, 2008***, 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 / 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 34th Year of the CDBG Program is September 1, 2008 to August 31, 2009. To comply with expenditure requirements imposed by HUD, all 34th Year this should be completed by the end of the program year on August 31, 2009.

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 34th Year (2008 - 2009) 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?

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- 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?

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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 11, 2008 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 4, 2008. 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 34th Year (2008-2009) 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 6, 2008, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2008-2009. 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 24, 2008.

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:

Ms. Patricia A. White, Housing Programs Manager or
Ms. Rhoda W. Tillman, CDBG Contracts Administrator
Department of Community and Human Development
#2 Civic Center Plaza – 8th Floor
El Paso, TX 79901-1196
Telephone No. (915) 541-4639

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ATTACHMENT H

CITY CLERK DEPT.
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City of El Paso, Texas

HOUSING SERVICES -
FAIR HOUSING EDUCATION AND OUTREACH SERVICES PROPOSAL PACKET

34th Year (2008 - 2009)

EQUAL HOUSING OPPORTUNITY

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

CLOSING DATE: January 11, 2008 at 5:00 p.m.

Project Title: _____

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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-FOURTH YEAR (2008-2009) FUNDING APPLICATION

HOUSING SERVICES FAIR HOUSING EDUCATION AND OUTREACH SERVICES INSTRUCTIONS

The City of Paso expects to receive approximately $9 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 34th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2008. Approximately $2.5 million will be available for new projects, of which **$25,000** has been set aside for Fair Housing Counseling and Education 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 34th Program Year is Friday, January 11, 2008. 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 11, 2008 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 11, 2008 deadline will not be considered for 34th Year funding.

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

WEDNESDAY, OCTOBER 3, 2007 AT 3:30 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.

CITIZEN SUPPORT

As part of the 2008-2009 application process, it is recommended that applicants demonstrate community/citizen support for projects (example: a petition signed by persons who would benefit as a result of this project).

ELIGIBLE ACTIVITIES

The City's 34th Year Community Development funds may be used for Fair Housing Counseling, 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

Project Title: _____

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 Counseling, Education and Outreach services.

The applicant would expand the counseling, 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 56.

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, <u>before the funding can be approved</u>. 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 17; and Accessibility/Letter of Assurance on page 18.

- 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.

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Project Title: _____

- 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, 2006. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.

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

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

(1) Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Community Development Block Grant (CDBG) program. Neither the Federal government nor a State or local government receiving funds under CDBG programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.

(2) Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.

(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.

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(4) An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

(5) Community Development (CD) grants may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CD grants may be used for the

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

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

The Department of Housing and Urban Development (HUD) requires the use of performance and outcome measures for programs utilizing CDBG funds. The Performance Outcome Measurement System provides the framework for capturing program outcomes for HUD formula grant programs. This enables HUD to describe and report program results and accomplishments at a National Level. Therefore, applicants for CDBG funding are required to address, in the application packet, 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.

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 informative 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 education 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 Counseling and Outreach Component include:

a) Create awareness among the housing industry and among civic or fair

housing groups about illegal fair housing practices occurring in the City and determine ways to correct them; and,

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

The ultimate goals of the project are:

1) To establish a comprehensive information data bank on Fair Hosing 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

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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 34th Year of the CDBG Program is September 1, 2008 to August 31, 2009. In order to comply with expenditure requirements imposed by HUD, all 34th Housing Services - Fair Housing Outreach and Education services must be completed by the end of the program year on August 31, 2009.

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,

Project Title: _____

if the funding is approved.

Acceptance of Terms and Conditions

All applicants must submit with the application an Acceptance of Grant Conditions and Terms Form, Assurance A, page 15, 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 11, 2008 deadline and all applicable supporting documentation must be submitted with the Community Development funding application in order for the application to be complete. (Attachment A, Completeness Checklist Housing Services Applications, 34th Program Year [2008-2009], pages 30-31, is the Completeness Checklist that the Department of Community and Human Development will use to review housing applications).

EVALUATIJON CRITERIA

The staff of the Community and Human Development Department will conduct a technical review on each complete and eligible application received during the 34th Year (2008-2009) 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:

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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?

Project Title: _____

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- 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 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?

Project Title: _____

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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 11, 2008 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 4, 2008. 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 <u>final decision</u> on the projects to be funded in the 34th 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 6, 2008, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2008-2009. 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 24, 2008.

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:

Project Title: _____

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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, 9th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, 79901, telephone number (915) 541-4243.

APPROPRIATENESS OF APPLICATION PACKET

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

Agencies requesting assistance for other CDBG Program funding should contact the persons listed below at the Department of Community and Human Development, City Hall, 2 Civic Center Plaza, 8th Floor:

Project Type	Appropriate Application Packet	Contact
Economic Development – Technical Assistance to Micro-enterprises	Micro-enterprise Application Packets	Thomas Serrano 541-4642
Fair Housing, Housing Counseling Services, and Code Enforcement	Housing Application Packet	Rhoda Tillman 541-4666 Patricia White 541-4341
Planning Grant – Implementation of various goals, objectives and strategies to end chronic homelessness in 10 years	Planning Application Packet	Connie Jimenez 541-4246
Social Services Projects	Public Services Application Packet	Michele Ellington 541-4371
Projects related to the delivery of Emergency Shelter Services	Emergency Shelter Grant Application Packet	Connie Jimenez 541-4246

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

SUBMISSION DEADLINE

DEADLINE FOR SUBMISSION OF COMMUNITY DEVELOPMENT FUNDING

Project Title: _____

APPLICATIONS IS 5:00 P.M. ON FRIDAY, JANUARY 11, 2008. 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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ATTACHMENT I

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

34th Year
2008 - 2009

ECONOMIC DEVELOPMENT MICROENTERPRISE ASSISTANCE PROJECT

APPLICATION PACKET

CLOSING DATE for Applications: 5:00 p.m., Friday, January 11, 2008

CITY CLERK DEPT.
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ECONOMIC DEVELOPMENT MICROENTERPRISE ASSISTANCE PROJECT

The City of Paso expects to receive approximately $9 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 34th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2008. 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 CDBG project in cash from a non-CDBG funding source.

The deadline for submittal of proposals for the 34th Program Year is Friday, January 11, 2008. 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 11, 2008 in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Friday, January 11, 2008 deadline, will not be considered for 34th 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 25, 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.

CITIZEN SUPPORT

As part of the 2008-2009 application process, it is **recommended** that applicants demonstrate community/citizen support for projects (example: a petition signed by persons who would benefit by this project).

ELIGIBLE ACTIVITIES

Through this CDBG funding application, the City of El Paso is requesting proposals from qualified agencies that can provide business management and technical assistance services to microenterprises or persons developing a microenterprise within the City of El Paso.

The service provider(s) of microenterprise assistance will be responsible for providing the following specific services:

- Conduct outreach services to market and recruit microenterprises or persons developing a microenterprise that may utilize the technical assistance offered by the CD project;
- Individual business needs assessment;
- Design and implement the appropriate business management and technical assistance plans for microenterprises to be assisted; and,

- Develop materials and acquire the resources necessary to provide the technical assistance to the selected microenterprises.

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:

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Area Benefit: The microenterprise provides services to a specified residential area of which at least 51% of the residents of the area have low- to moderate-income.

Limited Clientele: The person owning or developing a microenterprise has low- to moderate income.

Job Creation/Retention: The microenterprise focuses on the creation or retention of jobs, 51% or more of which will benefit persons with low-to-moderate income.

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

Prior to the initiation of technical assistance to the microenterprise, the service provider shall conduct an individual business assessment to determine the needs/level of needs required by the microenterprise. If the results of the assessment indicate that management, technical assistance, or business training is needed, the prospective microenterprise should be capable of obtaining these services. If the level of expertise needed by the microenterprise to be assisted is beyond the applicant's capabilities, the applicant must secure professional services for technical assistance.

Microenterprise Assistance Project Design

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, supporting the satisfactory

completion of the assistance/training program. Microenterprise technical assistance activities to be conducted may include, but are not limited to, the following:

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- How to Expand an Existing Business
- How to Start a New Business
- Marketing and Sales Development
- Advertising and Promotion Development
- Business Research and Planning
- General Business Management
- Capital Formation and Business Loans
- Computerization for a Microenterprise
- Accounting and Taxation Training, i.e. Payroll and Sales
- Government Procurement and Contracting Assistance
- Human Resource Management
- Inventory Management Quality Control Implementation

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 (IRS) Code at the time of application.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

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

FINANCIAL TERMS

CDBG grants(s) will be awarded under this microentrerprise technical assistance application.

EVIDENCE OF PROJECT VIABILITY

The time frame for the CDBG 34th Year (2008-2009) Program is September 1, 2008 to August 31, 2009. 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, 2009.

City Council has adopted the following policies and procedures to ensure that proposed 34th 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) must be presented with the CDBG application.**

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Applicant Capacity

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

Schedule

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

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.

ELIGIBLE APPLICANTS

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 on page ___, and 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, 2006. 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.

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.

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(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.

COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 11, 2008 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 34th Year (2008-2009) 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?

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B. Community Development Objectives

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

C. Applicant Capacity and Performance

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

D. Feasibility

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

E. Cost of the Project

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

ELIGIBILITY AND COMPLETENESS REVIEW

These application guidelines have been designed to obtain all the information necessary for a fair analysis of each project proposed for Community Development funding. After the January 11, 2008 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 4, 2008. 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 34th Year (2008-2009) 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 6, 2008, 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 24, 2008.

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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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

For additional information regarding Ordinance No. 9779, you may contact the ADA Accessibility Coordinator, Mr. William Bennett, General Services Department, 9th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, telephone number (915) 541-4243.

APPROPRIATENESS OF APPLICATION PACKET

This packet has been developed to serve funding requests from a public agency or a private non-profit organization for Microenterprise Technical Assistance. Agencies requesting assistance for other CDBG Program funding should contact the persons listed below at the Department of Community and Human Development, City Hall, 2 Civic Center Plaza, 8th Floor:

Project Type	Appropriate Application Packet	Contact
Public Facilities	Public Facilities Application Packets	Kevin Pitts, 541-4891 Judy Sarabia, 541-4607
Fair Housing, Housing Services, and Code Enforcement	Housing Application Packet	Rhoda Tillman, 541-4666
Planning Grant - Implementation of various goals, objectives and strategies to end chronic homelessness in 10 years	Planning Application Packet	Connie Jimenez, 541-4246
Social Services Projects	Public Services Application Packet	Michele Ellington, 541-4371
Emergency Shelter Services	Emergency Shelter Grant Application Packet	Connie Jimenez, 541-4246

Applicants should submit the original and two copies of materials requested on pages __ through __ and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.).

DEADLINE FOR SUBMISSION OF COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS 5:00 P.M. ON FRIDAY, JANUARY 11, 2008. 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

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ATTACHMENT J

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PLANNING GRANT APPLICATION PACKET

THIRTY-FOURTH PROGRAM YEAR
SEPTEMBER 1, 2008 – AUGUST 31, 2009

DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
2 CIVIC CENTER PLAZA – 8TH FLOOR
EL PASO, TEXAS 79901-1196
(915-541-4643

APPLICATION CLOSING DATE: JANUARY 11, 2008

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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-FOURTH YEAR (2008-2009)
FUNDING APPLICATION

PLANNING GRANT APPLICATION

This application packet has been developed to solicit funding proposals for Planning Grants. Due to limited CDBG funding and federal regulations that impose a cap on administrative/planning expenses, the City will only consider **"Planning"** projects that relate to the following:

(1) Assisting with the strategies, goals and objectives of the City's Ten-Year Strategic Plan entitled Border Solutions: Ending Chronic Homelessness in El Paso, Texas (Attachment B, page 32) ; and

(2) Directing and oversee the U.S Department of Housing and Urban Development's (HUD) Continuum of Care funding through the Super NOFA consolidated application process.

For purposes of this application, the City of El Paso uses the HUD definition of Chronic Homelessness which follows:

A chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time. An episode of homelessness is a separate, distinct, and sustained stay on the streets and/or in an emergency homeless shelter. A chronically homeless person must be unaccompanied and disabled during each episode.

The City of El Paso, through its Department of Community and Human Development, will consider funding the position(s) of staff to work closely with the El Paso Coalition for the Homeless for the successful outcomes of the two afore-mentioned components of the City's efforts to end homelessness. The review process and evaluation criteria are described below.

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 11, 2008 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 11, 2008 deadline will not be considered for 34th Year funding. The Department of Community and Human Development (DCHD) will conduct a mandatory training workshop for Planning applicants on:

THURSDAY, SEPTEMBER 27, 2008 AT 9:00 A.M.
in the Community Development Conference Room,
on the Eighth Floor of City Hall, #2 Civic Center Plaza.

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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 Planning Application packet with you.

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.

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 acquisition, 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 acquisition, 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.

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, page 21; and Accessibility/Letter of Assurance on 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, 2006. 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.

- Agencies operating programs/services in Community Development (CD) funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

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EVIDENCE OF PROJECT VIABILITY

The time frame for the 34th Year of the CDBG Program is September 1, 2008 to August 31, 2009. In order to comply with expenditure requirements imposed by HUD, all 34th Year projects should be completed by the end of the program year on August 31, 2009.

Schedule

A project schedule will be incorporated into the Grant Agreement should the CDBG funds be awarded. Failure to comply with the schedule could result in the revocation of the funding awarded by 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.

Applicant Capacity

In the CDBG application, the applicant agency must describe the agency's previous experience, if any, in implementing planning related projects such as the one being proposed. Implementation means carrying out the Project Tasks and Objectives as they relate to the City's Ten-Year Strategic Plan entitled Border Solutions: Ending Chronic Homelessness in El Paso, Texas and the HUD Consolidated Continuum of Care Application. If the agency has no experience in this regard, the services of a consultant with appropriate experience should be obtained. The applicant must also state the agency's experience in administering the type of project 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.

Acceptance of Terms and Conditions

All applicants must submit with the application an Acceptance of Conditions and Terms Form, page 19, signed by an authorized representative of the applicant.

COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 11, 2008, 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 48 and 49, is the Completeness Checklist that the Department of Community and Human Development will use to review Planning applications).

All applicants must submit a detailed agency and project budget for analysis. The following forms are to provide a complete picture of the project and the way it relates to the agency's overall financial/budget position. This information also provides an overview of the agency's financial state and management capacity. For this reason, the information is requested not only on the proposed Community Development project, but also on the agency as a whole. This will facilitate two important elements in the review process: analysis of agency's current commitments and an assessment of the

impact Community Development funds will have on the agency and the agency's ability to manage those commitments and funds.

Complete the budget pages by providing detailed and clear financial information on all elements of the proposed project. If a budget page does not apply to the project, mark it as "Not Applicable" and include it in your submission. Check your arithmetic. Make certain that supporting pages match the figures on the budget. Make certain that your budget relates directly to your project description.

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 34th Year (2008-2008) 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. The funding requests will be evaluated utilizing the following criteria:

A. Nature and Severity of the Problem
- Is there citizen support for the proposal?
- How does the project related to other CD projects accomplished or proposed?

B. Community Development Objectives
- Has the applicant's narrative communicated an understanding of the chronically homeless population
- Does the proposal presented by the applicant conforms to HUD's policy priorities, strategic goals and the City's high priorities?
- 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 planning 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)?
- Are the budget line items realistic and justified? Is the budget adequate?
- 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?

D. 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 (in the manner in which the homeless problem will be addressed)?
- Is there any other less expensive acceptable solution?

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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 11, 2008, 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 4, 2008. 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 34th 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 6, 2008, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2008-2008. 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 24, 2008.

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

Connie Jimenez, Grant Planner
Department of Community and Human Development
El Paso City Hall
#2 Civic Center Plaza - 8th Floor
El Paso, Texas 79901-1196
Telephone No. (915) 541-4643

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For additional information regarding Ordinance No. 9779 you may contact the ADA Accessibility Coordinator, Mr. William Bennett, General Services Department, 9th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, Voice/Fax number (915) 541-4243.

APPROPRIATENESS OF APPLICATION PACKET

This packet has been developed to request Planning Grant Proposals from public agencies or private non-profit organizations. Agencies requesting assistance for other CDBG Program funding should contact the following appropriate offices, located in the Department of Community and Human Development, City Hall, 2 Civic Center Plaza, 8th Floor:

Project Description	Appropriate Application Packet	Contact
Economic Development – Technical Assistance to Micro-enterprises	Micro-enterprise Application Packets	Tom Serrano, Senior Grant Planner (915) 541-4642
Housing Services, Code Enforcement or Fair Housing	Housing Application Packet	Rhoda Tillman, CDBG Contract Administrator (915) 541-4666
Public Facilities Projects	Public Facilities Projects Application Packet	Kevin Pitts, Grant Planner (915) 541-4891
Projects related to the delivery of Social Services	Social Services Application Packet	Michele Ellington, Grant Planner (915) 541-4371
Projects related to the delivery of Emergency Shelter Services	Emergency Shelter Grant Application Packet	Connie Jimenez, Grant Planner (915) 541-4246

Applicants should submit the original and two copies of materials requested on pages 9 through 22 and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.).

DEADLINE FOR SUBMISSION OF COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS 5:00 P.M. ON FRIDAY, JANUARY 11, 2008. 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

07 AUG 20 PM 2:41
CITY CLERK DEPT.

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ATTACHMENT K

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

34th Year
2008-2009

DEPARTMENTAL

APPLICATION PACKET

FOR

PUBLIC FACILITIES AND IMPROVEMENTS

CLOSING DATE for Applications and Cost Estimates: 5:00 p.m., Friday, January 11, 2008

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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

THIRTY-FOURTH YEAR (2008-2009) FUNDING APPLICATION

CITY DEPARTMENTS PUBLIC FACILITIES AND IMPROVEMENTS PROJECTS

The City of El Paso expects to receive approximately $9,000,000 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 34th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2008. 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 and Improvements: The City's 34th 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.

The following types of project proposals **WILL NOT** be eligible for funding in the 34th Year (2008-2009):

1. Proposals involving acquisition of real property (land and/or buildings);
2. **Construction of new public facilities;**
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 Judy J. Emmons, Grants Planner, or Judy G. Sarabia, Senior Grants 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 34th Program Year is ***Friday, January 11, 2008.*** 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 11, 2008 deadline, will be incomplete and will not be considered for 34th Year funding.

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

Tuesday, September 25, 2007 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 2008-2009 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 11, 2008***, 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.

   NOTE: All City departments seeking CDBG assistance for the 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 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 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 34th Year of the CDBG Program is ***September 1, 2008 to August 31, 2009***. To comply with expenditure requirements imposed by HUD, all 34th Year projects should be substantially completed by the end of the program year on ***August 31, 2009***. If City Council decides to award funding in phases, the phase funded in the 34th Year must be substantially completed by ***August 31, 2009***, 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 34th Year (2008 - 2009) 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 11, 2008*** 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 4, 2008***. 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 34th Year (2008-2009) 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 6, 2008, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2008-2009. 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 24, 2008.

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

APPLICATION DEADLINE

- Closing date for Community Development Public Facilities – Departmental CDBG applications (Including Project Cost Estimates from the Engineering Department) is **5:00 P.M., Friday January 11, 2008**.
- 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:

Ms. Judy J. Emmons, Grants Planner, or Ms. Judy G. Sarabia, Senior Grants 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 L

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

34th YEAR (2008-2009)

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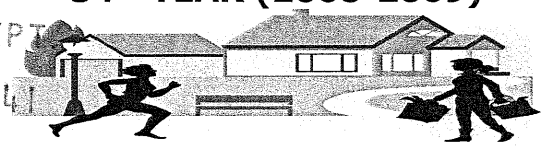

CITIZEN REQUEST FORM

The City of El Paso wants to know how we can help to improve your neighborhood. It is estimated that the City will receive approximately $2.5 million from the Federal Government (HUD) for the 34th 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 16, 2007

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. THE APPROPRIATE CITY DEPARTMENT SUBMITS THE FORMAL APPLICATION FOR THE PROJECT.

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

Projects requiring the purchase of land, property or equipment;
Resurfacing streets; repairing pot holes; paving alleys; moving railroad tracks; cleaning streets, alleys or drainage canals. (Contact: Street Department at 621-6750)
Traffic signs; controls; speed bumps; etc. (Contact: Engineering Dept. Traffic Division at 541-4050)
To report litter; trash accumulation; weeds; and etc. violations on private property. (Contact: Environmental Enforcement Division at 541-4386).
To report abandoned homes. (Contact: Building Permits and Inspections at 541-4800)

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 10, 2007 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 16, 2007

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

Continued on back

REQUEST FORM

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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 16, 2007.*

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 Dept. 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, 2008.

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 XXXIV AÑO (2008-2009)

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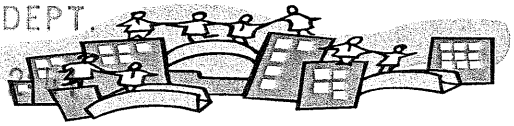

FORMA DE PETICIÓN CIUDADANA

La Ciudad de El Paso desea saber de que manera puede ayudarle a mejorar su vecindad. Se estima que la ciudad recibirá aproximadamente $2.5 millones del gobierno federal (HUD) por el año 34 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, 16 DE NOVIEMBRE DE 2007 A LAS 5:00 PM

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;
Repavimentación de calles; obras de bacheo; pavimentación de callejones; reubicación de villas de ferrocarril; limpieza de calles y callejones (Contacto: Departamento de Calles al 621-6750)
Señales de tráfico; topes de velocidad; etc. (Contacto: Departamento de Ingeniería/División de Trafico al 541-4050)
Para denunciar acumulación de basura; hierbas; infracciones en fincas particulares; etc. (Contacto: División de Vigilancia Ecológica al 541-4386)
Para denunciar casas abandonadas; (Contacto: Permisos e Inspecciones de Obras al 541-4800)

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, 10 de octubre de 2007 a las 6:00 p.m.
Sala del Cabildo - Ayuntamiento, 2ndo Piso
Esquina de las Calles Santa Fe y Missouri

Usted también puede usar esta forma para presentar su petición. Envié 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, 16 DE NOVIEMBRE 2007 A LAS 5:00 P.M.

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

Continué

FORMA DE PETICIÓN

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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, 16 de noviembre de 2007.

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 2008.

Envié 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

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 %** _____

ATTACHMENT M

(2008-2009) EMERGENCY SHELTER GRANT
LETTER OF INTENT

CITY CLERK DEPT.
07 AUG 20 PM 2:42

Letter of Intent packets are available from September 7 through October 1, 2007. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5pm on October 1, 2007.** Late or incomplete packets will not be accepted, and no application will be accepted without a Letter of Intent. If any entity outside your agency will provide any services under the proposed project, they must be listed on this form. Applications will not be accepted with partners/consultants/contractors that were not included in this Letter of Intent. Once your packet has been reviewed, you will be contacted. If it is accepted, your Executive Director, Program Director or Grant Writer will be required to attend a training session on October 10, at which you will be given the complete application packet. The full application is due November 26, 2007. Please make certain the contact information is correct.

Agency Name			
Agency Address			
Director's Name			
Name(s) Partners/ Consultants/Contractors that will provide services under this contract			
Project Name			
Project Address			
Contact's Name			
Phone Number		Fax Number	
E-Mail Address		Web Page Address	

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, 2006
_____ Signed Letter of Understanding

CITY CLERK DEPT.
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ATTACHMENT N

FY 2008-2009 Emergency Shelter Grant Application

CITY CLERK DEPT.
07 AUG 20 PM 2:43

2008-2009 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 2008-2009 Program Year. The contract period is from September 1, 2008 to August 31, 2009. 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 Community Development (CD) funding. ESG funds are allocated to agencies using this application process. Letter of Intent format sheets were made available on the 8th Floor Community and Human Development office at City Hall (2 Civic Center Plaza) from 8:00 a.m. September 7, 2007 through 5:00 p.m. October 1, 2007. They were due back in the Community and Human Development office, 8th Floor, City Hall by 5:00 p.m. October 1, 2007. Eligible applicants were invited to the RFP training on October 11, 2006 where complete application packets have been provided. **Application packets are due by November 26, 2007. No late or incomplete submissions of the Application will 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.
- Applicant must have non-profit, tax-exempt status under Section 501(c)3 of the Internal Revenue Service Code at the time of application or be a governmental agency.
- 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. ESG recipients using program funds to provide essential services must carry on the assisted activities for the period during which ESG assistance is provided.
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.

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- Each private, non-profit 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 non-profit 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 $5 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 <u>$10,000</u>.
- 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 <u>before the funding can be approved</u>. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the <u>fully completed</u> form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for <u>all sites</u> 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.
- 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, 2006.
- 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. However, collaboration must happen prior to the submission of the Letter of Intent and the proposal must reflect the collaborative nature of the joint project. The fiscal administrator for the proposed project must be clearly designated in the proposal, as only one contract will be written for any joint project.
- Applicants currently receiving ESG 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 schedule below) in order to be considered for funding.
- Applicants must be on time and attend every meeting of the Emergency Shelter Grant Collaborative in order to retain their vote.
- Applicants must participate in the collaborative process. Applicants are required to sign out applications under the ESG Collaborative. Technical assistance is available upon request from CD staff.

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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.

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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:

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1. Demonstrate a project history of successful implementation and budget management.
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. Additional consideration will be given to projects submitted by agencies that:

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 at the training workshop is required to be considered for funding.** The workshop will be held at the Child Crisis Center, 2100 N. Stevens. **If you require any special accommodations during the training, please contact us as soon as possible so we can make any necessary arrangements.**

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- RFP Training (all ESG grantees) October 10, 2007 9:00 a.m.-Noon

A supplementary training for completion of the application will be held on November 12, 2007 in the Community Development Conference Room on the 8th Floor of City Hall. 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, 2008.

Organizational Collaborative Meeting:

- Emergency Shelter Grant Collaborative, Child Crisis Center, 2100 N. Stevens 10-19-07 10:00 - 11:00 a.m.

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. Individuals serving as officers during the prior program year may not be re-elected for the new program year. 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 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. 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.

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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 a proposal for funds is a voting member; only one representative for each agency may vote in the ESG Collaborative. 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 proposal by the collaborative consists of three components:

- Written proposal
- Verbal presentation by the applicant
- Questions to resolve any issues with the proposal or presentation

Proposal review must be made within the context of the established values. Written proposals should be distributed at least one week before the verbal presentations, to permit adequate time for review. Verbal presentations should be limited to either five or ten minutes each, decided in advance and timed. The question and answer sessions should be limited to either ten or fifteen minutes each, decided in advance and timed. Additional time may be scheduled for unanswered questions or concerns on majority vote.

Voting on Budget Allocation:
Only one representative from each voting member agency (hereafter, referred to as, "voter") may vote. Each voter will develop a budget for the collaborative based on the funding block. The minimum amount a voter may allocate to an applicant is either $0 or $10,000 (for example, a voter cannot allocate $4,000 to a program). If the voter recommends $0 funding, or an increase

or decrease of more than 5% of the current ESG program budget, the voter must provide a brief written explanation for these decisions on their ballot sheet. These explanations must directly tie to the Priorities and/or the Values listed above. Votes that do not add up to the correct amount, contain improper votes (such as an amount between $0 and $9,999), or do not have relevant supporting explanations will be rejected.

CD staff will compile voters' budgets. After the votes are compiled, the highest and lowest amount recommended for each applicant is eliminated, and the remaining numbers, including any "$0" recommendations, are averaged. Any applicant who received a recommendation below $10,000 is changed to a recommendation of $0. The allocations should be totaled.

If the total amount is beneath the total allocated to the collaborative, the remaining blocked funds are negotiated. They may be used to bring applicants recommended for amounts less than $10,000 up to the $10,000 minimum, or to increase funding for projects of a particular importance to the collaborative's mission. Applicants that have received a funding recommendation of $0 are still voters and may participate in negotiations.

If the draft budget amount is in excess of the total blocked funds, then it will be necessary to negotiate where the cuts will be made to meet the funding block. Bear in mind that any project recommended for greater than $0 funding must be recommended for at least $10,000 by the completion of the final budget.

Once negotiations are complete, the chair 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 budget, 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 recommendation to the staff who will forward it to the CD Steering Committee. 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 2008-2009 Year application period is from the Letter of Intent release on September 7, 2007 through City Council's Final Budget decision on or about June 24, 2008. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

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

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past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. These comments will be provided to both the collaboratives 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 the complete application packets for all emergency shelter 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, as well as the recommendations from the ESG Collaborative regarding the distribution of funds. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. Accordingly, the Steering Committee will hold an open meeting to review the ESG proposals.

During the meeting for the review of the ESG Collaborative, 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*

At the conclusion of the comments, the Steering Committee will then critically review the ESG Collaborative recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds under 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 2008-2009 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.

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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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CITY OF EL PASO
COMMUNITY DEVELOPMENT

(PLANNING SCHEDULE - 34TH YEAR (2008-2009) COMMUNITY DEVELOPMENT PROGRAM

ATTACHMENT O

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

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2007

Thursday, August 16	5:30 p.m. Steering Committee meets to review proposed 34th Year Policies and Procedures in the CD Conference Room, 8th Floor, City Hall.
Tuesday, August 28	City Council to adopt Policies and Procedures for 34th Year Planning Process.
Monday, September 3	**LABOR DAY HOLIDAY!**
Sunday, September 2 Thursday, September 6	Publications of newspaper ad about Citywide Public Hearing and availability of Letter of Intent and application packets for Community Development (CD) and Emergency Shelter Grant (ESG) funding requests.
Friday, September 7	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 12	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.
Sunday, September 16 Sunday, September 23	Publications of newspaper ad for Citywide Public Hearing.
Wednesday, September 19	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.
Tuesday, September 25	Training workshop for applicants for Public Facilities 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.
Thursday, September 27	Training workshop for applicants for Planning projects - 9:00 a.m. to noon – CD Conference Room.
Monday, October 1	**Deadline (at 5:00 p.m.) for submission of Letters of Intent from CDBG Social Service and ESG Agencies to the Department of Community and Human Development.**
Wednesday, October 3	Training workshop for applicants for Housing projects – 1:00 p.m. to 5:00 p.m. - CD Conference Room.
Wednesday, October 3	Letter of Intent Notifications mailed to Social Service Agencies
Thursday, October 4	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 34th Year planning process.
Monday, October 8	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 10	ESG Training Workshop – 9:00 a.m. to noon, at the Child Crisis Center, 2100 N. Stevens Avenue
Wednesday, October 10	**Citywide Public Hearing - 6:00 p.m. - City Hall - Council Chambers, 2nd Floor.**
Monday, October 15	9:00 a.m. – Administrative Collaborative Meeting for Economic Opportunities at El Paso Rehabilitation Center, 1101 E. Schuster Avenue.
Tuesday, October 16	9:00 a.m. - Administrative Collaborative Meeting for Children & Youth Support & Development Services at Assistance League of El Paso, 2827 E. Yandell Drive.
Wednesday, October 17	9:00 a.m. - Administrative Collaborative Meeting for Seniors and Person with Disabilities at Visiting Nurse Association, 4171 N. Mesa Street, Building D, Suite 500.
Wednesday, October 17	2:00 p.m. - Administrative Collaborative Meeting for the Neighborhood Revitalization Strategy Area (NRSA) at the Leona Ford Washington Community Center, 3400 E. Missouri Avenue.
Thursday, October 18	9:00 a.m. - Administrative Collaborative Meeting for Mental and Medical Health Services at Hospice of El Paso, 1750

Curie Drive, B. Herring Room.

Friday, October 19 — 9:00 a.m. - Administrative Collaborative Meeting for Homeless, Emergency Shelter & Housing at Child Crisis Center, 2100 N. Stevens Avenue.

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10:00 a.m. Emergency Shelter Grant Collaborative Meeting at Child Crisis Center, 2100 North Stevens Avenue.

Tuesday, October 30 — Make-up training workshop (if necessary) for applicants for Housing projects – 1:00 p.m. to 5:00 p.m. - CD Conference Room.

Tuesday, November 6 — Make-up training workshops (if necessary) for applicants for Public Facilities projects (9:00 a.m. to noon) and Economic Development projects (1:30 p.m. to 4:30 p.m.) - CD Conference Room.

Thursday, November 8 — Make-up training workshop (if necessary) for applicants for Planning projects (2:00 p.m. to 3:30 p.m.) in the CD Conference Room.

Monday, November 12 — Supplementary training for the CDBG Social and ESG Services RFP at a non-profit agency location yet to be determined. Attendance by RSVP only (will be canceled if no one RSVPs).

Friday, November 16 — **Deadline at 5:00 p.m., for submission of Citizen and City Representatives' Requests to the Department of Community and Human Development.**

Wednesday, Nov. 21 — Deadline for 2006-2007 Consolidated Annual Performance & Evaluation Report (CAPER) to be provided to the City Manager for signature.

November 22 & 23 — **THANKSGIVING DAY HOLIDAYS!**

Monday, November 26 — **Deadline (at 5:00 p.m.) for submission of Social Service and ESG proposed 2008-2009 projects, to the Department of Community & Human Development.**

Tuesday, December 25 — **CHRISTMAS DAY HOLIDAY!**

2008

Tuesday, January 1 — **NEW YEAR'S DAY HOLIDAY!**

Wednesday, January 2 — Staff proposal review of ESG and public service projects submitted to collaboratives.

Friday, January 11 — **Deadline (at 5:00 p.m.) for submission of 34th Year Housing, Economic Development, Planning, Non-Profit Public Facilities and City Departmental application packets. No extensions. Applications determined to be incomplete at this time will be disqualified from funding consideration.**

Monday, January 14 — **MARTIN LUTHER KING JR.'S BIRTHDAY HOLIDAY!**

Thursday, January 17 — 5:30 p.m. - Steering Committee meets to adopt preliminary schedule for review of 34th Year proposals in the CD Conference Room, 8th Floor - City Hall.

Friday, January 18 — 9:00 a.m. – 3:00 p.m. - ESG Collaborative reviews 2008-2009 ESG Proposals at the Child Crisis Center, 2100 N. Stevens.

Friday, February 1 — **Deadline for submission of recommendations from ESG and Public Service Collaboratives.**

Monday, February 4 — List of eligible and ineligible proposals distributed to City Council and the Steering Committee.

Tuesday, February 5 — 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 7 — 5:30 p.m. - Steering Committee review of Children and Youth Services Proposals in the CD Conference Room, 8th Floor - City Hall.

Tuesday, February 12 — 5:30 p.m. - Steering Committee review of Economic Opportunities Services and NRSA Proposals in the CD Conference Room, 8th Floor - City Hall.

Thursday, February 14 — 5:30 p.m. - Steering Committee review of Homeless, Emergency Shelter and Housing Services and Emergency Shelter Grant Proposals in the CD Conference Room, 8th Floor - City Hall.

Tuesday, February 19 — 5:30 p.m. - Steering Committee review of Mental and Medical Health Services Proposals in the CD Conference Room, 8th Floor - City Hall.

Thursday, February 21 — 5:30 p.m. - Steering Committee review of the Services to Seniors and Persons with Disabilities Services Proposals in the

	CD Conference Room, 8th Floor - City Hall.
Wednesday, February 27	**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 6	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.
March 10–14	**SPRING BREAK**
Wednesday, March 19	5:30 p.m. - Steering Committee review of Accessibility, Street and Drainage Improvement and Non-Profit Public Facilities projects in City Council Chambers, 2nd Floor - City Hall.
Wednesday, March 26	5:30 p.m. - Steering Committee review of City Department projects in City Council Chambers, 2nd Floor - City Hall.
March 31 - April 4	**HOLY WEEK!**
Tuesday, April 8	5:30 p.m. - Steering Committee and Staff budget deliberations in CD Conference Room, 8th Floor – City Hall.
Thursday, April 10	5:30 p.m. – Steering Committee and Staff budget deliberations (if necessary) in CD Conference Room, 8th Floor – City Hall.
April 13 – 19	**NATIONAL COMMUNITY DEVELOPMENT WEEK!**
Monday, April 14	Budget recommendations from CD Steering Committee and staff submitted to City Council.
Tuesday, May 6	**At the regular City Council meeting in Council Chambers, City Council conducts a public hearing to adopt the 2008-2009 proposed budgets for CDBG, ESG and HOME as part of the Annual Action Plan Draft for publication in the El Paso Times.**
Sunday, May 11	Proposed 34th Year Budget and Annual Plan of the Consolidated Plan published in newspaper. Citizens have 30 days to comment.
Monday, May 26	**MEMORIAL DAY HOLIDAY!**
Friday, June 13	**Deadline (at 5 p.m.) for written comments on the Budget and Annual Plan of the Consolidated Plan.**
Tuesday, June 24	**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 & 34th Year Budget.**
Friday, July 4	**FOURTH OF JULY HOLIDAY!**
Thursday, July 10	Annual Plan of the Consolidated Plan must be mailed out to HUD by this date.

8/17/2007

CITY CLERK DEPT.
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