

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

**DEPARTMENT:** Community and Human Development

**AGENDA DATE:** August 29, 2006

**CONTACT PERSON/PHONE:** Nathalie Prise/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 33rd Year (2007-2008) Community Development Block Grant (CDBG) Program and for the 2007-2008 Emergency Shelter Grant (ESG) Program, and to establish three different deadlines for the submission of all 2007-2008 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 2007, with City Council's adoption of the Annual Action Plan for 2007-2008. The planning process will begin on **September 5, 2006**, 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 is likely to continue. The City has attempted to counteract the reduction in entitlement grant funding by enacting substantial changes to its application packets in order to control the number and types of requests the City would receive for the continually reduced amount of funds that have been available for new projects. The 32<sup>nd</sup> Year budget that was recommended by the Steering Committee and adopted by City Council in June 2006 pre-committed \$2,178,224 in the 33<sup>rd</sup> Year. The CD Department is projecting that approximately \$2.5 million will be available for new projects in the 33<sup>rd</sup> Year. It is therefore essential that we continue to adopt policies that will provide for the most judicious use of these dwindling funds. **The proposed policies and priorities (described below) are recommended by the Community Development Steering Committee and Community Development staff:**

**COMMUNITY DEVELOPMENT**

**CDBG Social Services**

This will be the 12<sup>th</sup> year that the City will emphasize a collaborative approach to the distribution of CDBG social service funds. A copy of the proposed **Social Service Funding Application** is attached for your information and review (**Attachment A**). The only major changes from last year's application is a proposed raise in agency cash match requirements from 15% to 20% and disallowing the practice of agencies utilizing other funding sources administered by the CD Department as cash matches, such as ESG funds. The purpose of these changes is to place a larger share of the service costs on the requesting agency and to encourage agencies to seek funding sources other than City entitlement grant funds.

**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. Since the total amount of the Social Service budget has not been determined, the CD Staff and the Steering Committee agreed on using the percentage figures recommended by City Council, and utilized since FY 2005 and shown below, for the five

social service categories:

	<u>33<sup>rd</sup> Year</u>
Children and Youth Support and Development Services	<b>21.8%</b>
Seniors and Persons with Disabilities Services	<b>18.7%</b>
Mental and Medical Health Services	<b>23.3%</b>
Homeless, Emergency Shelter and Housing Services	<b>22.6%</b>
Economic Opportunities Services	<b>13.6%</b>

Proposals under \$25,000: The policy of not awarding a contract less than \$25,000 continues to be in effect and valid particularly from an auditing and monitoring viewpoint. However, agencies are permitted to subcontract to other provider agencies for any amount deemed appropriate for the services purchased. This option is mentioned in the rules for the process.

**The deadline for submittal of the social service proposals will be November 27, 2006.** Subsequent to that date, 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 2, 2007.

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).

#### **Housing, Public Facilities, Economic Development, City Department, Planning, Citizen Requests and Neighborhood Association Requests**

Although social services attract a great deal of attention, the greater part of the annual CDBG budget is actually utilized for public facilities, housing, economic development and City Department projects. The Community Development Department publishes application packets for each of these categories, as well as citizen and neighborhood association request forms. Plus, this year we have also created a new Planning Application packet for projects specifically designed to assist with the strategies, goals and objectives of the City's Ten-Year Strategic Plan to End Chronic Homelessness. It is vital that this mission be supported by allowing the opportunity for planning projects that further this cause. Copies of the application guidelines for each of these categories are provided for your information (**Attachments B, C, D, E, F, G and H**).

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. On July 1, 2005, the City failed to meet the required CDBG expenditure levels and was put on a workout plan. The City could face 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. HUD encourages grantees to fund 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.

**Housing Application Packet (Attachment B)** – In order to avoid duplication of funding and to stretch the limited dollars available from HUD, it is recommended that City Council limit the type of housing projects that can be considered for CDBG funding to the following:

1. New construction by CBDOs (Community Based Development Organizations) that produce new housing exclusively for the homeless and/or persons with disabilities. Such project applications must include supportive services for the targeted population and a plan as to how services will be provided. Rationale: Under any circumstances, new housing construction is only eligible under the federal CDBG regulations when carried out by CBDOs. New housing for homeless and/or persons with disabilities is so critically needed that it merits being considered for the use of CDBG funds.

2. Rehabilitation activities that produce new housing units exclusively for the homeless and/or persons with disabilities. Such project applications must include supportive services for the targeted population and a plan as to how services will be provided. Rationale: CDBG program income funds (and HOME grant funds) are already available for rehabilitation of rental housing under the City's Housing Rehabilitation Program, and all applicants for rehabilitation can be directed to that source. However, the production of new housing units for homeless and/or persons with disabilities is such a critical need that it merits the use of CDBG funds under this category also.
3. Housing services projects that work in conjunction with the City's First-time Homebuyers Program.

One recommended change from last year's Housing packet is eliminating real property acquisition that produces new rental housing as an eligible activity. Due to past problems with the City's spend rate, the lengthy, time-consuming effort of purchasing land is no longer a recommended activity, as it negatively affects the City's ability to spend its CDBG funds in a timely and efficient manner.

**Public Facilities Application Packet (Attachment C) and Economic Development Application Packet (Attachment D)** – Last year, 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 33<sup>rd</sup> Year.

**City Department Application Packet (Attachment E)** – CD once again recommends that all City Departments be restricted to the submission of 16 requests each. This figure represents an amount that can incorporate approximately two requests from each Representative District, while at the same time obliging Departments to prioritize their requests instead of submitting lengthy "wish lists." Additionally, this year, it is recommended that the purchase of fire equipment and/or the rehabilitation or new construction of fire stations not be considered eligible for 33<sup>rd</sup> Year CDBG funds, as it was determined by City Administration that the Fire Department should pursue alternative sources of funding for these types of activities.

**Planning Application Packet (Attachment F)** – This new application packet is designed specifically for projects that will assist with the implementation of the City's Ten-Year Strategic Plan to End Chronic Homelessness, as mentioned earlier in this explanation.

**Citizen Request Form (Attachment G)** – No major changes to this form.

**Neighborhood Association Request Form (Attachment H)** – No major changes to this form.

Applicants will once again be directed to coordinate their proposed projects through recognized neighborhood associations when feasible, with the purpose of establishing broad-based support for their projects through these associations. Also, the City will once again include a Performance Measurement System in its 33<sup>rd</sup> Year application packets. HUD is requiring that CDBG entitlement cities implement a performance measurement system to reflect a way to gauge success in each city's jurisdiction by having each applicant address expected outcomes/benefits that will result from their projects after completion. Applicants will be expected to track the outcomes over time to report on results if the project is eventually funded.

### **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. This will be the tenth year that the ESG planning process (please see ESG guidelines, **Attachment I**) virtually mirrors the collaborative process utilized for CDBG social services. Accordingly, this year's ESG application includes the descriptions of both the collaborative and the Steering Committee review processes.

There are three major changes being recommended in the 2007-2008 ESG application packet:

- 1) Disallowing the practice of agencies utilizing other CD-administered funding sources as cash matches, such as the CDBG Social Service funds;
- 2) Removing "Renovation, Major Rehabilitation, or Conversion of Buildings" as an eligible ESG activity due to dwindling entitlement grant funding, with the dual purpose of utilizing ESG funding for direct services instead of building repairs; and
- 3) Raising the minimum funding amount for an ESG project from \$7,500 to \$10,000, due to the staff time and costs associated with managing an ESG agency contract.

Aside from the above-mentioned changes, there are no other significant revisions recommended in this year's ESG application packet.

### PLANNING SCHEDULE AND DEADLINES

As mentioned previously, the solicitation of proposals for the 33<sup>rd</sup> Year CDBG Program Year and the FY 2007 ESG Program will begin on September 5, 2006. A preliminary Planning Schedule is attached for your information (**Attachment J**). Your attention is called to the following three deadlines:

**November 27, 2006 (at 5:00 p.m.)** – Final date that CDBG Social Service applications and Emergency Shelter Grant applications may be submitted to the Department of Community and Human Development;

**December 8, 2006 (at 5:00 p.m.)** – Final date that Citizen requests, Neighborhood Association requests and City Representative requests may be submitted to the Department of Community and Human Development; and

**January 12, 2007 (at 5:00 p.m.)** – Final date that 33<sup>rd</sup> Year Housing, Economic Development, Public Facilities, City Department and Planning application packets may be submitted to the Department of Community and Human Development.

City Council is asked to approve these dates with no extensions to be granted. Maintaining the deadlines are important because the City is required to submit the application for 2007-2008 to HUD no later than July 10, 2007.

**PRIOR COUNCIL ACTION:**

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

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

**AMOUNT AND SOURCE OF FUNDING:**

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

Not applicable.

**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**

These 2007-2008 CDBG/ESG policies and procedures were unanimously approved by the Community Development Steering Committee on August 22, 2006.

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_

(Example: *Nathaniel Price*  
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

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

That, City Council adopt policies and priorities for the 33rd Year (2007-2008) Community Development Block Grant (CDBG) Program and for the Fiscal Year 2007 Emergency Shelter Grant (ESG) Program, all such policies and priorities attached hereto as A through I; that City Council establish November 27, 2006 as the deadline for the submission of all CDBG Social Service and ESG application packets; that City Council establish December 8, 2006 as the deadline for City Representative requests and citizen and neighborhood association request forms; and that City Council establish January 12, 2007 as the final deadline for the submission of 33rd Year CDBG Housing, Economic Development, Public Facilities, Planning and City Department application packets.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

CITY OF EL PASO

\_\_\_\_\_  
John F. Cook,  
Mayor

ATTEST:

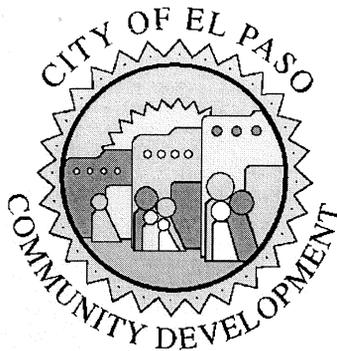
\_\_\_\_\_  
Richarda Duffy Momsen,  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Matt Watson  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Nathalie Prise, Director  
Community and Human  
Development



## ATTACHMENT A

# THIRTY-THIRD YEAR (2007-2008)

## 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 33rd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2007. Federal regulations stipulate that a maximum of 15% of the annual CDBG funding may be allocated to public services, making approximately \$1.2 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. Applicants will be required to provide 20% of the cost of the CDBG project in cash from a non-CD/ESG funding source.

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 8<sup>th</sup> Floor Community Development office at City Hall from 8am September 5, 2006 through 5pm October 2, 2006. Letter of Intent packets were due in the Social Services Office, 8<sup>th</sup> Floor, City Hall (2 Civic Center Plaza) by 5:00 p.m. October 2, 2006. Eligible applicants were then invited to the RFP training where the application packets were distributed. Applications are due November 27, 2006. Late or incomplete submissions of the Application will not be considered for funding.

### PROJECT ELIGIBILITY

#### Federal eligibility requirements:

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

#### Local eligibility requirements:

- The minimum funding for a project will be \$25,000.
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.

- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
- 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, 2005.
- Applicants must demonstrate commitment to the program through the provision of a cash match of at least 20% of the overall project cost. These matching funds may not come from any other CDBG or ESG funds.
- 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 other than licensed child care will be considered for unit-based billing, all other funded projects will be based on reimbursement of actual expenses.**
- Applicants in the Homeless Collaborative must be participants in the Homeless Management Information System (HMIS).

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

- Applicants must demonstrate compliance with City Council's Priorities for CDBG Social Services Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. However, collaboration must happen prior to the submission of proposals 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.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through 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, and cannot be dependent or subsidiary to another proposal, or provide essentially the same services as another proposal. Projects that are dependent or subsidiary to one another should be submitted as a single project. No project can be submitted under more than one category.
- Applicants must submit a complete letter of intent and application packet by the deadlines or the project will not be considered for funding.
- Applicants must attend all required training (see training, below) in order to be considered eligible to apply.
- Applicants must be on time and attend every meeting of their collaborative in order to retain their vote.

## COLLABORATIVES AND DISTRIBUTION OF FUNDS

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

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

## CITY COUNCIL'S PRIORITIES FOR CDBG SOCIAL SERVICE ALLOCATIONS

**City Council has based the priorities below on the premise that**

- a healthy local economy can promote the quality of life for all El Pasoans, and
- strong neighborhoods and strong families promote a healthy economy, safe communities, and productive citizens, and
- attractive parks and community centers promote strong families and neighborhoods, and
- educated young persons with strong characters promote strong families and neighborhoods as well as a healthy economy, and

- families and persons free of the effects of physical and mental illness and disabilities promote strong families and neighborhoods, and
- a community friendly to older populations is attractive to persons seeking a community in which to retire and is attractive to corporations and businesses interested in marketing to aging baby boomers, and
- reducing the number of homeless persons will increase the community's attractiveness to persons and corporations wishing to relocate to El Paso

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

**Economic Opportunities Priorities:**

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

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

**Health Priorities:**

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

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

**Seniors and Disabled Priorities:**

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

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

**Children and Youth Priorities:**

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

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

**Homeless Priorities:**

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

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

## VALUES FOR PROPOSAL CONSIDERATION

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

### COLLABORATIVE VALUES

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

### 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 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 YWCA, 1600 N. Brown. **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, those needing detailed instruction)      October 9, 2006 9am-Noon
- ◆ RFP Training (experienced grantees, primarily question & answer)      October 9, 2006 2pm-5pm

A supplementary training for completion of the application will be held on November 13, 2006 by RSVP only, and will be canceled if no reservations are made.

## COLLABORATIVE PROCESS

The Collaboratives will implement the Collaborative Process detailed below. Following discussion of proposals the collaboratives will make recommendations for funding within the targeted amounts to the Steering Committee (CD's advisory group) by January 30, 2007.

### Organizational Collaborative Meetings:

- Economic Opportunities at El Paso Rehab Center, 1101 E. Schuster      10-16-06      9AM
- Children & Youth Support & Dev at Center of the Deaf, 6585 Montana, Bldg R      10-17-06      9AM
- Seniors & Persons w/Disabilities at VNA, 4171 N. Mesa Street, Bldg D, St 500      10-18-06      9AM
- Mental & Medical Health Services at Hospice, 1750 Curie Drive      10-19-06      9AM
- Homeless, Emergency Shltr & Housing at Child Crisis Center, 2100 N. Stevens      10-20-06      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.

### 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.

**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.

#### **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 33<sup>rd</sup> Year application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 26, 2007. 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*

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 33rd 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.

## NEIGHBORHOOD ASSOCIATION MEETINGS

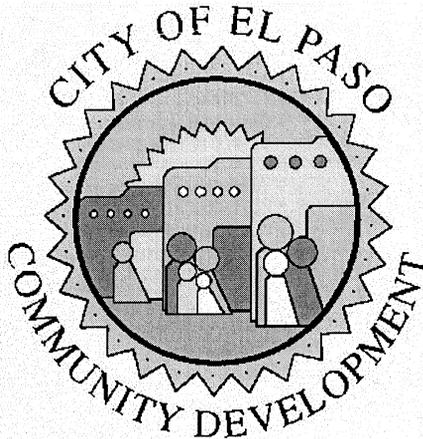
If you would like to make a formal presentation to a registered Neighborhood Association to familiarize them with your project, please call for a list of Neighborhood Associations in your area:

Neighborhood Services Division  
Department of Community and Human Development  
2 Civic Center Plaza, 8<sup>th</sup> Floor  
El Paso, Texas 79901  
Ph. 541-4377, fax 541-4028  
Website: <http://www.elpasotexas.gov/neighborhoodsfirst/default.asp>

## 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@ci.el-paso.tx.us](mailto:EllingtonME@ci.el-paso.tx.us)



**Attachment B**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
THIRTY-THIRD YEAR (2007-2008) FUNDING APPLICATION  
HOUSING PROJECTS**

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 33rd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2007. 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.

The deadline for submittal of proposals for the 33rd Program Year is Friday, January 12, 2007. 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 12, 2007, 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 12, 2007 deadline will not be considered for 33rd Year funding.

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

TUESDAY, OCTOBER 3, 2006 AT 1:30 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 Project Application packet with you.

**COLLABORATION WITH NEIGHBORHOOD SERVICES DIVISION**

As part of the 2007-2008 application process, it is **strongly recommended** that applicants utilizing this packet contact the Community Development (CD) Neighborhood Services Division at (915) 541-4377 to help establish broad-based neighborhood support for the project being submitted. The Neighborhood Services Division will provide the applicant with essential information that will assist in developing community support. Failure to contact Neighborhood Services and earnestly attempt to establish support

before the project is reviewed by the CD Steering Committee in late February 2007 will negatively affect the applicant's ability to receive funding. It is recommended that applicants contact Neighborhood Services as soon as the project is determined.

## ELIGIBLE ACTIVITIES

The City's 33rd Year Community Development funds may be used for a wide range of activities related to Housing Programs as follows:

In order to meet the primary housing needs and objectives identified in the City's Consolidated Plan for 2005 - 2010, special priority will be assigned to the following:

Projects in which 50% or more of the dwelling units are designed to be affordable to low-income households (50% of median income) or extremely low-income families (30% of median income). Please refer to page 8 and Attachment C, page 22.

- **Rehabilitation** that produces new housing units for special needs populations: the homeless and/or persons with disabilities. Such project applications must include supportive services for the targeted population and a plan as to how services will be provided.
- **New construction by Community-Based Development Organizations (CBDOs)** that produce new housing units for special needs populations: the homeless and/or persons with disabilities. Such project applications must include supportive services for the targeted population and a plan as to how services will be provided.
- **Housing Services**

Additional information on the definition of these various categories under the CDBG regulations is provided below:

### Housing Rehabilitation

Community Development funds may be used to finance the rehabilitation of privately or publicly owned residential buildings or structures that are vacant/unused buildings for housing for special needs populations, the homeless and/or persons with disabilities. Rehabilitation activities may include improvements to increase the efficient use of energy and water, the removal of architectural barriers, and historical preservation.

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## New Housing Construction

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It is important to note that new housing construction is an ineligible activity under Community Development regulations UNLESS carried out by a **Community-Based Development Organization (CBDO)**. The definition of a CBDO is provided in Attachment A, page 20.

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Community Development regulations require that all new housing construction activities carried out by a CBDO must be shown to contribute to neighborhood revitalization, which means that, at a minimum, the housing must be located in a Community Development-eligible area. A copy of the map showing Community Development eligible areas is provided as Attachment B, page 21. Applicants wishing to pursue funding under this category should consult with the Department of Community and Human Development to assure that the site selected is in a Community Development-eligible area.

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## Housing Services

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CDBG funds may be used to pay for housing counseling services in connection with tenant-based rental assistance and affordable housing projects assisted under Title II of the Cranston-Gonzalez National Affordable Housing Act.

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## PERFORMANCE OUTCOME MEASUREMENT SYSTEM

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The Department of Housing and Urban Development (HUD) requires the use of performance and outcome measures for programs utilizing CDBG funds. The Performance Outcome Measurement System provides the framework for capturing program outcomes for HUD formula grant programs under a new method. This new method 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/activity is eventually funded.

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## ELIGIBLE APPLICANTS

Eligible applicants are CBDOs, 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 57.

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

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

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 58, and Accessibility/Letter of Assurance on page 59.
- 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, 2005. 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

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Human Development Department and have been in good standing during the program year.

## 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. Current income guidelines are provided on page 22, Attachment C).

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Under federal regulations, at least 70% of all Community Development projects must meet the low- and moderate-income benefit criteria. **In order for housing activities to meet the low- and moderate-income benefit objective, the housing must be occupied by low- and moderate-income persons after completion of the CDBG-assisted project. Community Development regulations require that the rental units be occupied at *affordable* rents. Housing costs are considered affordable if they constitute no more than 30% of household income.** The housing costs that will be considered by the City for the purpose of this application to be affordable for the various family sizes and income levels are listed on page 8 of these Application Guidelines.

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**For owner-occupied projects, the City strongly recommends that the PITI (principal, interest, taxes and insurance) of for-sale houses should constitute no more than 30% of the household income of the low- and moderate-income homebuyers. Exceptions for owner-occupied housing may be recommended by the Director of Community and Human Development depending on the special circumstances of the project.**

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## HOUSING PROJECT REQUIREMENTS

### MINIMUM ACCEPTABLE UNIT SIZE AND OTHER DESIGN REQUIREMENTS

The El Paso City Council has established the following minimum size standards for all residential properties constructed or substantially rehabilitated with Community Development funds (all projects proposed under this application must meet these size requirements):

Single room occupancy (SRO)	-	125 sq. ft. (rehab)/150 sq. ft. (new construction)
Efficiency	-	300 sq. ft. (rehab and new construction)
One bedroom	-	450 sq. ft. (rehab and new construction)
Two-bedrooms	-	750 sq. ft. (rehab and new construction)
Three-bedrooms	-	900 sq. ft. (rehab and new construction)

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**Applicants will be expected to repay a minimum of 10% of the Community Development funding to the City at 0% interest for a period of up to 15 years (rehabilitation) or 20 years (new construction).** The funds requested may constitute the entire project cost or may be used to offset a portion of the cost of a project. Evidence of firm commitments of other sources of financing must be provided in the application.

Repayment may either be an amortizing loan or deferred payment loan as follows:

Amortizing Loan

Under an amortizing loan, repayment shall be due monthly with the first payment due within sixty (60) days after the projected project completion date. The term may vary from 5 to 15 years for rehabilitated units or 5 to 20 years for new constructed units.

Deferred Payment Loan

Under a deferred payment loan, repayments are delayed until a future time. The time for repayment to begin may vary from project completion to 15 years for rehabilitated units or from project completion to 20 years for new constructed units.

Applicants should describe the type and amount of CDBG financial assistance requested from the City and the proposed rate and term. Applicants should request funds to achieve a fair return while ensuring the affordability of the dwelling units (15 years for rehabilitated housing and 20 years for new construction). Every applicant must submit a five-year proforma (project income and expense statement. pages 45 and 46). The City will review the budget and proforma to assure that the projected rates of return are reasonable and that applicants are not receiving excessive profits or windfalls from the project. The City reserves the right to negotiate with the applicant to identify a reasonable repayment of funds to the City. The City maintains the discretion to approve, modify, or reject the financing terms proposed by the applicant.

In all cases where CDBG assistance is provided, a Loan Note and Deed of Trust with the City must be signed and recorded by the applicant. The City may be in a subordinate position to private lender financing provided that all outstanding indebtedness on the property does not exceed 120% of the after rehabilitation/construction value of the property. All rental property will be deed restricted for the entire affordability time period.

The failure to maintain the property according to Section 8 Housing Quality Standards during the applicable affordability period may result in the City declaring the owner in default and call the loans for the unpaid CDBG funds.

The failure to follow affirmative marketing requirements, annual recertifications of tenant incomes, required records and adhere to all requirements agreed to in the written agreements between the property owner and the City may result in the City declaring the owner in default and exercising its right to foreclose on the CDBG loan advanced.

All applications will be examined to determine that excessive HOME subsidies are not e being provided.

### Housing Services

Applicants applying for Housing Service 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. Applicants will be required to place any matching cash funds in an escrow account at the time of closing on the CDBG award documents.

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## EVIDENCE OF PROJECT VIABILITY

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City Council has adopted the following policies and procedures to assure that proposed 33<sup>rd</sup> Year projects are feasible and can be substantially completed during the program year:

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The time frame for the 33<sup>rd</sup> Year of the CDBG Program is September 1, 2007 to August 31, 2008. In order to comply with expenditure requirements imposed by HUD, all 33<sup>rd</sup> Year projects should be substantially completed by the end of the program year on August 31, 2008. If City Council decides to award funding in phases, the phase funded in the 33<sup>rd</sup> Year must be substantially completed by August 31, 2008, and all subsequent phases must be substantially completed during the program year in which they are funded.

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### Site Control

For real property (land and/or building) that is going to be constructed or rehabilitated, the applicant must provide title information to verify that the applicant owns the real property to be assisted with CDBG funds. 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 for housing rehabilitation or 20 years or more for housing construction after the estimated completion of the proposed project.

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### Zoning

The zoning must be appropriate for the proposed project as of the application submission deadline of January 12, 2007. A letter from the Zoning Administrator certifying the appropriateness of the zoning for the CDBG project proposed must be included with the CDBG application. Note: Projects without the appropriate zoning at the time of application submission will be ineligible for funding.

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### 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 Ms. 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.

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### Project Alternatives

Identify and briefly describe a minimum of two alternatives that were considered in developing the proposed project location. Some examples could be rehabilitating an existing building for housing instead of constructing a new building; expanding an existing facility instead of constructing a new building; etc. This requirement does not apply to Housing Services related proposals.

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### Collateral

The Community Development investment must be 100% 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 equal to or greater than the total Community Development investment. An appraisal of the property to be improved or constructed will be required prior to finalization of the loan between the applicant and the City.

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Applicants will be expected to provide proof with the application that adequate collateral to support the CD fund award is available, if the CD 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 Loan or by an Escrow Agreement for the term of the loan.

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The only exception to this requirement is for certain public entities, which

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, will the services of a consultant with appropriate experience be obtained? 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 and in the provision of supportive services for homeless and/or persons with disabilities. 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.

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At the time of submission of the application, the applicant must identify an experienced staff person or representative who will carry out the CDBG activity, if the funding is approved.

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### Schedule

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Because of the scarcity of CDBG funding, it is expected that most projects initiated in the 33rd 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 33<sup>rd</sup> Year Phase of the CD project can be substantially completed by August 31, 2008, and that Phase 2 could be completed by August 31, 2009. A project schedule will be incorporated in the Loan Agreement should the CDBG funds be awarded. 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.

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A list of typical milestones involved in the implementation of a standard housing 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

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Task

Completion Date

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- Agency completes review of City's CDBG loan/grant documents. XXX
- Agency provides all materials required for closing on City's CDBG loan/grant documents. XXX
- Closing occurs. XXX
- Agency contracts with appraiser (if applicable). 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 occupancy of housing. XXX

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### Acceptance of Terms and Conditions

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All applicants must submit with the application an Acceptance of Conditions and Terms Form, Assurance A, page 56, signed by an authorized representative of the applicant.

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## OTHER PROJECT IMPLEMENTATION ISSUES

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

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**Important:** In accordance with the City's Anti-Displacement Strategy, projects that involve the displacement of low- and moderate-income tenants should be avoided. Tenants must not be evicted in order to apply for CDBG funding and there, 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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Applications for rehabilitation or new construction must be accompanied by an estimate signed by an architect or engineer licensed in the State of Texas.

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All housing 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 wages will apply to any construction activities involving eight or more units. The project will be monitored to assure 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 CD funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

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## COMPLETENESS AND SUPPORTING DOCUMENTATION

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All applications must be complete as of the January 12, 2007, 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 E, pages 24 and 27, is the Completeness Checklist that the Department of Community and Human Development will use to review housing applications.)

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## EVALUATION CRITERIA – HOUSING PROJECTS

The staff of the Department of Community and Human Development will conduct a technical review on each complete, eligible application received during the 33<sup>rd</sup> Year (2007-2008) 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. All funding requests will be evaluated utilizing the following criteria, as applicable:

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### A. Nature and Severity of the Problem

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- 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?

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

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**C. Applicant Capacity and Performance**

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- Has the applicant previously implemented projects of a similar nature? If not, will the applicant obtain the services of a consultant with appropriate experience?
- 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)?

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**D. Feasibility**

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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?

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

#### E. Cost of the Project

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- 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 12, 2007 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 5, 2007. 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**

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City Council will make the final decision on the projects to be funded in the 33rd 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 8, 2007, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2007-2008. 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 26, 2007.

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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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Rhoda Tillman, Interim CDBG Contract Administrator, or  
Patricia White, Interim Housing Program 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.

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

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## APPROPRIATENESS OF APPLICATION PACKET

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This packet has been developed to serve funding requests from a CBDO, a public agency, or a non-profit organization for Housing Programs.

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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, 8<sup>th</sup> Floor:

## APPROPRIATENESS OF APPLICATION PACKET

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This packet has been developed to serve funding requests for Housing Projects. Applicants requesting assistance for **other** CDBG program funding should contact the following appropriate offices:

Project Description	Appropriate Application Packet	Contact
Economic Development - Micro-Enterprises Assistance	Micro-Enterprise Assistance Packet	(915) 541-4642
Construction or rehabilitation or expansion of public facilities (homeless shelters, group homes, out-patient or in-patient treatment centers, etc., must also use this application packet)	Public Facilities Packet	(915) 541-4643
Planning – Implementation of various goals, objectives and strategies to end chronic homelessness in 10 years	Planning Application Packet	(915) 541-4643
Projects related to the delivery of public services	Social Services Application Packet	(915) 541-4378
Projects related to the delivery of social services	Emergency Shelter Grants (ESG) Application Packet	(915) 541-4246

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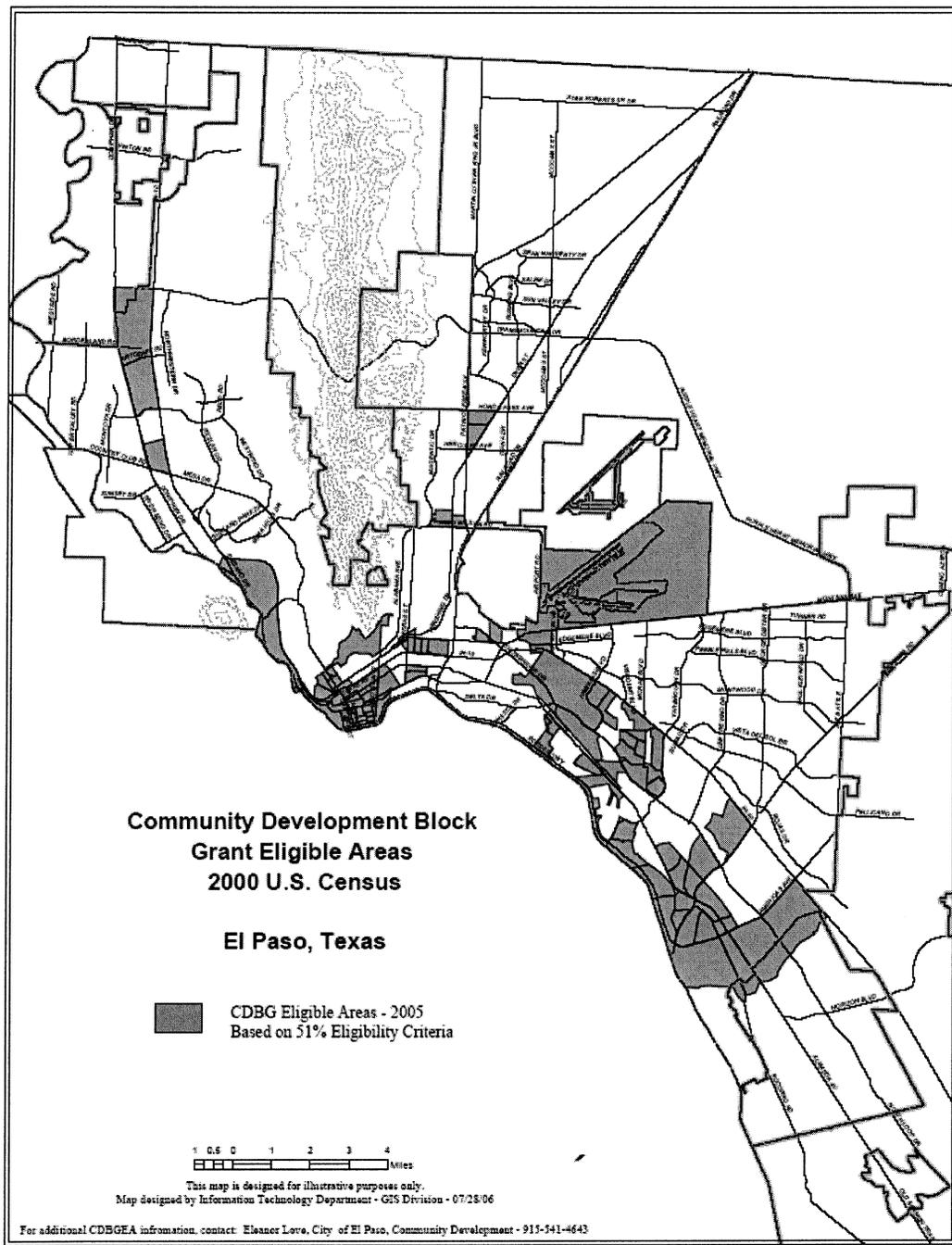
Applicants should submit the original and two copies of materials requested on pages 28 through 54 and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.).

SUBMISSION DEADLINE

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DEADLINE FOR SUBMISSION OF COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS 5:00 P.M. ON FRIDAY, JANUARY 12, 2007. 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 – 8<sup>TH</sup> FLOOR  
TWO CIVIC CENTER PLAZA  
EL PASO, TEXAS 79901-1196**



**Attachment A**

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**Definition of Community-Based Development Organization**

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

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(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;

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(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;

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(3) Is an entity that is non-profit or for-profit, provided that any monetary profits to its shareholders or members are only incidental to its operations;

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(4) Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners of private establishments located in its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation;

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(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).

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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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**INCOME LEVELS BY FAMILY SIZE  
YEAR 1006  
EL PASO, TEXAS**

**El Paso, Texas FY 2006 Median Family Income: \$39,500**

<b>FAMILY SIZE</b>	<b>MODERATE INCOME 80% OF MEDIAN</b>	<b>LOW INCOME 50% OF MEDIAN</b>	<b>EXTREMELY LOW INCOME 30% OF MEDIAN</b>
<b>1 PERSON</b>	<b>24,150</b>	<b>15,100</b>	<b>9,050</b>
<b>2 PERSON</b>	<b>27,600</b>	<b>17,250</b>	<b>10,350</b>
<b>3 PERSON</b>	<b>31,050</b>	<b>19,400</b>	<b>11,650</b>
<b>4 PERSON</b>	<b>34,500</b>	<b>21,550</b>	<b>12,950</b>
<b>5 PERSON</b>	<b>37,250</b>	<b>23,250</b>	<b>14,000</b>
<b>6 PERSON</b>	<b>40,000</b>	<b>25,000</b>	<b>15,000</b>
<b>7 PERSON</b>	<b>42,800</b>	<b>26,700</b>	<b>16,050</b>
<b>8 PERSON</b>	<b>45,550</b>	<b>28,450</b>	<b>17,100</b>

Source: U.S. Department of Housing and Urban Development: [www.huduser.org](http://www.huduser.org)  
INCOME GUIDELINES Effective 2006  
*Cd/public/folder/income guidelines*

**Attachment D**

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Section 8 Existing Housing Allowances for  
Resident Furnished Utilities and Other Services  
Effective November 5, 2001

Locality: El Paso Texas						
Utility or Service	Monthly dollar allowances by number of bedrooms					
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
A. Natural Gas	7.00	10.00	13.00	16.00	20.00	23.00
B. Electric	29.00	30.00	32.00	34.00	37.00	40.00
Air Conditioning						
A. Refrigerated Air – 003	24.00	34.00	43.00	53.00	68.00	77.00
B. Evaporative Cooling-004	5.00	5.00	6.00	6.00	6.00	7.00
Cooking						
A. Natural Gas	1.00	2.00	2.00	4.00	5.00	5.00
B. Electric	11.00	12.00	13.00	13.00	15.00	16.00
Other Electric Lighting, Refrigeration, Etc.	11.00	11.00	12.00	13.00	14.00	15.00
Water Heater						
A. Natural Gas	7.00	10.00	13.00	16.00	20.00	23.00
B. Electric	9.00	9.00	10.00	11.00	12.00	13.00
Water	9.00	10.00	12.00	14.00	16.00	18.00
Sewer	8.00	10.00	11.00	13.00	16.00	17.00
Trash Collection	0.00	0.00	0.00	0.00	0.00	0.00
Appliances						
A. Range	7.00	7.00	7.00	7.00	7.00	7.00
B. Refrigerator	9.00	9.00	9.00	9.00	9.00	9.00
Electric Flat Fees	5.00	5.00	5.00	5.00	5.00	5.00
Gas Flat Fees	9.00	9.00	9.00	9.00	9.00	9.00

\*Note: Amounts do not include a customer monthly flat charge of \$9.10 and an Electric monthly flat charge of \$4.50. These should be added to residents utilizing these utilities. Add only one time.





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**COMPLETENESS CHECKLIST – CON'T,  
HOUSING APPLICATIONS  
33rd PROGRAM YEAR (2007-2008)**

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**Project Description Narrative**

\_\_\_ For housing services, explanation of how the project relates to housing assisted under Title II of the Cranston-Gonzalez Act.

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\_\_\_ Scope of project and what the CD funds will be used for (see pages 29-31).

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\_\_\_ Description of agency experience and capacity to administer the project (see page 34).

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\_\_\_ Location of the project to include project limits and/or boundaries.

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\_\_\_ Provide site location map showing improvements.

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\_\_\_ Evidence of notification of City recognized Neighborhood Services

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\_\_\_ For acquisition requests, legal description of site to be purchased.

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\_\_\_ Identify existing tenants, if applicable.

\_\_\_ For Option to Purchase, explanation of why the asking price is reasonable. The City retains the right to determine whether a formal appraisal, or a third- party market analysis is warranted.

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\_\_\_ Project justification: description of the problem(s) that the Project will address and how the project will resolve the problem(s) and/or the public benefit(s) to be derived from the project. *It is important to know the reason funding is being requested and how this project will benefit persons of low- and moderate-income.*

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\_\_\_ Task Implementation Time Table (see Application, page 10).

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**COMPLETENESS CHECKLIST – CON'T,  
HOUSING APPLICATIONS  
33rd PROGRAM YEAR (2007-2008)**

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**Special Considerations**

\_\_\_ If applicable, written documentation to confirm that other funding sources are committed in order to enable the applicant to contribute 10% or more of the project cost in cash.

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**Budget**

\_\_\_ General Agency Financial Information (page 34).

\_\_\_ Summary of Other Funding Sources (page 35).

\_\_\_ Summary of Funding Sources for Operating Budget (page 38).

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**Agency Information**

\_\_\_ All completed applicable Budget Forms (pages 36-51).

\_\_\_ Articles of Incorporation.

\_\_\_ Current By-laws.

\_\_\_ 501(C)(3) Letter.

\_\_\_ Agency audit or audited year-end financial statement completed within previous 12 months and covering a period ending on a date after January 13, 2006.

\_\_\_ List of Current Board of Directors

**Project Outcome(s)**

\_\_\_ Applicant completed the required Anticipated Project Outcomes Worksheet page 24.

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**COMPLETENESS CHECKLIST – CON'T,  
HOUSING APPLICATIONS  
33rd PROGRAM YEAR (2007-2008)**

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**Supporting Documentation**

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\_\_\_ Cost estimate signed by architect/engineer licensed in the State of Texas.

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\_\_\_ Evidence of applicant ownership of proposed project.

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\_\_\_ If land acquisition will be required, signed Option to Purchase for the proposed project site.

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\_\_\_ Written verification from the City's Zoning Administrator that present zoning is appropriate for proposed project.

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\_\_\_ Flood Map included? (Contact Roxanne Varela, 541-4643 to Obtain a flood zone map

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\_\_\_ If other funding sources are proposed to be used for the project in addition to the requested CD funds, documentation must be submitted to verify that the funding sources are committed and will be available on the project start date of September 1, 2007.

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\_\_\_ Documentation that funds are available to operate the housing facility for the benefit of low- and moderate-income persons after the project is completed.

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\_\_\_ For rental projects, provide a schedule of rents to be charged for each dwelling unit and identify utilities to be paid by owner and by tenants (see page 7 of Application for maximum rent levels).

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\_\_\_ If there are tenants in the project site, verification that the applicant has consulted with the City's Relocation Officer (Ana Giles, 541-4643, Community Development) to determine relocation benefits.

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\_\_\_ Applicant must identify and provide evidence of collateral for CDBG award, as required on Page ?. If existing facility is to be the collateral, applicant must provide proof of ownership and amount of any existing liens.

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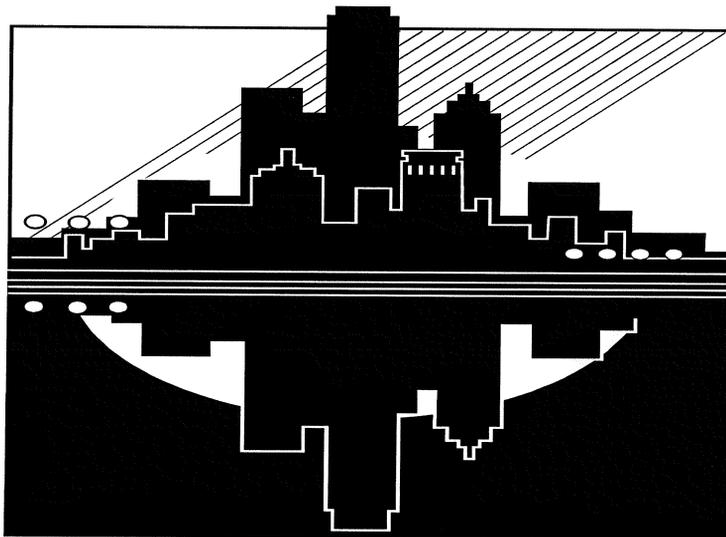
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**City of El Paso, Texas**

**PUBLIC FACILITIES PROJECTS  
PROPOSAL PACKET**

**33rd Year (2007 - 2008)**



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

**CLOSING DATE: January 13, 2006**

# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-THIRD YEAR (2007-2008) FUNDING APPLICATION

## PUBLIC FACILITIES PROJECTS

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 33rd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2007. 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 33rd Program Year is Friday, January 12, 2007. 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 12, 2006 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 12, 2007 deadline, will not be considered for 33rd Year funding.

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

WEDNESDAY, SEPTEMBER 27, 2006 AT 9:00 A.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 Public Facilities Application packet with you.

### COLLABORATION WITH NEIGHBORHOOD SERVICES DIVISION

As part of the 2007-2008 application process, it is **strongly recommended** that applicants utilizing this packet contact the CD Neighborhood Services Division at (915) 541-4377 to help establish broad-based neighborhood support for the project being submitted. The Neighborhood Services Division will provide the applicant with essential information that will assist in developing community support. Failure to contact Neighborhood Services and earnestly attempt to establish support before the project is reviewed by the CD Steering Committee in late February 2007 will negatively affect the applicant's ability to receive funding. It is recommended that applicants contact Neighborhood Services as soon as the project is determined.

### ELIGIBLE ACTIVITIES

The City's 33rd 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.

**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 33rd Year CDBG funding. 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. 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.

**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.

**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.

## 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. This new method 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/activity is eventually funded.

## 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 39.

### 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.

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 40; and Accessibility/Letter of Assurance on page 41.

- 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, 2005. 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.

## 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 49. 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 are low and moderate income. Applicants seeking to qualify a project as area benefit should contact the Department of Community and Human Development to assure that the population of the designated service area meets the low and moderate-income requirements. Projects that will be used by a citywide population will not qualify under this criterion.

Limited clientele benefit may be established if the public facility or improvement will be used for an activity that benefits a specific group of people, at least 51% of whom are low and moderate income persons. Applicants seeking to qualify a project under this criterion must substantiate that at least 51% of the beneficiaries of the project will be low- and moderate-income, either through income eligibility requirements, or by obtaining information on family size and income of all beneficiaries. If use of the public facility is restricted to specific income groups, the applicant must provide, as supporting documentation, a copy of the income guidelines that are used to certify income eligibility.

Certain groups 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 Reports 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 Eleanor Love, 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 33rd Year of the CDBG Program is September 1, 2007 to August 31, 2008. In order to comply with expenditure requirements imposed by HUD, all 33rd Year projects should be substantially completed by the end of the program year on August 31, 2008. If City Council decides to award funding in phases, the phase funded in the 33rd Year must be substantially completed by August 31, 2008, and all subsequent phases must be substantially completed during the program year in which they are funded.

City Council has adopted the following policies and procedures to assure that proposed 33rd 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 place any matching cash funds in an escrow account at the time of closing on the CDBG award documents.

### Site Control

The applicant must provide title information to verify that the applicant owns the real property to be assisted with CDBG funds. 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 12, 2007. A letter from the Zoning Administrator certifying the appropriateness of the zoning for the CDBG project proposed 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 Ms. 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 Alternatives

Identify and briefly describe a minimum of two alternatives that were considered in developing the proposed project. Some examples could be rehabilitating an existing building instead of constructing a new building; expanding an existing 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.

## 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 12, 2007 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 consultant with appropriate experience should be obtained. 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

Because of the scarcity of CDBG funding, it is expected that most projects initiated in the 33rd 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 33<sup>rd</sup> Year Phase of the CD project can be substantially completed by August 31, 2008, and that Phase 2 could be completed by August 31, 2009. A project schedule will be incorporated in the Loan Agreement should the CDBG funds be awarded. 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 completes review of City's CDBG loan documents.	XXX
Agency provides all materials/documents required for closing on City's CDBG loan.	XXX
Closing occurs.	XXX
Agency contracts with appraiser (if applicable).	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 occupancy of facility	XXX

### Acceptance of Terms and Conditions

All applicants must submit with the application an Acceptance of Conditions and Terms Form, page 34, signed by an authorized representative of the applicant.

## OTHER PROJECT IMPLEMENTATION ISSUES

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

**Important:** In accordance with the City's Anti-Displacement Strategy, projects that involve the displacement of low- and moderate-income tenants should be avoided. If displacement is unavoidable, all tenants who are permanently or temporarily displaced as a result of a Community Development-funded project must be provided financial and advisory benefits as described in the City's Anti-Displacement Strategy. Tenants occupying a structure become eligible for these benefits at the time an

application is submitted to the City. Applicants should consult with staff of the Department of Community and Human Development early in the project development stage in order to assure that these requirements are met and that adequate funds are included in the project budget.

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

Davis-Bacon wage rates will apply to any public facility construction/rehabilitation activities. The project will be monitored to assure 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 CD funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

## COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 12, 2007, 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 B, pages 14 and 15, 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 33rd Year (2007-2008) 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 project to the El Paso City Council. All funding requests will be evaluated utilizing the following criteria, as applicable:

### A. Nature and Severity of the Problem

- Has the applicant clearly described and documented the Community Development problem that the project will address?
- Does the problem constitute a threat to safety and/or health?
- Does the problem result in property damage?
- Does the problem constitute a blighting influence in the community?
- Does the problem constitute an inconvenience?
- Does the project address an under-served population or area of the City?
- In the case of a proposed new public facility, have all alternatives been explored?

- Do proposed services duplicate other projects in the community?
- Is there citizen support for the proposal?
- How does the project relate to the other CD projects, accomplished or proposed in the same area?
- Has the applicant demonstrated that there are no other funding sources for the amount requested?

B. Community Development Objectives

- Does the project conform to HUD's policy priorities, strategic goals and the City's high priorities?
- Does the project address basic needs such as food, shelter or health?
- What other needs does the project address?
- What population group does the project serve?
- 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 consultant with appropriate experience?
- 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?

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 12, 2007 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 5, 2007. 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 33rd 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 8, 2007, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2007-2008. 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 26, 2007.

Please provide all information requested in this application packet; failure to do so will result in your application not being accepted for consideration. If an item does not apply, place an "N/A" in the

space of the appropriate line item. If you have any questions, or need assistance in completing this application, please contact:

Kevin Pitts, Grants Planner or Eleanor Love, 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, 4th 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 Public Facilities. Applicants seeking assistance for construction or rehabilitation or expansion of homeless shelters, group homes, out-patient or in-patient treatment centers, etc., must also use this application packet.

This packet was developed to serve funding requests from agencies for the construction of new public facilities and construction of improvements to existing public facilities. 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, 8<sup>th</sup> Floor:

<b>Project Description</b>	<b>Appropriate Application Packet</b>	<b>Contact</b>
Economic Development – Technical Assistance to Micro-enterprises	Micro-enterprise Application Packets	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4642
Housing or Housing Services	Housing Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4639
Planning Grant – Implementation of various goals, objectives and strategies to end chronic homelessness in 10 years	Planning Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4643
Projects related to the delivery of social services	Social Services Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4371

Projects related to the delivery of Emergency Shelter Services	Emergency Shelter Grant Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4246
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Applicants should submit the original and two copies of materials requested on pages 20 through 36 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 12, 2007. 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 – 8<sup>TH</sup> FLOOR  
TWO CIVIC CENTER PLAZA  
EL PASO, TEXAS 79901-1196

**COMPLETENESS CHECKLIST – Attachment B**

**PUBLIC FACILITIES APPLICATIONS  
33rd YEAR (2007-2008) COMMUNITY DEVELOPMENT PROGRAM**

The following is the checklist that the Department of Community and Human Development will use to determine if a Public Facilities Application is complete. Applications that are incomplete after the submittal deadline of January 12, 2007, will not be considered for 33rd Year funding. It is recommended that applicants go through the checklist carefully before submitting the application to the Department of Community and Human Development and that all component parts of the application are clearly labeled or referenced.

Project Title: \_\_\_\_\_

**For Applicant Use**

**For CD Staff**

*Forms - General*

\_\_\_ General Information Forms (pages 20, 23, 24, 26, and 28 of Application) \_\_\_\_\_

\_\_\_ Agency Financial Information Forms, if applicable (pages 27, and 29) \_\_\_\_\_

\_\_\_ Signed Assurance Forms A, B and C (pages 39, 40, and 41) \_\_\_\_\_

\_\_\_ Signed Assurance D - Accessibility/Letter of Assurance related to Ordinance 9779, page 42. \_\_\_\_\_

\_\_\_ Completed and signed Guidelines/Self Evaluation (pages 44-50) \_\_\_\_\_

*Eligibility*

\_\_\_ The Executive Director, Program Director or Grant Writer attended the Mandatory Training Workshop. \_\_\_\_\_

\_\_\_ Provision of service area information; income guidelines or income data from services records of target population. \_\_\_\_\_

*Project Description Narrative*

\_\_\_ Project Description to include project summary and scope of project (page 21) \_\_\_\_\_

\_\_\_ Project Location to include project, or program limits, legal description and/or boundaries with location map (see page 21) and site plan showing proposed improvements. \_\_\_\_\_

\_\_\_ Project Justification (see page 21) \_\_\_\_\_

\_\_\_ Agency Capacity to include the identification of the project coordinator and program administrator (see page 22) \_\_\_\_\_

\_\_\_ Project Approach (see page 22) \_\_\_\_\_

\_\_\_ Project Timetable (see page 22) \_\_\_  
\_\_\_ Project Outcome(s) Applicant completed the required Anticipated  
Project Outcomes Worksheet (see Attachment B, page 59) \_\_\_

\_\_\_ Supporting Documentation (see page 22) \_\_\_

Budget

\_\_\_ Agency Financial Information on Schedules A and B (pages 31 and 32) \_\_\_

\_\_\_ All applicable Project Cost Information is provided on Schedule C (pages 36  
and 37) \_\_\_

\_\_\_ Articles of Incorporation \_\_\_

\_\_\_ Current By-Laws \_\_\_

\_\_\_ 501(C)(3) Letter \_\_\_

\_\_\_ Agency Audit covering a period ending after January 31, 2005 \_\_\_

\_\_\_ List of Current Board of Directors \_\_\_

Supporting Documentation

\_\_\_ Applicant has contacted Neighborhood Services Division \_\_\_

\_\_\_ Cost estimate signed by architect/engineer licensed in the State of Texas. \_\_\_

\_\_\_ If program income guidelines are to be used to certify income eligibility of clients  
served, a copy of the guidelines must be included with the CD application. \_\_\_

\_\_\_ Evidence of applicant ownership of proposed project. \_\_\_

\_\_\_ Written verification from City's Zoning Administrator that present zoning  
is appropriate for the proposed project. \_\_\_

\_\_\_ Flood Map included? (Contact Roxanne Varela, 541-4643 to obtain a flood  
zone map) \_\_\_

\_\_\_ Documentation that funds are available to operate the public facility for the  
benefit of low and moderate-income persons after the project is completed. \_\_\_

\_\_\_ If there are tenants in the project site, verification that the applicant has  
consulted with the City's Relocation Officer to determine relocation benefits. \_\_\_

\_\_\_ Applicant must identify and provide evidence of collateral for CDBG award,  
as required on page 22. If existing facility is to be the collateral, applicant  
must provide proof of ownership and amount of any existing liens. \_\_\_

## Attachment D

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-THIRD YEAR (2007-2008) FUNDING APPLICATION

#### ECONOMIC DEVELOPMENT MICROENTERPRISE ASSISTANCE PROJECT

The City of Paso expects to receive approximately \$8 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 33rd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2007. 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 33rd Program Year is Friday, January 12, 2007. 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 12, 2007 in order to be considered for funding. There will be no extensions of this deadline. Applications **lacking the required information** as of Friday, January 12, 2007 deadline, **will not be considered for 33rd Year funding.**

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

**WEDNESDAY, SEPTEMBER 27, 2006 AT 1:30 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 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.

#### COLLABORATION WITH NEIGHBORHOOD SERVICES DIVISION

As part of the 2007-2008 application process, it is **strongly recommended** that applicants utilizing this packet contact the CD Neighborhood Services Division at (915) 541-4377 to help establish broad-based neighborhood support for the project being submitted. The Neighborhood Services Division will provide the applicant with essential information that will assist in developing community support. Failure to contact Neighborhood Services and earnestly attempt to establish support before the project is reviewed by the CD

Steering Committee in late February 2007 will negatively affect the applicant's ability to receive funding. It is recommended that applicants contact Neighborhood Services as soon as the project is determined.

<b>ELIGIBLE ACTIVITIES</b>
----------------------------

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:

- Marketing and recruitment of microenterprises or persons developing a microenterprise;
- Individual business needs assessment;
- Design and implementation of appropriate business management and technical assistance for microenterprises; and
- Business development materials and resources necessary to conduct assistance and/or business development training services.

**DEFINITIONS:**

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

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

**TYPES OF ELIGIBLE MICROENTERPRISES:**

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

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

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

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

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

### **Marketing and Recruitment of Microenterprises**

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

### **Individual Business Assessment**

The service provider shall conduct an individual business assessment prior to the initiation of the business development program that will determine the needs and the level of need an individual microenterprise possesses. Based on the results of the assessment, prospective microenterprises can be provided with the appropriate management and technical assistance or business-training program. If, for any reason, the level of expertise of the microenterprise participant(s) is below the level necessary for existing microenterprise assistance programs, a referral will be made by the service provider to coordinate the placement of the individual business participant(s) in an appropriate educational course or program for assistance by a different agency.

After an initial visit with the microenterprise, the service provider will be responsible for determining exactly what service(s) is needed and what approach will best serve the needs of the microenterprise.

### **Microenterprise Assistance Project Design**

A microenterprise assistance project will be designed based on the information obtained from the individual business needs assessment. Part of the microenterprise project design will include an implementation plan 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 assistance programs to be conducted may include any of, but not be limited to, the following:

- How to expand an Existing Business
- How to start a New Business
- Marketing and Sales Development
- Advertising and Promotion Development
- Business Research and Planning
- General Business Management
- Capital Formation and Business Loans
- Computerization for a Microenterprise
- 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. This new method 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/activity is eventually funded.

### **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.

## FINANCIAL TERMS

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

## EVIDENCE OF PROJECT VIABILITY

The time frame for a program year of the CDBG 33<sup>rd</sup> year (2006-2007) Program is September 1, 2007 to August 31, 2008. 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, 2008.

City Council has adopted the following policies and procedures to assure that proposed 33<sup>rd</sup> 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 place any matching cash funds in an escrow account at the time of closing on the CDBG award documents.

### *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. If the agency has no experience in this regard, the services of a consultant with appropriate experience can be obtained.

## Schedule

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

## PROJECT IMPLEMENTATION ISSUES

The applicant must comply with all City Codes, including City, State and Federal handicapped accessibility and historic preservation requirements.

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

- Applicant must comply with Ordinance 9779 (Non-Discrimination against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities) all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance of Compliance with Ordinance No. 9779, Accessibility/Letter of Assurance on page 30.
- 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, 2005. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any CDBG contract and have been in good standing during the program year.
- The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CD funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

## COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 12, 2007 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 33rd Year (2007-2008) 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 project to the El Paso City Council. The funding requests will be evaluated utilizing the following criteria:

### A. Nature and Severity of the Problem

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

### B. Community Development Objectives

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

### C. Applicant Capacity and Performance

If the completed project involves delivery of a service, does the applicant demonstrate adequate experience? 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

Are the budget line items realistic and justified? Is the budget realistic? If funded, will the proposed project be completed within the year of funding? Has the applicant provided leverage towards the total project cost, although a match was not required?

### 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? Is there any other less expensive acceptable solution?

The staff of 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 5, 2007. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for CDBG funding.

## 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 12, 2007 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 5, 2007. 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 33rd Year (2007-2008) 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 8, 2007, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2007-2008 that will be advertised for public review and comment for 30 days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 26, 2007.

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

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

For additional information regarding Ordinance No. 9779 you may contact the ADA Accessibility Coordinator, Mr. William Bennett, General Services Department, 4<sup>th</sup> 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 following appropriate offices, located in the Department of Community and Human Development, City Hall, 2 Civic Center Plaza, 8<sup>th</sup> Floor:

<b>Project Description</b>	<b>Appropriate Application Packet</b>	<b>Contact</b>
Public Facilities	Public Facilities Packet	(915) 541-4643
Housing or Housing Services	Housing Application Packet	(915) 541-4639
Planning – Implementation of various goals, objectives and strategies to end chronic homelessness in 10 years	Planning Application Packet	(915) 541-4643
Projects related to the delivery of public services	Social Services Application Packet	(915) 541-4371
Emergency Shelter Grant (ESG) projects	ESG Application Packet	(915) 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.).

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

## Attachment D

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-THIRD YEAR (2007-2008) FUNDING APPLICATION

#### ECONOMIC DEVELOPMENT MICROENTERPRISE ASSISTANCE PROJECT

The City of Paso expects to receive approximately \$8 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 33rd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2007. 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.

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**WEDNESDAY, SEPTEMBER 27, 2006 AT 1:30 P.M.  
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#### COLLABORATION WITH NEIGHBORHOOD SERVICES DIVISION

As part of the 2007-2008 application process, it is **strongly recommended** that applicants utilizing this packet contact the CD Neighborhood Services Division at (915) 541-4377 to help establish broad-based neighborhood support for the project being submitted. The Neighborhood Services Division will provide the applicant with essential information that will assist in developing community support. Failure to contact Neighborhood Services and earnestly attempt to establish support before the project is reviewed by the CD

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## ELIGIBLE ACTIVITIES

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

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- Individual business needs assessment;
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### TYPES OF ELIGIBLE MICROENTERPRISES:

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

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

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

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

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

### **Marketing and Recruitment of 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.

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- How to expand an Existing Business
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- Advertising and Promotion Development
- Business Research and Planning
- General Business Management
- Capital Formation and Business Loans
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- Accounting and Taxation Training, i.e. Payroll and Sales
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- 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. This new method 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/activity is eventually funded.

### **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.

## FINANCIAL TERMS

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

## EVIDENCE OF PROJECT VIABILITY

The time frame for a program year of the CDBG 33<sup>rd</sup> year (2006-2007) Program is September 1, 2007 to August 31, 2008. 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, 2008.

City Council has adopted the following policies and procedures to assure that proposed 33rd 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 place any matching cash funds in an escrow account at the time of closing on the CDBG award documents.

### *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. If the agency has no experience in this regard, the services of a consultant with appropriate experience can be obtained.

## Schedule

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

## PROJECT IMPLEMENTATION ISSUES

The applicant must comply with all City Codes, including City, State and Federal handicapped accessibility and historic preservation requirements.

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

- Applicant must comply with Ordinance 9779 (Non-Discrimination against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities) all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance of Compliance with Ordinance No. 9779, Accessibility/Letter of Assurance on page 30.
- 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, 2005. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any CDBG contract and have been in good standing during the program year.
- The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CD funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

## COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 12, 2007 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 33rd Year (2007-2008) 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 project to the El Paso City Council. The funding requests will be evaluated utilizing the following criteria:

### A. Nature and Severity of the Problem

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

### B. Community Development Objectives

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

### C. Applicant Capacity and Performance

If the completed project involves delivery of a service, does the applicant demonstrate adequate experience? 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

Are the budget line items realistic and justified? Is the budget realistic? If funded, will the proposed project be completed within the year of funding? Has the applicant provided leverage towards the total project cost, although a match was not required?

### 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? Is there any other less expensive acceptable solution?

The staff of 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 5, 2007. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for CDBG funding.

## 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 12, 2007 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 5, 2007. 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 33rd Year (2007-2008) 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 8, 2007, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2007-2008 that will be advertised for public review and comment for 30 days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 26, 2007.

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

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

For additional information regarding Ordinance No. 9779 you may contact the ADA Accessibility Coordinator, Mr. William Bennett, General Services Department, 4<sup>th</sup> 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 following appropriate offices, located in the Department of Community and Human Development, City Hall, 2 Civic Center Plaza, 8<sup>th</sup> Floor:

<b>Project Description</b>	<b>Appropriate Application Packet</b>	<b>Contact</b>
Public Facilities	Public Facilities Packet	(915) 541-4643
Housing or Housing Services	Housing Application Packet	(915) 541-4639
Planning – Implementation of various goals, objectives and strategies to end chronic homelessness in 10 years	Planning Application Packet	(915) 541-4643
Projects related to the delivery of public services	Social Services Application Packet	(915) 541-4371
Emergency Shelter Grant (ESG) projects	ESG Application Packet	(915) 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 12, 2007. 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 – 8<sup>TH</sup> FLOOR  
 TWO CIVIC CENTER PLAZA  
 EL PASO, TEXAS 79901-1196



# **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**



# **DEPARTMENTAL APPLICATION PACKET**

**FOR**

**PUBLIC FACILITIES AND IMPROVEMENTS**

**CLOSING DATE for Applications and Cost Estimates: 5:00 p.m.,  
Friday, January 12, 2007**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
THIRTY-THIRD YEAR (2007-2008) FUNDING APPLICATION  
CITY DEPARTMENTS  
PUBLIC FACILITIES AND IMPROVEMENTS PROJECTS**

The City of El Paso expects to receive approximately \$8,000,000 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 33<sup>rd</sup> Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2007. Approximately \$2.5 million will be available for new projects. The City of El Paso's Department of Community and Human Development is soliciting funding proposals from neighborhood associations, City Representatives, public and private entities, and city departments for the use of these funds.

The El Paso City Council has established a **limit of no more than sixteen (16) project requests** from any one City department.

The deadline for receipt of proposals for the 33<sup>rd</sup> Program Year is **Friday, January 12, 2007**. All proposals must be received by the Department of Community and Human Development, 8<sup>th</sup> 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" by the Friday, January 12, 2007 deadline will be incomplete and will not be considered for 33<sup>rd</sup> Year funding.

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

**Wednesday, September 27, 2006 at 9:00 a.m.**  
in the Community Development Conference Room,  
on the 8<sup>th</sup> 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.

**COLLABORATION WITH NEIGHBORHOOD SERVICES DIVISION**

As part of the 2007-2008 application process, it is **strongly recommended** that applicants utilizing this packet contact the CD Neighborhood Services division at 541-4377 to help establish broad-based neighborhood support for the project being submitted. The Neighborhood Services Division will provide the applicant with essential information that will assist in developing community support. Failure to contact Neighborhood Services and earnestly attempt to establish support before the project is reviewed by the CD Steering Committee in late February 2007 will negatively affect the applicant's ability to receive funding. It is recommended that applicants contact Neighborhood Services as soon as the project is determined.

**ELIGIBLE ACTIVITIES**

**Public Facilities and Improvements:** CD funds may be requested to expand an existing facility already owned by the applicant, new construction, reconstruction, rehabilitation or installation of public facilities, removal of architectural barriers and historic preservation.

The following types of project proposals **WILL NOT** be considered for funding in the 33<sup>rd</sup> Year (2007-2008):

1. Proposals involving acquisition of real property (land and/or buildings); **or**
2. Proposals involving the acquisition of land for the construction of street and drainage improvement projects; **or**
3. The rehabilitation of fire stations or purchase of fire equipment.

**PERFORMANCE OUTCOME MEASUREMENT SYSTEM**

The City of El Paso has implemented a performance outcome measurement system (now required by HUD) to gauge the success of projects awarded funding in its jurisdiction. Applicants for CDBG funding are 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 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/activity is funded. Please see **Attachment "B."**

**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 assure 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 low-and moderate-income, either through income eligibility requirements, or by obtaining information on family size and income of all beneficiaries.

## Attachment E

Certain groups 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 Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers. 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.

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, which are used to certify income eligibility.

Applicants should consult with Judy J. Emmons, Grants Planner, or Eleanor Love, Senior Grants Planner at the Department of Community and Human Development (541-4643) well in advance of the application deadline to see if the proposed project meets the eligibility criteria.

### **COMPLETENESS AND SUPPORTING DOCUMENTATION**

All applications must be complete as of the January 12, 2007, 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. (**Attachment "C"** is the Completeness Checklist that the Department of Community and Human Development will use to review City department applications.)

All applications **must** include the following:

- A. A narrative project description (see page 11 of Application) and all required application forms and attachments.
- B. For projects involving any type of construction activity including rehabilitation of existing facilities or construction of new 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.
- 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 or construction of new public facilities, a letter from the City's Zoning Administrator, (Development Services, Planning Division, 5<sup>th</sup> 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 estimated lighting cost is acceptable to the City's Traffic Division.
- F. For street improvement projects involving encroachment issues, a written plan describing how the applicant intends to address the encroachment issues with the affected property owners, preferably including proof of correspondence with the said property owners indicating their willingness and cooperation in addressing the street improvements as it pertains to their property(ies).
- G. For projects involving new or expanded public facilities, a written commitment from the appropriate City official (DCM-Financial and Administrative Services or the Director of OMB) that the operating funds will be available once the project is completed.
- H. Any other documentation (such as income guidelines) pertinent to the Community Development funding application.

**NOTE: All City departments seeking Community Development assistance for the construction 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.**

The time frame for the 33<sup>rd</sup> Year of the CDBG Program is September 1, 2007 to August 31, 2008. In order to comply with expenditure requirements imposed by HUD, all 33<sup>rd</sup> Year projects should be substantially completed by the end of the program year on August 31, 2008. If City Council decides to award funding in phases, the phase funded in the 33<sup>rd</sup> Year must be substantially completed by August 31, 2008, 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 33<sup>rd</sup> Year (2007 - 2008) 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?
- In the case of a proposed new public facility, have all alternatives been explored?
- Do proposed services duplicate other projects in the community?

**A. Nature and Severity of the Problem (continued)**

- Is there written evidence that notification of the project proposal was provided to a City recognized Neighborhood Association(s), for the geographical area in which the project would be located?
- How does the project relate to the other CD projects, accomplished or proposed in the same area?
- Has the applicant demonstrated that there are no other funding sources for the amount requested?

**B. Community Development Objectives**

- To what extent does the project address the Community Development objective of improving the quality of life for low-income persons?
- 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 a new facility will the new 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 consultant with appropriate experience?
- Has the applicant demonstrated satisfactory performance in completing and administering a previously funded CDBG project (if applicable)?

**D. Feasibility**

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

**E. Cost of the Project**

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

**ELIGIBILITY REVIEW**

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

After the **January 12, 2007**, deadline the Department of Community and Human Development will finalize eligibility review of all proposals received. A list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than **February 5, 2007**. Departments will be notified if a project is determined to be ineligible.

Applicants should consult with Judy J. Emmons, Grants Planner, or Eleanor Love, 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.

**CD STEERING COMMITTEE REVIEW PROCESS**

Community Development staff will conduct a technical review of the eligible funding applications. The results of the staff review will be provided to the CD Steering Committee. 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 33<sup>rd</sup> Year (2007-2008) 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 8, 2007, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2007-2008. 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 26, 2007.

## Attachment E

This packet was developed to serve funding requests from City Departments for construction of new public facilities and construction of improvements to existing public facilities. City Departments requesting assistance for other CDBG Program funding should contact the following appropriate offices:

<b>Project Description</b>	<b>Appropriate Application Packet</b>	<b>Contact</b>
Economic Development – Technical Assistance to Micro-enterprises	Micro-enterprise Application Packets	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4642
Housing or Housing Services	Housing Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4639
Planning Grant – Implementation of various goals, objectives and strategies to end chronic homelessness in 10 years	Planning Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4643
Projects related to the delivery of social services	Social Services Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4371
Projects related to the delivery of Emergency Shelter Services	Emergency Shelter Grant Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4246

**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. Judy J. Emmons, Grants Planner, or Ms. Eleanor Love, Senior Grants Planner  
Department of Community and Human Development  
#2 Civic Center Plaza – 8<sup>th</sup> Floor  
El Paso, TX 79901-1196  
Telephone No. (915) 541-4643

**SUBMISSION DEADLINE**

- ❖ CLOSING DATE FOR COMMUNITY DEVELOPMENT PUBLIC FACILITIES – DEPARTMENTAL APPLICATIONS (INCLUDING PROJECT COST ESTIMATES) IS **5:00 P.M., FRIDAY JANUARY 12, 2007**
- ❖ APPLICATIONS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED.
- ❖ APPLICATIONS MAY BE DELIVERED TO THE FOLLOWING ADDRESS:

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

**City departments should submit one (1) original and one (1) copy of all material requested.**

**Please Do Not Submit Pages 1 Through 9 With Your Completed Application.**

For additional information, please contact Ms. Judy J. Emmons, Grants Planner, or Ms. Eleanor Love, Senior Grants Planner, in the Department of Community and Human Development, at (915) 541-4643.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CITY DEPARTMENT PUBLIC FACILITIES PROJECTS  
THIRTY-THIRD YEAR (2007-2008) FUNDING APPLICATION

GENERAL INFORMATION

**Requesting Department**

- 1. Department Name: \_\_\_\_\_
- 2. Mailing Address: \_\_\_\_\_
- 3. Telephone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_  
E-Mail: \_\_\_\_\_
- 4. Director: \_\_\_\_\_
- 5. Contact Person (Name): \_\_\_\_\_ (Title): \_\_\_\_\_
- 6. Project Title: \_\_\_\_\_
- 7. Project Location: \_\_\_\_\_
- 8. Legal Description: \_\_\_\_\_
- 9. Type of Project (Check all that apply):
  - \_\_\_ Expansion to an existing facility
  - \_\_\_ Construction of a public facility
  - \_\_\_ Rehabilitation of a public facility, including removal of architectural barriers or historic preservation
  - \_\_\_ Other (describe) \_\_\_\_\_

**Project Funding Summary**

- 10. **Community Development Funds Requested** \$ \_\_\_\_\_
- Sum of other committed Cash Resources \$ \_\_\_\_\_
- Total Project Funding** \$ \_\_\_\_\_

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

\_\_\_\_\_  
Signature (Department Head)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

City of El Paso, Texas - DCHD  
33<sup>rd</sup> Year CD Program – Application Project Name: \_\_\_\_\_

**Project Description and Budget**

11. On separate sheets of paper labeled "**No. 11 Project Narrative and Budget**" (each page is to be labeled), provide a detailed narrative describing the proposed project. The project name should be at the top of each page. At a **minimum** the following items must be addressed:
- a) Scope of project and what the CD funds will be used for. A brief descriptive summary of the work and items of work involved in the project. The size and area of the project. For example, indicate the number of wheelchair ramps, number of street lights, and whether sidewalks will be on one or both sides of the street. Indicate the size (square feet, number of stories, etc.) in a new public facility and the type of amenities in the new or expanded facility. For drainage projects, include the location of the new or upgraded drainage system; the location to which drainage run-off will be conveyed, e.g.: "The newly upgraded underground storm drainage system on 'X' street will be conveyed/connected to an existing underground system on 'X' Street, which discharges into 'X' Drain."
  - b) Feasibility - Indicate potential obstacles to implementation, such as encroachment, ROW issues, **inappropriate zoning, flood zone issues**, anticipated need for coordination of work with various entities/parties (Railroad, EPWID, property owners, etc.), which may impede timely completion in order to meet expenditure requirements mandated by HUD. If applicable, indicate how the applicant plans on addressing encroachment issues, preferably including proof of correspondence with affected property owners displaying their support of the project despite possible adjustments that may be made to their property (ies).
  - c) Location of the project to include project limits and/or boundaries. Provide a project site location map with the project area clearly delineated for identification.
  - d) Project justification: Description of the problem(s) that the project will address and how the project will resolve the problem(s) and/or the public benefit(s) to be derived from the project. *It is important to know the reason funding is being requested and how this project will benefit persons of low-and moderate-income.*
  - e) Explanation of why the project should be undertaken in the manner stated for accomplishing the project - i.e. renovating or expanding a facility presently occupied; rehabilitating an existing facility; constructing a new facility; and why the alternative options evaluated were not selected. Determine and describe possible alternatives to the proposed project, including the alternative of not implementing the project.

Project Outcome Measurement

- f) Complete and submit the "Performance Outcomes Worksheet" on page 24. You may copy the page if additional pages are needed to describe additional outcomes.

Budget

- g) "Project Cost Summary" estimate signed by the City Engineer.

City of El Paso, Texas - DCHD  
33<sup>rd</sup> Year CD Program – Application    Project Name: \_\_\_\_\_

**Supporting Documentation**

Attach all supporting documentation as required under Completeness and Supporting Documentation, page 4 of this Application, and on the Completeness Checklist, "Attachment C," pages 25 and 26.

**Compliance with National Objectives**

12. a) At least 51% of the clients will be low-and moderate-income persons  
\_\_\_ Yes \_\_\_ No

b) By what means did you make this determination? **If program income guidelines are to be used to certify income eligibility of clients served, a copy of the guidelines must be included with the CD application.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Suitability**

Zoning Conformance

14. If the project involves a present or future property site(s), state the present zoning designation, as provided by the City of El Paso Zoning Administrator, Planning Department, 5th Floor, for each site listed in this proposal. In order to be considered for funding, applications for new or expanded public facilities must include a letter from the Zoning Administrator that the zoning is appropriate for the proposed use. **Projects in non-conformance with the current designated zoning code by the time of the January 12, 2007 deadline will not be considered and will be deemed ineligible.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Environmental Considerations**

15. If the project involves a present or future property site(s), is/are the site(s) located in a flood plain? Applications must include a "Flood Map." Contact Robert Gott, Senior Grants Planner, at 541-4248 or 541-4643, to determine whether a proposed project is located in a flood plain.

City of El Paso, Texas - DCHD  
33<sup>rd</sup> Year CD Program – Application Project Name: \_\_\_\_\_

**Attachment E**

Determine and describe below, **two** possible alternatives to the proposed project (one alternative may be that of not implementing the project). The feasibility of each alternative and the reasons why each should be adopted or rejected should be discussed sufficiently to indicate that an adequate consideration of each alternative has occurred.

Alternative 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternative 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comparative Analysis: Local and area-wide plans that demonstrate environmental considerations can serve as the context within which a comparison of alternative sites is made (i.e. by a project's consistency with the environmental criteria for site selection as may be established with such plans).

- 16. If the project involves a present or future property site(s), to the best knowledge of the City Department, does the site(s) have any other potentially adverse environmental concerns that need to be addressed before the project is developed? Environmental concerns to consider include: site is the location of a former landfill; site is located near railroad tracks; a heavily traveled street; or an airport; hazardous materials are stored on the site or near the site; the site is near a cliff or an arroyo; or the site is located within a historic district?  
 Yes                       No

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

**Previous Community Development Assistance**

- 17. Has the City Department received previous Community Development funding from the City of El Paso for this particular project/location?                       Yes                       No

If yes, when, and what was the amount and purpose of the funding?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duplicate Submissions**

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

If yes, to who have you applied?	\$ Requested	Approved	Denied	Pending
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**ASSURANCE OF COMPLIANCE WITH ORDINANCE NO. 9779**

As \_\_\_\_\_ of the \_\_\_\_\_ Department  
(Position title)

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(typed or printed)

Date: \_\_\_\_\_

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

**ATTACHMENT F**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
THIRTY-THIRD YEAR (2007-2008) 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 designed specifically to implement and assist with the strategies, the goals and objectives of:

(1) The City’s Ten-Year Strategic Plan entitled Border Solutions: Ending Chronic Homelessness in El Paso, Texas; and

(2) The oversight and maintenance of the U.S Department of Housing and Urban Development’s (HUD) Continuum of Care funding through the 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 (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 fund the position(s) of staff to work closely with the El Paso Coalition for the Homeless for the successful outcomes of these two components of the City’s efforts to end homelessness. A copy of this Plan is appended to this application packet as Attachment B, page. The review process and evaluation criteria are described below.

The deadline for submittal of proposals for the 33rd Program Year is Friday, January 12, 2007. 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 12, 2007 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 12, 2007 deadline will not be considered for 33rd Year funding.

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

WEDNESDAY, SEPTEMBER 27, 2006 AT 9:00 A.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 Planning Application packet with you.

**COLLABORATION WITH NEIGHBORHOOD SERVICES DIVISION**

As part of the 2007-2008 application process, it is **strongly recommended** that applicants utilizing this packet contact the CD Neighborhood Services Division at (915) 541-4377 to help establish broad-based neighborhood support for the project being submitted. The Neighborhood Services Division will provide the applicant with essential information that will assist in developing community support. Failure to contact Neighborhood Services and earnestly attempt to establish support before the project is reviewed by the CD Steering Committee in late February 2007 will negatively affect the applicant's ability to receive funding. It is recommended that applicants contact Neighborhood Services as soon as the project is determined.

**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. This new method 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/activity is eventually funded.

**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 39.

**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 40; and Accessibility/Letter of Assurance on page 41.

- 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, 2005. 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.

## EVIDENCE OF PROJECT VIABILITY

The time frame for the 33rd Year of the CDBG Program is September 1, 2007 to August 31, 2008. In order to comply with expenditure requirements imposed by HUD, all 33rd Year projects should be completed by the end of the program year on August 31, 2008.

### 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 34, signed by an authorized representative of the applicant.

## COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 12, 2007, deadline in order to be considered for funding. All of the applicable supporting documentation must be submitted with the Community Development funding application in order for the application to be complete. (Attachment A, pages 9 and 10, 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 33rd Year (2007-2008) 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?
- Does the problem constitute a blighting influence on the community?

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)?
- Has the applicant demonstrated the ability to complete previously funded projects in a timely manner (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, or this 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?
- Has the applicant identified measurable outcomes for this project?
- Does the applicant have the resources to measure and document outcomes?

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 (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 12,

2007, 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 5, 2007. 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 33rd 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 8, 2007, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2007-2008. 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 26, 2007.

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

Kevin Pitts, Grants Planner or Eleanor Love, Senior Grants 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

For additional information regarding Ordinance No. 9779 you may contact the ADA Accessibility Coordinator, Mr. William Bennett, General Services Department, 4th 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 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, 8<sup>th</sup> Floor:

Project Description	Appropriate Application Packet	Contact
Economic Development – Technical Assistance to Micro-enterprises	Micro-enterprise Application Packets	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4642
Housing or Housing Services	Housing Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4639
Public Facilities Projects	Public Facilities Projects Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4643
Projects related to the delivery of Social Services	Social Services Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4371
Projects related to the delivery of Emergency Shelter Services	Emergency Shelter Grant Application Packet	Community Development Office 8 <sup>th</sup> Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4246

Applicants should submit the original and two copies of materials requested on pages 20 through 36 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 12, 2007. 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 – 8<sup>TH</sup> FLOOR  
TWO CIVIC CENTER PLAZA  
EL PASO, TEXAS 79901-1196

**COMPLETENESS CHECKLIST - Attachment A**

**PLANNING APPLICATIONS**

**33rd YEAR (2007-2008) COMMUNITY DEVELOPMENT PROGRAM**

The following is the checklist that the Department of Community and Human Development will use to determine if a Planning Application is complete. Applications that are incomplete after the submittal deadline of January 12, 2007, will not be considered for 33rd Year funding. It is recommended that applicants go through the checklist carefully before submitting the application to the Department of Community and Human Development and that all component parts of the application are clearly labeled or referenced.

Project Title: \_\_\_\_\_

**For Applicant Use**

**For CD Staff**

*Forms - General*

- |     |  |     |
|-----|--|-----|
| ___ | General Information Forms (pages 20, 23, 24, 26, and 28 of Application)                    | ___ |
| ___ | Agency Financial Information Forms, if applicable (pages 27, and 29)                       | ___ |
| ___ | Signed Assurance Forms A, B and C (pages 39, 40, and 41)                                   | ___ |
| ___ | Signed Assurance D - Accessibility/Letter of Assurance related to Ordinance 9779, page 42. | ___ |
| ___ | Completed and signed Guidelines/Self Evaluation (pages 44-50)                              | ___ |

*Eligibility*

- |     |   |     |
|-----|---|-----|
| ___ | The Executive Director, Program Director or Grant Writer attended the Mandatory Training Workshop | ___ |
|-----|---|-----|

*Project Description Narrative*

- |     |   |     |
|-----|---|-----|
| ___ | Project Description to include project summary and scope of project (page )   | ___ |
| ___ | Agency Capacity to include the identification of the Project Coordinator and Program Administrator (see page )      | ___ |
| ___ | Project Timetable (see page )   | ___ |
| ___ | Project Outcome(s) Applicant completed the required Anticipated Project Outcomes Worksheet (see Attachment , page ) | ___ |
| ___ | Supporting Documentation (see page )  | ___ |

Budget

- \_\_\_ Agency Financial Information on Schedules A and B (pages 31 and 32) \_\_\_
- \_\_\_ All applicable Project Cost Information is provided on Schedule C (pages 36 and 37) \_\_\_
- \_\_\_ Articles of Incorporation \_\_\_
- \_\_\_ Current By-Laws \_\_\_
- \_\_\_ 501(C)(3) Letter \_\_\_
- \_\_\_ Certified Agency Audit covering a period ending after January 31, 2005. \_\_\_
- \_\_\_ List of Current Board of Directors \_\_\_

Supporting Documentation

- \_\_\_ Applicant has contacted Neighborhood Services Division \_\_\_
- \_\_\_ Job descriptions for positions requested for funding are attached to the proposal \_\_\_

**Note:** Supporting documentation, in addition to that listed above may be requested at any time during review of the planning grant proposal.

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 33rd YEAR (2007-2008) CITIZEN REQUEST FORM



THE CITY OF EL PASO WANTS YOUR ASSISTANCE IN DETERMINING HOW WE CAN BEST SERVE THE NEEDS OF YOUR NEIGHBORHOOD AND YOUR COMMUNITY! HELP US BY LETTING US KNOW WHAT IMPROVEMENTS ARE NEEDED IN YOUR NEIGHBORHOOD. IT IS ESTIMATED THAT THE CITY OF EL PASO WILL RECEIVE APPROXIMATELY \$2.5 MILLION FROM THE FEDERAL GOVERNMENT (HUD) FOR THE 33<sup>rd</sup> YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CBDG) PROGRAM.

FUNDS MUST BE USED TO PRIMARILY BENEFIT LOW-AND MODERATE-INCOME PERSONS OR NEIGHBORHOODS.

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

NEIGHBORHOOD CENTERS; PARKS AND OTHER PUBLIC FACILITIES; STREET AND DRAINAGE IMPROVEMENTS; STREET LIGHTING IMPROVEMENTS; and ACCESSIBILITY IMPROVEMENTS

CONSTRUCTION OF NEW CITY PUBLIC BUILDINGS WILL ONLY BE CONSIDERED IF: THE LAND IS ALREADY OWNED BY THE CITY; THE APPROPRIATE DEPARTMENT SUBMITS THE FORMAL APPLICATION FOR THE PROJECT; AND THE APPROPRIATE DEPARTMENT WILL HAVE OPERATING FUNDS AVAILABLE UPON COMPLETION OF THE PROJECT.

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

- PROJECTS REQUIRING THE ACQUISITION OF LAND OR PROPERTY OR PURCHASE OF EQUIPMENT;
- RESURFACING STREETS; REPAIRING POT HOLES; PAVING ALLEYS; CLEANING STREETS/ALLEYS (Contact: Street Department at 621-6750)
- To report litter, trash accumulation, weeds, etc. violations on private property (Contact: Environmental Enforcement Division at 541-4386)
- To report abandoned homes (Contact: Building Permits and Inspections at 541-4800)

**PLEASE ATTEND** the meeting listed below to express your opinion as to what kind of improvements or services you believe are needed in your neighborhood or the community:

**CITYWIDE PUBLIC HEARING**  
**Wednesday, October 11, 2006 at 6:00 p.m.**  
City Council Chambers - City Hall, 2<sup>nd</sup> Floor  
Corner of Santa Fe and Missouri Streets

If you can't attend this meeting, please use this form to write in your suggestion(s) on the spaces provided below and 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**

Please describe below your request(s) in a clear and concise manner. Be sure to provide your name, address, and phone number, so we can contact you if we have any questions. The Community Development office must receive these forms by:  
5:00 p.m., Friday, December 8, 2006.

PLEASE PRINT

NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_



**FOR NEIGHBORHOOD ASSOCIATIONS ONLY  
(INDIVIDUALS SHOULD USE THE "CITIZEN REQUEST" FORM)**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 33<sup>rd</sup> YEAR (2007-2008)  
NEIGHBORHOOD ASSOCIATION FUNDING REQUEST FORM**

The City of Paso expects to receive funds from the U.S. Department of Housing and Urban Development (HUD) for the 33<sup>rd</sup> Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2007. **Approximately \$2.5 million will be available for new projects.** This form is to solicit requests from City recognized neighborhood associations and is an opportunity for associations to get involved in the CDBG process by identifying projects that are needed within their neighborhood association boundary. CDBG funds must primarily benefit low-and moderate-income persons or neighborhoods.

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

NEIGHBORHOOD CENTERS; PARKS AND OTHER PUBLIC FACILITIES; STREET AND DRAINAGE IMPROVEMENTS; STREET LIGHTING IMPROVEMENTS; and ACCESSIBILITY IMPROVEMENTS

CONSTRUCTION OF NEW CITY PUBLIC BUILDINGS **WILL ONLY BE CONSIDERED** IF: THE LAND IS ALREADY OWNED BY THE CITY; THE APPROPRIATE DEPARTMENT SUBMITS THE FORMAL APPLICATION FOR THE PROJECT; AND THE APPROPRIATE DEPARTMENT WILL HAVE OPERATING FUNDS AVAILABLE UPON COMPLETION OF THE PROJECT.

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

- PROJECTS REQUIRING THE ACQUISITION OF LAND OR PROPERTY; .PURCHASE OF EQUIPMENT;
- RESURFACING STREETS; REPAIRING POT HOLES; PAVING ALLEYS; CLEANING STREETS/ALLEYS;  
(Contact: Street Department at 621-6750)
- 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)

TO SUBMIT A REQUEST FOR A CD PROJECT IN THE ASSOCIATION'S NEIGHBORHOOD: Associations need to complete the back portion of this form and submit it to the Community Development office by the **deadline of 5:00 p.m., Friday, December 8, 2006.** **The President of the neighborhood association must also sign the submitted form. (Failure to submit a signed form by the above date will result in the association's request(s) not being considered for funding.)** After receiving request(s), the Department of Community and Human Development will determine the eligibility of request(s) and will keep the association informed of its status.

If the association is requesting funding for more than one project, please select and indicate the **three highest priority** projects for its neighborhood.

**ELIGIBLE NEIGHBORHOOD ASSOCIATIONS must be** located within El Paso City Limits and **must be** registered with the City's **Neighborhood Services** Program.

\*Groups interested in forming a Neighborhood Association should contact: **Neighborhood Services, at** (915) 541-4377 or visit the City's website at:

<http://www.elpasotexas.gov/neighborhood/default.asp>, for additional information.

**PLEASE ATTEND** the meeting listed below to express the association's opinion as to what kind of improvements or services it believes are needed in the association's neighborhood or the community.

**CITYWIDE PUBLIC HEARING**  
**Wednesday, October 11, 2006 at 6:00 p.m.**  
City Council Chambers - City Hall, 2<sup>nd</sup> Floor  
Corner of Santa Fe and Missouri Streets

***Important:***

***Requests submitted on this form represent the consensus of the Association as a whole. If other persons residing in the neighborhood wish to make the same funding request, but they are not members of the association, please attach a petition listing their names, signatures, addresses and phone numbers.***

**FOR NEIGHBORHOOD ASSOCIATIONS ONLY**  
**(INDIVIDUALS SHOULD USE THE "CITIZEN REQUEST" FORM)**  
**CDBG 33<sup>rd</sup> YEAR (2007-2008)**  
**NEIGHBORHOOD ASSOCIATION FUNDING REQUEST FORM**

The City of El Paso wants the assistance of Registered Neighborhood Associations in determining how we can best serve the needs of the neighborhood and the community. Requests should be submitted on this form by the **deadline of 5:00 p.m. Friday, December 8, 2006**. No requests will be accepted after this date and time.

**IMPORTANT:**

***Requests submitted on this form represent the consensus of the Association as a whole. If other persons residing in the neighborhood wish to make the same funding request, but they are not members of the association, please attach a petition listing their names, signatures, addresses and phone numbers.***

**PLEASE PRINT:**

**1. Name of the City Recognized Neighborhood Association:**

\_\_\_\_\_

**2. Presidents Name:**

\_\_\_\_\_

**3. Presidents Address:**

\_\_\_\_\_

**Zip Code:**

\_\_\_\_\_

**4. Telephone: (Home)**

\_\_\_\_\_

**(Work)**

\_\_\_\_\_

**5. E-mail:**

\_\_\_\_\_

**Fax No.:**

\_\_\_\_\_

**6. In the space provided below, or on additional sheets if necessary, please give a description of the project(s) your association is/are requesting (if available, please attach signed petitions and/or drawings or photos describing the project). Attach additional sheet(s) of paper if necessary.**

*If the association is requesting funding for more than one project, please select and indicate the **three highest priority** projects for its neighborhood.*

**PLEASE PRINT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Tell us why the neighborhood needs this/these project(s).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project(s) Endorsed By:**

Association Chair/President: \_\_\_\_\_ Phone No: \_\_\_\_\_  
(Print Name)

Signature (Association Chair/President): \_\_\_\_\_ Date: \_\_\_\_\_

**If you have any questions, or need assistance in completing this request please contact:**

Ms. Judy J. Emmons, Grants Planner  
Department of Community and Human Development  
#2 Civic Center Plaza - 8th Floor,  
El Paso, TX 79901-1196  
Telephone No. (915) 541-4643

**For Office Use Only:**

**District #** \_\_\_ CT \_\_\_ BG \_\_\_ ; CT \_\_\_ BG \_\_\_ ; CT \_\_\_ BG \_\_\_ ; CT \_\_\_ BG \_\_\_ ;

**Total Universe** \_\_\_\_\_ ; **Total\_Low-Mod** \_\_\_\_\_ ; **Low-Mod %** \_\_\_\_\_

**FISCAL YEAR (2007-2008)****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 \$350,000 in ESG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2007-2008 Program Year. The contract period is from September 1, 2007 to August 31, 2008. 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 ESG project in cash from a non-CD funding source.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Emergency Shelter Grant project proposed for Community Development (CD) funding. ESG funds will be allocated to agencies using this application process. Letter of Intent format sheets were available in the 8<sup>th</sup> Floor Community Development office at City Hall from 8:00 a.m. September 5, 2006 through 5:00 p.m. October 2, 2006. Letter of Intent packets were due in the Social Services Office, 8<sup>th</sup> Floor, City Hall (2 Civic Center Plaza) by 5:00 p.m. October 2, 2006. Eligible applicants were then invited to the RFP training on October 11, 2006 where the application packets were distributed. Applications are due November 27, 2006. **Late or incomplete submissions of the Application will not be considered for funding.**

**PROJECT ELIGIBILITY**

Federal eligibility requirements:

- Applicant's project must provide direct services to clients who are homeless and who reside within the limits of the City of El Paso.
- 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.

- Each private, non-profit ESG recipient must supplement its ESG funding amounts with an equal amount of funds from other 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 supplemental 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 \$10,000.
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the ESG funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for ESG funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
- 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, 2005.
- 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.
- Applicants must be participants in the Homeless Management Information System (HMIS).

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 proposals 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.
- Applicants currently receiving ESG funds must be in compliance with all terms of any contract through Community and Human Development and have been in good standing during the program year.
- Applicants must have submitted a complete letter of intent and application packet by the deadlines or the project will not be considered for funding.
- Applicants must attend all required training (see training, below) in order to be considered eligible to apply.
- Applicants must be on time and attend every meeting of 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.

## **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 establish the following priorities for consideration of funding for ESG projects: Economic development and self-sustainability is a goal held prominently by the City of El Paso and its public, private, and non-profit partners. As such, ESG funding priorities will recognize a holistic and results-oriented approach to attaining that goal.

**ESG:**

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

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

**VALUES FOR PROPOSAL CONSIDERATION**

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

COLLABORATIVE VALUES

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

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

PROJECT VALUES

Project values reflect traits deemed valuable in terms of individual projects. Additional consideration will be given to those projects that:

1. Demonstrate a project history of successful implementation and budget management.
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:

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.**

- |                                   |                  |                |
|-----------------------------------|------------------|----------------|
| ◆ RFP Training (all ESG grantees) | October 11, 2006 | 9:00 a.m.-Noon |
|-----------------------------------|------------------|----------------|

A supplementary training for completion of the application will be held on November 13, 2006 in the Community Development Conference Room on the 8<sup>th</sup> 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, 2007.

### **Organizational Collaborative Meeting:**

- Emergency Shelter Grant Collaborative, Child Crisis Center, 2100 N. Stevens      10-20-06      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.

**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 2007-2008 Year application period is from the Letter of Intent release on September 5, 2006 through City Council's Final Budget decision on or about June 26, 2007. 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 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 33<sup>rd</sup> 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 made in writing within seven (7) days of receiving the disqualification notice, in order to allow the project to be re-integrated into the application process if appropriate.

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

**EXIT CONFERENCE**

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

## NEIGHBORHOOD ASSOCIATION MEETINGS

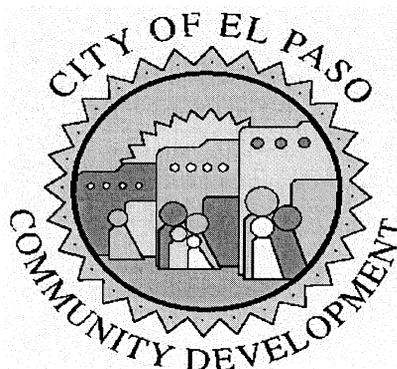
If you would like to make a formal presentation to a registered Neighborhood Association to familiarize them with your project, please call for a list of Neighborhood Associations in your area:

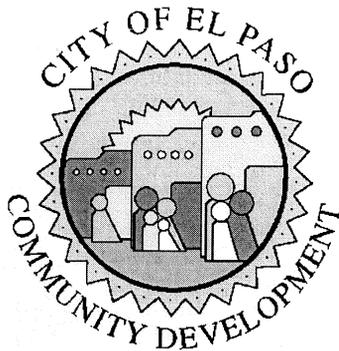
Neighborhood Services Division  
Department of Community and Human Development  
2 Civic Center Plaza, 8<sup>th</sup> Floor  
El Paso, Texas 79901  
Ph. 541-4377, fax 541-4028  
Website: <http://www.elpasotexas.gov/neighborhoodsfirst/default.asp>

## 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](mailto:Jimenezcp@elpasotexas.gov)





## ATTACHMENT I

**FISCAL YEAR (2007-2008)**

**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 \$350,000 in ESG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2007-2008 Program Year. The contract period is from September 1, 2007 to August 31, 2008. 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 ESG project in cash from a non-CD funding source.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Emergency Shelter Grant project proposed for Community Development (CD) funding. ESG funds will be allocated to agencies using this application process. Letter of Intent format sheets were available in the 8<sup>th</sup> Floor Community Development office at City Hall from 8:00 a.m. September 5, 2006 through 5:00 p.m. October 2, 2006. Letter of Intent packets were due in the Social Services Office, 8<sup>th</sup> Floor, City Hall (2 Civic Center Plaza) by 5:00 p.m. October 2, 2006. Eligible applicants were then invited to the RFP training on October 11, 2006 where the application packets were distributed. Applications are due November 27, 2006. **Late or incomplete submissions of the Application will not be considered for funding.**

### PROJECT ELIGIBILITY

Federal eligibility requirements:

- Applicant's project must provide direct services to clients who are homeless and who reside within the limits of the City of El Paso.
- 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.

- Each private, non-profit ESG recipient must supplement its ESG funding amounts with an equal amount of funds from other 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 supplemental 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 \$10,000.
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the ESG funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for ESG funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
- 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, 2005.
- 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.
- Applicants must be participants in the Homeless Management Information System (HMIS).

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 proposals 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.
- Applicants currently receiving ESG funds must be in compliance with all terms of any contract through Community and Human Development and have been in good standing during the program year.
- Applicants must have submitted a complete letter of intent and application packet by the deadlines or the project will not be considered for funding.
- Applicants must attend all required training (see training, below) in order to be considered eligible to apply.
- Applicants must be on time and attend every meeting of 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.

## 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 establish the following priorities for consideration of funding for ESG projects: Economic development and self-sustainability is a goal held prominently by the City of El Paso and its public, private, and non-profit partners. As such, ESG funding priorities will recognize a holistic and results-oriented approach to attaining that goal.

**ESG:**

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

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

**VALUES FOR PROPOSAL CONSIDERATION**

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

**COLLABORATIVE VALUES**

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

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

**PROJECT VALUES**

Project values reflect traits deemed valuable in terms of individual projects. Additional consideration will be given to those projects that:

1. Demonstrate a project history of successful implementation and budget management.
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:

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.**

- |                                   |                  |                |
|-----------------------------------|------------------|----------------|
| ◆ RFP Training (all ESG grantees) | October 11, 2006 | 9:00 a.m.-Noon |
|-----------------------------------|------------------|----------------|

A supplementary training for completion of the application will be held on November 13, 2006 in the Community Development Conference Room on the 8<sup>th</sup> 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, 2007.

### **Organizational Collaborative Meeting:**

- Emergency Shelter Grant Collaborative, Child Crisis Center, 2100 N. Stevens      10-20-06      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.

**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 2007-2008 Year application period is from the Letter of Intent release on September 5, 2006 through City Council's Final Budget decision on or about June 26, 2007. 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 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 33<sup>rd</sup> 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 made in writing within seven (7) days of receiving the disqualification notice, in order to allow the project to be re-integrated into the application process if appropriate.

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

## EXIT CONFERENCE

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

## NEIGHBORHOOD ASSOCIATION MEETINGS

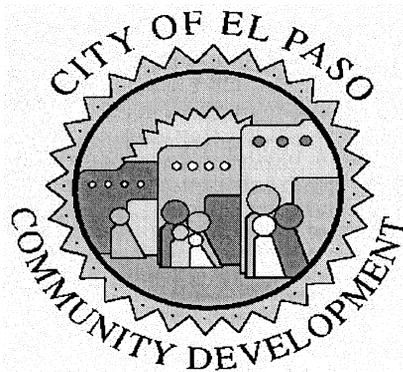
If you would like to make a formal presentation to a registered Neighborhood Association to familiarize them with your project, please call for a list of Neighborhood Associations in your area:

Neighborhood Services Division  
Department of Community and Human Development  
2 Civic Center Plaza, 8<sup>th</sup> Floor  
El Paso, Texas 79901  
Ph. 541-4377, fax 541-4028  
Website: <http://www.elpasotexas.gov/neighborhoodsfirst/default.asp>

## 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](mailto:Jimenezcp@elpasotexas.gov)



(PLANNING SCHEDULE - 33RD YEAR (2007-2008)

Attachment J

COMMUNITY DEVELOPMENT PROGRAM

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

2006

- Thursday, August 17 5:30 p.m. Steering Committee meets to review proposed 33<sup>rd</sup> Year Policies and Procedures in the CD Conference Room, 8<sup>th</sup> Floor, City Hall.
- Monday, August 21 Policies and Procedures agenda packet to CD Secretary for 8/29/06 Council Meeting.
- Tuesday, August 29 City Council to adopt Policies and Procedures for 33<sup>rd</sup> Year Planning Process.
- Sunday, September 3 Publications of newspaper ad about Citywide Public Hearing and availability of Letter of Intent and application ,  
Monday, September 4 packets for Community Development (CD) and Emergency Shelter Grant (ESG) funding requests.
- Monday, September 4 **LABOR DAY HOLIDAY!**
- Tuesday, September 5 Release of Letter of Intent Packets to social service agencies, non-social application packets, citizen project requests forms, neighborhood association project request forms, and publicity about the Citywide Public Hearing.
- Sunday, September 17 Publications of newspaper ad for Citywide Public Hearing.  
Sunday, September 24
- Wednesday, September 27 Training workshop for applicants for Public Facilities/Planning projects - 9:00 a.m. to noon – CD Conference Room; and  
Training workshop for applicants for Economic Development projects - 1:30 p.m. to 4:30 p.m. – CD Conference Room.
- Monday, October 2 Letters of Intent due from Social Service Agencies
- Tuesday, October 3 Training workshop for applicants for Housing projects – 1:30 p.m. to 3:30 p.m. - CD Conference Room.
- Wednesday, October 4 Letter of Intent Notifications mailed to Social Service Agencies
- Thursday, October 5 5:30 p.m. - At its first meeting in October in the 8<sup>th</sup> 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 33<sup>rd</sup> Year planning process.
- Monday, October 9 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 YWCA, 1600 N. Brown.
- Wednesday, October 11 ESG Training Workshop & Administrative Collaborative Meeting – 9:00 a.m. to noon, at the Child Crisis Center, 2100 N. Stevens Avenue
- Wednesday, October 11 Citywide Public Hearing - 6:00 p.m. - City Hall - Council Chambers, 2nd Floor.**
- Monday, October 16 9:00 a.m. – Administrative Collaborative Meeting for Economic Opportunities at El Paso Rehabilitation Center, 1101 E. Schuster Avenue.
- Tuesday, October 17 9:00 a.m. - Administrative Collaborative Meeting for Children & Youth Support & Development Services at Center of the Deaf, 6585 Montana Avenue, Building R.
- Wednesday, October 18 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.
- Thursday, October 19 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 20 9:00 a.m. - Administrative Collaborative Meeting for Homeless, Emergency Shelter & Housing at Child Crisis Center, 2100 N. Stevens Avenue.  
10:00 a.m. Emergency Shelter Grant Collaborative Meeting at Child Crisis Center, 2100 North Stevens Avenue.
- Friday, October 27 Deadline for all 2005-2006 Consolidated Annual Performance & Evaluation Report (CAPER) information to be updated in IDIS and for narratives and backup information to be submitted.

Tuesday, October 31	Make-up training workshop (if necessary) for applicants for Housing projects – 1:30 p.m. to 3:30 p.m. - CD Conference Room.
Friday, November 3	Draft of the 2005-2006 Consolidated Annual Performance & Evaluation Report (CAPER) is published in the El Paso Times for citizen review and comments. Citizens have until November 17, 2006 to respond.
Wednesday, November 8	Make-up training workshops for applicants for Public Facilities/Planning projects (9:00 a.m. to noon) and Economic Development projects (1:30 p.m. to 4:30 p.m.) - CD Conference Room.
Monday, November 13	Supplementary training for the Social and ESG Services RFP. Attendance by RSVP only (will be canceled if no one RSVPs).
Wednesday, Nov. 22	Deadline for 2005-2006 Consolidated Annual Performance & Evaluation Report (CAPER) to be provided to the City Manager for signature.
November 23 & 24	<b>THANKSGIVING DAY HOLIDAYS!</b>
Monday, November 27	<b><u>Deadline</u> (at 5:00 p.m.) for submission of Social Service and ESG proposed 2007-2008 projects, to the Department of Community &amp; Human Development.</b>
Monday, November 27	Target date to Fed-Ex 2005-2006 Consolidated Annual Performance & Evaluation Report (CAPER) to HUD.
Tuesday, November 28	Consolidated Annual Performance & Evaluation Report (CAPER) for the 2005-2006 consolidated program year due to HUD (90 days after end of 2006-2007 program year).
Friday, December 8	<b>Deadline at 5:00 p.m., for submission of Citizen Requests, Neighborhood Association requests and City Representatives' Requests to the Department of Community and Human Development.</b>
Monday, December 25	<b>CHRISTMAS DAY HOLIDAY!</b>
<b><u>2007</u></b>	
Monday, January 1	<b>NEW YEAR'S DAY HOLIDAY!</b>
Tuesday, January 2	Staff proposal review of ESG and public service projects submitted to collaboratives.
Friday, January 12	<b><u>Deadline</u> (at 5:00 p.m.) for submission of 33rd 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.</b>
Monday, January 15	<b>MARTIN LUTHER KING JR.'S BIRTHDAY HOLIDAY!</b>
Thursday, January 18	5:30 p.m. - Steering Committee meets to adopt preliminary schedule for review of 33rd Year proposals in the CD Conference Room, 8th Floor - City Hall.
Friday, January 19	9:00 a.m. – 3:00 p.m. - ESG Collaborative reviews 2007-2008 ESG Proposals at the Child Crisis Center, 2100 N. Stevens.
Friday, February 2	Administrative support budgets are due.
Friday, February 2	<b>Deadline for submission of recommendations from ESG and Public Service Collaboratives.</b>
Monday, February 5	List of eligible and ineligible proposals distributed to City Council and the Steering Committee.
Tuesday, February 6	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 8	5:30 p.m. - Steering Committee review of Children and Youth Services Proposals in the CD Conference Room, 8th Floor - City Hall.
Tuesday, February 13	5:30 p.m. - Steering Committee review of Economic Opportunities Services Proposals in the CD Conference Room, 8th Floor - City Hall.
Thursday, February 15	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 20	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 22	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.
Tuesday, February 27	5:30 p.m. - Steering Committee review of Non-Profit Public Facilities Proposals in the CD Conference Room, 8th Floor - City Hall.
Thursday, March 1	5:30 p.m. - Steering Committee review of Administrative Support Budgets and Program Income Budgets, Planning, Housing and Economic Development Proposals in the CD Conference Room, 8th Floor - City Hall.
Wednesday, March 7	5:30 p.m. - Steering Committee review of Parks Department, City-County Health & Environmental District, and El Paso Fire Department Proposals in City Council Chambers, 2nd Floor - City Hall.
<b>March 12 –16</b>	<b>SPRING BREAK (unconfirmed date)</b>
Wednesday, March 14	5:30 p.m. - Steering Committee review of Street and Drainage Improvements, Citywide Curb Cut Demand Program, and Audible Pedestrian Signals in City Council Chambers, 2nd Floor - City Hall.
Wednesday, March 21	<b>Steering Committee Bus Tour!</b> 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.
Tuesday, March 27	5:30 p.m. - Steering Committee and Staff budget deliberations in CD Conference Room, 8 <sup>th</sup> Floor – City Hall.
Thursday, March 29	5:30 p.m. – Steering Committee and Staff budget deliberations (if necessary) in CD Conference Room, 8 <sup>th</sup> Floor – City Hall.
Friday, March 30	Deadline for CD Planning Section to submit project cost estimates for recommended projects to the CD Implementation Section.
<b>April 2-6</b>	<b>HOLY WEEK!</b>
Wednesday, April 11	Deadline for CD Implementation Section to submit budget sheets for proposed projects to the Deputy Director.
Friday, April 13	Budget recommendations from CD Steering Committee and staff submitted to City Council.
<b>April 16 – 22</b>	<b>NATIONAL COMMUNITY DEVELOPMENT WEEK! (unconfirmed date)</b>
<b>Tuesday, May 8</b>	<b>At the regular City Council meeting in Council Chambers, City Council conducts a public hearing to adopt the 2007-2008 proposed budgets for CDBG, ESG and HOME as part of the Annual Action Plan Draft for publication in the El Paso Times.</b>
Sunday, May 13	Proposed 33rd Year Budget and Annual Plan of the Consolidated Plan published in newspaper. Citizens have 30 days to comment.
<b>Monday, May 28</b>	<b>MEMORIAL DAY HOLIDAY!</b>
Friday, June 15	<b><u>Deadline</u> (at 5 p.m.) for written comments on the Budget and Annual Plan of the Consolidated Plan.</b>
<b>Tuesday, June 26</b>	<b>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 &amp; 33rd Year Budget.</b>
Wednesday, July 4	<b>FOURTH OF JULY HOLIDAY!</b>
Tuesday, July 10	Annual Plan of the Consolidated Plan must be mailed out to HUD by this date.
<b>8/21/2006</b>	