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

DEPARTMENT: **Community and Human Development**

AGENDA DATE: **August 30, 2011**

CONTACT PERSON/PHONE: **Bill Lilly/541-4643**

DISTRICT(S) AFFECTED: **All**

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

City Council is asked to adopt policies and procedures applicable to the planning process for the 38th Year (2012-2013) Community Development Block Grant (CDBG) Program, the 2012-2013 Emergency Solutions Grant (ESG) Program and the 2012-2013 Housing Opportunities for Persons with AIDS (HOPWA) Program, and to establish different deadlines for the submission of all 2012-2013 letters of intent, application packets and funding request forms.

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

Approval of these policies and procedures will constitute the first step in a lengthy process that will culminate in June 2012, with City Council's adoption of the Annual Action Plan for 2012-2013. The planning process will begin on **September 6, 2011**, when the CDBG/ESG/HOPWA application packets and funding request forms will be made available.

HUD has not yet notified the City of its CDBG, ESG and HOPWA entitlement grant amounts. At this point, CD staff is projecting level funding amounts for the CDBG and HOPWA programs, and increased funding for the ESG program; and that approximately $2 million will be available for new CDBG projects in the 38th Year. It is essential that City Council continue to adopt policies that will provide for the most judicious use of these federal funds. **The proposed policies and priorities (described further below) are recommended by both the Community Development Steering Committee and Community Development staff.**

COMMUNITY DEVELOPMENT

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

On July 14, 2011, a Planning Committee comprised of representatives of CDBG Public Service, ESG, HOPWA and NRSA agencies; CD Steering Committee; and CD staff, convened to review the current 2011-2012 policies and procedures with the goal of recommending necessary changes to enhance and improve the public services planning and funding process. Further, on July 28, 2011, CD staff met with the Economic Development, Planning and Tourism Legislative Review Committee to seek recommendations on its CDBG Public Service funding and set-aside processes. The input derived from these meetings has been incorporated into the attached application materials. A summary of the changes are detailed below:

- CD staff will be the only group that will score the applications. Those proposals which are found to be eligible, complete, and meet a minimum passing score of 70 will be permitted to advance in the process.
- A 0-5 point penalty has been added for poor performance (examples: monitoring findings; failure to spend all awarded grant funds).
- Application scoring is not tied directly to funding amounts.
- Presentation review scoring has been eliminated.

- The Economic Opportunities collaborative has been eliminated. Instead, there will be a $30,000 competitive set-aside for one Job Training and Education project. The four remaining collaboratives' percentage allocations were adjusted to accommodate the movement of monies from former Economic Opportunity projects and for public service funding trends.
- Agencies are allowed to submit more than one application per collaborative.
- The $100,000 non-competitive set-aside funding for El Paso Mental Health Mental Retardation has been eliminated.
- Minimum funding amount is increased from $25,000 to $30,000. There is not a maximum amount cap.

This is the 17th year that the City will emphasize a collaborative approach to the distribution of CDBG public service funds. A copy of the proposed Letter of Intent (**Attachment A**) and Public Service Funding Application (**Attachment B**) are attached for your information and review.

Blocking of Funds: CDBG regulations limit the amount of funds spent on public services to 15% of the annual grant plus 15% of the CDBG Revolving Loan Fund income from the preceding year. Due to the elimination of the Economic Opportunities Collaborative, trends in public service funding, and amounts of competitive and non-competitive set-asides being recommended, the funding percentages to determine the amount that each collaborative will receive have changed from the previous years. The new recommended percentages are:

	38th Year
Children and Youth Support and Development Services	**30%**
Medical and Mental Health Services	**25%**
Seniors and Persons with Disabilities Services	**24%**
Homeless, Emergency Shelter and Housing Services	**21%**

CDBG Entitlement Grant & Public Service Set-Asides

It is again recommended that a portion of the CDBG entitlement grant (**$200,000**) be set-aside for non-profit agencies that specifically serve the residents in the Chamizal and Lower Dyer neighborhoods --- two federally-designated Neighborhood Revitalization Strategy Areas (NRSAs). To accomplish this, a separate Letter of Intent (**Attachment C**) and NRSA Partnership application (**Attachment D**) have been developed for this purpose. Designating these two neighborhoods as NRSAs allows the City of El Paso to exceed the 15% cap limit for public services, and thus, the $200,000 will be over and above the amount normally designated for CDBG Public Services. Qualified, eligible agencies would compete for the $200,000, and all the same requirements would apply – with one notable exception --- there would be no matching funds requirement. The two NRSAs are considered partnerships that function independent of each other.

A **$125,000** non-competitive set-aside from CDBG Public Services funding is recommended for three City Parks and Recreation Department's programs that previously competed in the Children & Youth Support Services and Seniors and Persons with Disabilities Services Collaboratives: (1) Sun Country Recreation Program; (2) Neighborhood Youth Outreach After School Program; and (3) Disability Exercise Program. This set-aside will ensure the continuation of these vital City programs at level funding amounts.

A **$30,000** competitive set-aside from CDBG Public Services funding is recommended to fund one First Time Homebuyer Counseling project. It's essential for any client desiring to participate in the City's First Time Homebuyers Program (funded by the HOME entitlement grant) to attend a homebuyer educational training program. This set-aside will ensure that the link to the City's program is maintained. Potential applicants will be required to complete a Letter of Intent (**Attachment A**) and an application specifically developed for this set-aside (**Attachment E**).

A **$25,000** competitive set-aside from CDBG Public Services funding is recommended to fund an Accessible Housing Units Database project to track the location and availability of Type A accessible housing units. This database will help connect persons seeking Type A units with available Type A units and provide an indication of the supply versus demand for Type A units. Potential applicants will be required to complete an application that is still under development, but that will adhere to the core policies and procedures adopted by City Council for 38th Year public service projects.

A **$30,000** competitive set-aside from CDBG Public Services funding is recommended to fund one Job Training and Education project. This set-aside will ensure the continuation of at least one economic development-related public service activity. Potential applicants will be required to complete a Letter of Intent (**Attachment A**) and an application specifically developed for this set-aside (**Attachment F**).

A **$25,000** competitive set-aside from the CDBG entitlement grant is recommended to fund one Fair Housing project in connection with the City of El Paso's Office of Fair Housing. The eligible applicant selected for funding will base their services on the results of the Analysis of Impediments to Fair Housing Choice Study developed by Southwest Fair Housing Council of Tucson, Arizona. Fair Housing funds are considered an administrative activity and count against the City's 20% CDBG administrative cap. (**Attachment G**).

It is recommended that agencies with non-competitive set-asides not be allowed to apply for general CDBG Public Service, Emergency Solutions Grant or Housing for Persons with AIDS funding. Agencies with non-competitive set-asides are still required to complete an application and make any needed corrections to facilitate contract writing and to provide for a complete file. Also, agencies receiving set-asides for multiple programs must adhere to the $30,000 grant minimum.

The deadline for submittal of the Letters of Intent will be **September 15, 2011** and the deadline for eligible public service proposals to be submitted will be **October 31, 2011**. Full applications for the NRSA partnerships will be due **January 9, 2012**. The public service collaboratives will begin their deliberations on October 10, 2011 and the CD Steering Committee will review the public service and NRSA proposals on February 7 and February 14, 2012.

CDBG City Department, Economic Development, Volunteer Housing Rehabilitation, Public Facility and Citizen Request Form (Attachments H thru L)

Although public services attract a great deal of attention, the greater part of the annual CDBG budget is utilized for non-public service projects. The Community Development Department publishes application packets for several distinct categories. Copies of the below application guidelines (with noted changes) for each of these categories are provided for your information

City Department (Attachment H)

Economic Development (Attachment I)

Volunteer Housing Rehabilitation (Attachment J)

Public Facility (Attachment K) – Governmental entities, if awarded funding, will be required to provide a 10% cash match to be deposited in an escrow account at the time of closing.

Citizen Request Form (Attachment L)

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

Also, for the past several years, it has been recommended that City Council not consider any projects involving the use of CDBG funds for land acquisition, with no exceptions to this policy. Due to timeliness requirements mentioned previously and because of the scarcity of the CDBG funds, it was considered reasonable to require that CDBG applicants demonstrate capacity, experience and an investment in their program by owning their facility when they seek CDBG funds. This policy is again recommended for City Council approval in the 38th Year.

Besides the noted change to the Public Facility application packet, there are no other major changes to the 38th Year application packets. All policies and procedures remain intact from previous years' programs:

EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)

The current Emergency Shelter Grant program will soon be morphing into the Emergency Solutions Grant program. Although HUD has not yet released official program rules and regulations pertaining to the Emergency Solutions Grant, the City is preparing for this change by incorporating expected guidelines and regulations into its application packet that have been obtained through trainings and webinars. The ESG planning process virtually mirrors the process utilized for CDBG public services. ESG applicants utilize the same Letter of Intent (**Attachment A**). The ESG application (**Attachment M**) requirements differ from the CDBG Public Service requirements in the following ways:

- Applicants are required by federal regulations to provide a 100% match from a non-CD funding source.
- Minimum funding for a project is **$15,000**.
- Participation in the El Paso Homeless Management Information System (HMIS) is required.

HOUSING OPPORTUNTIES FOR PERSONS WITH AIDS (HOPWA)

With its HOPWA grant, the City of El Paso is responsible for serving the entire El Paso Metropolitan Statistical Area (El Paso County). Eligible activities under the HOPWA Program include: (1) housing information services; (2) resource identification to establish, coordinate and develop housing assistance resources for eligible persons; (3) project- or tenant-based rental assistance including assistance for shared housing arrangements; (4) short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling; (5) supportive services, including, but not limited to, health mental health assessment, permanent housing placement, drug and alcohol abuse treatment and counseling; and (6) administrative expenses – the Project Sponsor may use up to 7 percent of the HOPWA grant award for administrative costs. HOPWA applicants are required to utilize a Letter of Intent (**Attachment A**) and to fill out an application (**Attachment N**).

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

PLANNING SCHEDULE

As mentioned previously, the solicitation of proposals for the 38th Year CDBG Program Year and the 2012-2013 ESG and HOPWA Programs will begin on **September 6, 2011**. A preliminary Planning Schedule is attached for your information (**Attachment O**). Your attention is called to the following five deadlines:

September 15, 2011 (at 6:00 p.m.) – Final date that CDBG Public Service, Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA) and NRSA Partnership Letters of Intent may be submitted to the Department of Community and Human Development.

October 27, 2011 (at 6:00 p.m.) – Final date that Citizen and City Representative requests may be submitted to the Department of Community and Human Development.

October 31, 2011 (at 6:00 p.m.) – Final date that CDBG Public Service, ESG and HOPWA applications may be submitted to the Department of Community and Human Development.

December 15, 2011 (at 6:00 p.m.) – Final date that 38th Year (2012-2013) City Department, Economic Development, Fair Housing, Volunteer Housing Rehabilitation and Public Facility application packets may be submitted to the Department of Community and Human Development.

January 9, 2012 (at 6:00 p.m.) – Final date that NRSA Partnership applications may be submitted to the Department of Community and Human Development.

It is recommended that no extensions be granted to these deadlines. Maintaining the deadlines are important because the City is required to submit its 2012-2013 Annual Action Plan to HUD in early July 2012.

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 CDBG, ESG and HOPWA programs.

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 2012-2013 CDBG/ESG/HOPWA policies and procedures were approved by the Community Development Steering Committee on August 17, 2011.

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

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

DEPARTMENT HEAD: Anthony C. Sheal for W. Lilly

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

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

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

That City Council adopt policies and procedures for the 38th Year (2012-2013) Community Development Block Grant (CDBG) Program, the 2012-2013 Emergency Solutions Grant (ESG) Program and the 2012-2013 Housing Opportunities for Person with AIDS (HOPWA) Program, all such policies and procedures attached hereto as A through N; that City Council establish September 15, 2011 as the deadline for the submission of Letters of Intent from CDBG Public Service, ESG, HOPWA and Neighborhood Revitalization Strategy Area (NRSA) Partnership agencies; that City Council establish October 27, 2011 as the deadline for submission of all City Representative requests and citizen request forms; that City Council establish October 31, 2011 as the deadline for submission of all CDBG Public Service, ESG and HOPWA application packets; that City Council establish December 15, 2011 as the deadline for the submission of all 2012-2013 City Department, Economic Development, Fair Housing, Volunteer Housing Rehabilitation and Public Facility application packets; and that City Council establish January 9, 2012 as the deadline for submission of all NRSA Partnership application packets.

ADOPTED this _____ day of August, 2011.

CITY OF EL PASO

_____
John F. Cook,
Mayor

ATTEST:

_____
Richarda Duffy-Momsen,
City Clerk

APPROVED AS TO FORM:

Marie A. Taylor
Assistant City Attorney

APPROVED AS TO CONTENT:

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

CHD-11-Reso- Policies & Priorities/ 38th Year
11-1039- 029 79967 MAT

ATTACHMENT A

2012-2013 CDBG PUBLIC SERVICES, ESG & HOPWA LETTER OF INTENT

Letter of Intent packets are available from September 6, 2011 through September 15, 2011. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5:00 p.m. on September 15, 2011.** Late or incomplete packets will not be accepted, and no application will be accepted without a Letter of Intent. Once your packet has been reviewed, you will be contacted. If it is accepted, the Executive Director, Program Director or Grant Writer will be required to attend a training session on October 3, 2011 (for CDBG Public Services), on October 5, 2011 (for ESG), and/or on October 6, 2011 (for FTHCE), October 10, 2011 (for HOPWA) at which time you'll be given the complete application packet(s). **The full applications are due October 31, 2011**. Please make certain the contact information is correct.

Agency Name			
Agency Address			
Director's Name			
Project Name			
Contact's Name			
Contact's Address			
Phone Number		Fax Number	
E-Mail Address		Web Page Address	
Service Categories **Please submit a separate Letter of Intent for each project. Only one set of attachments should be submitted**	☐ CDBG Children & Youth Services ☐ CDBG Services to Seniors and Persons with Disabilities ☐ CDBG Mental and Medical Health Services ☐ CDBG Services to the Homeless ☐ CDBG First-Time Homebuyer Counseling (Competitive $30,000 Set-Aside) ☐ Emergency Solutions Grant ☐ Housing Opportunities for Persons with AIDS		
Partners, Consultants and/or Contractors	Is it your intent to partner with an entity outside your agency to provide any services under the proposed project? Yes No (circle one) **Note**: Applicants are required to submit the name(s) of their partner(s) when the full application is submitted on **October 31, 2011**.		

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

Required Attachments:

_____ IRS 501 (c) 3 Ruling Letter
_____ Current Articles of Incorporation, including any amendments
_____ Current Bylaws, including any amendments
_____ Current list of Board of Directors
_____ Audit covering a period ending on a date no earlier than January 31, 2010

_____ Signature
_____ Print Name
_____ Date

ATTACHMENT B

CDBG PUBLIC SERVICES

38TH YEAR (2012-2013)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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

Closing Date: October 31, 2011 at 6:00 p.m.

THIRTY-EIGHTH YEAR (2012-2013) CDBG PUBLIC SERVICES FUNDING REQUEST

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, including decent housing and suitable living environments, and the expansion of economic opportunities, principally for persons of low and moderate income. The City of Paso expects to receive approximately $7.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 38th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2012. Federal regulations stipulate that a maximum of 15% of the annual CDBG funding may be allocated to public services. An additional 15% of Program Income may also be allocated to Public Service programs, thus, making an estimated cumulative total of $1.3 million available for Public Service programs. The City's Department of Community and Human Development is soliciting funding proposals from interested public and non-profit entities for the use of these funds.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Public Service project proposed for Community Development (CD) funding. CD Public Service funds will be allocated to agencies using this application process. Letter of Intent format sheets were available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from 8 a.m. September 6, 2011 through 6 p.m. September 15, 2011. Letter of Intent packets were due in the Community and Human Development Office, 8th Floor, City Hall by 6:00 p.m. September 15, 2011. Eligible applicants were then invited to the RFP training on October 3, 2011 where complete application packets were provided. Applications are due October 31, 2011. **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 62 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 $30,000.**
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee. Conflict of Interest and all other provisions extend to partners and subcontractors as well.
- Applicant must demonstrate adequate management capacity. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2010.
- No more than 90% of the overall program cash cost may be requested from the Department of Community and Human Development. The combined total of all CDBG and City-administered ESG funds may not exceed 90% of the project cost—at least 10% of the project cost must be secured from a source other than the Department of

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

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

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

- Applicants must demonstrate compliance with City Council's Priorities for CDBG Public Service Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. Applicants must state their intent to partner with another agency in the Letter of Intent. However, the identification of the partnership and plan of action for the partnership must be outlined in the full CDBG application when it is submitted to the Community and Human Development office. If any portion of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the application must be completed reflecting the role of the partner. If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- Each physical location where funded services are provided is considered to be a separate activity. Therefore any project which will provide services in more than one location must complete an Activity/Partner Supplement for each site. The budgets listed for the combined sites must match the budget for the project.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through the Department of Community and Human Development and have been in good standing during the program year.
- **Applicants may submit more the one proposal within a single collaborative or in more than one collaborative.** Each proposed project must be clearly defined and easily differentiated from the others. Proposals cannot be dependent or subsidiary to another proposal, provide essentially the same services as another proposal, or provide services to clients during the same time period that they are being served by another City funded project. Projects that are dependent or subsidiary to one another should be submitted as a single project. No project can be submitted under more than one category.
- Applicants must submit a complete letter of intent and application packet by the deadlines or the project will not be considered for funding. Applicants must attend all required training (see training, below) in order to be considered eligible to apply.
- Applicants must be on time and attend every meeting of their collaborative in order to retain their vote.
- **Proposal must receive a passing score of 70 or higher on the Application Review or the application will be disqualified from consideration. This score assigned by CD staff represents the minimum baseline for consideration.**

COLLABORATIVES AND DISTRIBUTION OF FUNDS

Applicants must select one of the **four** categories of service under which the application will be submitted and participate in the applicable collaborative. A change in category will not be accepted after the proposal deadline. The Public Services Set-Aside category cannot be one of the categories selected. The percentage amounts shown for the collaboratives below will be utilized after the **noted** set-aside is taken. Technical assistance is available upon request from CD staff.

CATEGORIES OF PUBLIC SERVICE	DISTRIBUTION OF FUNDS
Children and Youth Services Collaborative less the following non-competitive set-asides -Parks Sun Country $65,000 -Parks Neighborhood Youth Outreach $30,000	30%
Medical and Mental Health Collaborative	25%
Services to Seniors and Persons with Disabilities Collaborative less the following competitive and non-competitive set-asides -Parks Disability Exercise Program $30,000 (non-competitive) -Accessible Rental Units Database $50,000 (competitive)	24%
Homeless, Emergency Shelter and Housing Services Collaborative less the following competitive set-aside -First Time Homebuyer Program $30,000	21%
Less the following competitive set-aside -Job Training and Education $30,000	100%

Rules for agencies receiving set-asides:

1. Agencies and City Departments with non-competitive set-asides may not apply in the general Public Services, Emergency Solutions Grant or Housing for Persons with AIDS Request for Proposals.
2. Agencies with non-competitive set-asides are still required to complete an application and make any needed corrections to facilitate contract writing and to provide for a complete file. Agencies applying for competitive set-asides will complete the appropriate proposal format and make any needed corrections.
3. Agencies receiving set-asides for multiple programs must adhere to the **$30,000 grant minimum**.

CITY COUNCIL'S PRIORITIES FOR CDBG PUBLIC 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 public service 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 Public Service funding priorities will recognize a holistic and results-oriented approach to attaining that goal.

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 **licensed childcare**, diverse education, recreation, community improvement and physical and mental health programs.

Homeless, Emergency Shelter and Housing 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.
- Provide comprehensive housing counseling and education services to first-time homebuyers or at-risk homeowners facing homelessness due to mortgage default and possible foreclosure.

VALUES FOR PROPOSAL CONSIDERATION

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

COLLABORATIVE VALUES

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

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

PROJECT VALUES

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

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

AGENCY VALUES

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

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

TRAINING

Workshops will be held to provide training for completion of the application and understanding of CDBG requirements. Workshops will provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within their collaborative. Attendance by the Executive Director, the Program Director, and/or the Grant Writer at the training workshop **is required to be considered for funding.** Applicants may attend as many workshops as desired. Workshops will be held at the Center Against Family Violence, 580 Giles, 79915. **If you require any special accommodation during the training, please contact us as soon as possible so we can make any necessary arrangements.**

- RFP Training (new grantees and those needing detailed instruction) October 3, 2011 9am-Noon
- RFP Training (experienced grantees, primarily question & answer) October 3, 2011 2pm-5pm

A supplementary training for completion of the application will be held on October 18, 2011 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 26, 2012.

Organizational Collaborative Meetings:
The schedule for the initial collaborative meetings is as follows:

- Homeless, Emergency Shelter & Housing at El Paso Center for Children Admin Conference Room, 2200 N. Stevens 10-10-11 9AM
- Children & Youth Support & Dev at Multi-Purpose Center, 9031 Viscount 10-11-11 9AM
- Seniors & Persons w/Disabilities at VNA Conference Room, 4171 N. Mesa, Building D 10-12-11 9AM
- Mental & Medical Health Services at Family Services of El Paso, 6040 Surety Drive 10-13-11 9AM

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

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

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

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

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

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

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

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

Proposal Review:
CD staff will score each proposal using the CDBG Application Review Sheet included with the CDBG application. Applications with a final score of less than 70% will not be considered for funding. The overall results of the scoring will be reported to each collaborative.

Voting on Budget Allocation:
Each collaborative will meet to draft budget recommendations that will be provided to the CD Steering Committee. The collaboratives will decide on the procedures to be used in voting on budget allocations. Having oral presentations with a question and answer session by each applicant is an option open to each collaborative.

The Chair of each collaborative will prepare a budget for submission to the CD Steering Committee. If the collaborative recommends any project for $0 funding, or an increase or decrease of more than 5% of the current program budget, the collaborative must provide a brief written explanation for these decisions on the budget submitted to CD Steering Committee. Any changes to the collaborative allocations occurring after the submission of the collaborative budgets and before the Steering Committee deliberations, 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 38th Year application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 19, 2012. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

STAFF REVIEW AND SCORING PROCESS

Community Development (CD) staff will perform a detailed technical review of each proposal. This review will incorporate determination of agency and project eligibility, and include comments on past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. **CD staff will score each proposal using the CDBG Application Review Sheet included with the CDBG application. Applications with a final score of less than 70% will not be considered for funding.** Technical review comments, in addition to the scoring tool comments, will be provided to the collaboratives and the Steering Committee for their use in reviewing the proposals.

STEERING COMMITTEE REVIEW PROCESS

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

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

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

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

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

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

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

PROJECT OUTCOME(S)

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

APPEALS PROCESS

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

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

EXIT CONFERENCE

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

CONTACT INFORMATION

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

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

OR

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

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

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

DEADLINE FOR SUBMISSION OF CDBG PUBLIC SERVICE FUNDING APPLICATIONS IS **6:00 P.M. ON MONDAY, October 31, 2011**. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

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

ATTACHMENT C

38TH YEAR (2012-2013)
NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA) PARTNERSHIP
LETTER OF INTENT

Only Community Based Development Organizations will be eligible to apply for these funds. See reverse side for a complete definition of a Community Based Development Organization. Letter of Intent packets are available from September 6, 2011 through September 15, 2011. **Letter of Intent packets are due in Community Development, 8th Floor, City Hall no later than 5:00 p.m. on September 15, 2011.** Late or incomplete packets will not be accepted, and no application will be accepted without a Letter of Intent. If any entity outside your agency will provide any services under the proposed project, they must be listed on this form. Applications will not be accepted with partners/consultants/contractors that were not included in this Letter of Intent. Once your packet has been reviewed, you will be contacted. If it is accepted, the Executive Director, Program Director or Grant Writer will be required to attend an application workshop on October 6, 2011, at which time you'll be given the complete application packet. **The full application is due January 9, 2012**. Please make certain the contact information is correct.

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

Make sure to complete back of form!

Project Summary:

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

Required Attachments:

_____ Letter stating compliance with CBDO definition, stating specifically which criteria are met by organization
_____ IRS 501 (c) 3 Ruling Letter
_____ Current Articles of Incorporation, including any amendments
_____ Current Bylaws, including any amendments
_____ Current list of Board of Directors
_____ Audit covering a period ending on a date no earlier than January 31, 2010

Definition of Community-Based Development Organization

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

(1) Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) within an identified geographic area of operation not to exceed the jurisdiction of the City of El Paso;

(2) Is an entity which has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income;

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

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

(5) Is not an agency or instrumentality of the City of El Paso, and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under No. 4 above).

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

_____	_____	_____
Signature	Print Name	Date

ATTACHMENT D

NRSA PARTNERSHIP APPLICATION

38TH YEAR (2012-2013)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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

Closing Date: January 9, 2012 at 6:00 p.m.

PUBLIC SERVICES FUNDING REQUEST
NEIGHBORHOOD REVITALIZATION STRATEGY AREA
THIRTY-EIGHTH YEAR (2012-2013)

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 $7.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 38th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2012. Federal regulations stipulate that the cap on CDBG funds allocated to Public Services programs may be exceeded for programs serving targeted Neighborhood Revitalization Strategy Areas, if these projects are carried out by Community Based Development Organizations (CBDOs). The Lower Dyer Neighborhood Revitalization Strategy Area and the Chamizal Neighborhood Revitalization Strategy Area will each be allocated **$100,000** in additional CDBG Public Services funds. The City's Department of Community and Human Development is soliciting funding proposals from interested Community Based Development Organizations for the use of these funds.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Public Services project proposed for targeted Neighborhood Revitalization Strategy Area funding. Neighborhood Revitalization Strategy Area targeted Public Services funds will be allocated to Community Based Development Organizations using this application process. Letter of Intent format sheets were available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from 8 a.m. September 6, 2011 through 6 p.m. September 15, 2011. Letter of Intent packets were due in the Community and Human Development Office, 8th Floor, City Hall by 6:00 p.m. September 15, 2011. Eligible applicants were then invited to the RFP training on October 3, 2011 where complete application packets were provided. Final NRSA applications are due by 6:00 p.m., January 9, 2012. **Late or incomplete submissions of the Application will not be considered for funding**.

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

Thursday, October 6, 2011 AT 2:00 P.M.
In the Community Development Conference Room,
On the 8th Floor of City Hall, #2 Civic Center Plaza

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

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

PROJECT ELIGIBILITY

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

(1) Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) within an identified geographic area of operation not to exceed the jurisdiction of the City of El Paso;

(2) Is an entity which has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income;

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

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

(5) Is not an agency or instrumentality of the City of El Paso, and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under No. 4 above).

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

Other Federal eligibility requirements

- Applicant's project must provide direct services to clients who qualify under HUD Section 8 income guidelines and who reside within the limits of targeted Neighborhood Revitalization Strategy Area (see attached maps). Funded agencies will be required to verify each client’s residence and eligibility. HUD has determined that the following populations meet income guidelines and are presumed eligible elderly persons (aged 62 and older), severely disabled adults, homeless persons, abused children, battered spouses, persons living with AIDS, migrant farm workers, and illiterate adults.

- Applicant must provide services that are non-religious in nature and scope.

Local eligibility requirements:

- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee. **Conflict of interest and all other provisions extend to partners and subcontractors as well.**
- Each physical location where funded services are provided is considered to be a separate activity. At each physical location, each different type of service is considered to be a different activity. Therefore, any project which will provide services in more than one location or different services at the same location must complete an Activity/Partner Supplement for each site. The budgets listed for the combined activities must match the budget for the project.
- 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, 2010.
- CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. **No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.**
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project. At least 50% of staff hours funded by the City must be spent in the provision of direct services to eligible clients.
- Applicants must submit a complete letter of intent and application packet by the deadlines or the project will not be considered for funding.
- Applicants must attend all required training (see training, below) in order to be considered eligible to apply.
- Applicants will hold meetings as necessary to develop partnerships and build a comprehensive array of services. Partners seeking funding will submit written requests for consideration to the applicants. Copies of these written requests will be submitted to the City. Meetings will be open, and CD Grants and Program Administration Division staff will be included.

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

- Services requested for funding must demonstrate compliance with the Neighborhood Revitalization Strategy Area priorities.

- The fiscal administrator for the proposed project must be clearly designated in the proposal, as a single contract will be written for the joint project. The fiscal administrator must be a CBDO, but partner agencies need not be.
- If any portion of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the application must be completed reflecting the role of the partner. If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- If any partner for the project is currently also applying for CD funding for similar services, the proposal must clearly identify in what ways the proposed serves differ.
- Applicants and partners currently receiving Community Development funds must be in compliance with all terms of any contract through the Department of Community and Human Development and have been in good standing during the program year.
- As this will be the final year of CDBG NRSA public services funding for these strategy areas, proposals should discuss long-term plans for each of the activities requested for funding. If the activity is expected to continue in the strategy area after the cessation of City funding, the proposal should explain at what level the project will continue and how it will be funded. If the activity is not expected to continue in the strategy area the proposal should explain how service termination will be handled through client referral, partnerships with other organizations, etc.

PRIORITIES FOR NEIGHBORHOOD REVITALIZATION STRATEGY AREAS

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

Education

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

Housing Services

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

Economic/ Workforce Development

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

Social Services

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

VALUES FOR PROPOSAL CONSIDERATION

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

PARTNERSHIP VALUES

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

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

PROJECT VALUES

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

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

AGENCY VALUES

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

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

STAFF REVIEW PROCESS

Community Development staff will perform a detailed technical review of each proposal. This review will incorporate determination of agency and project eligibility, and include comments on

past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. These comments will be provided to the applicants and the Steering Committee for their use in reviewing the proposals.

STEERING COMMITTEE REVIEW PROCESS

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

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

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

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

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

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

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

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

PROJECT OUTCOME(S)

The City of El Paso has implemented a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for CDBG funding are now required to address in the application packet the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. Outcomes describe the impact that will result from the project/activity, and are the benefits to individuals, families, organizations and communities derived from construction of the project or participation in a program or service. All CDBG applicants are expected to state the expected outcome(s) of their project/activity in the application packet, and further, should have the capability to track the outcome(s) over time to report on results if the project/activity is eventually funded. Projects funded in the 38th 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.

LOBBYING

Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the CDBG Public Service Funding is prohibited during the course of the application process. The 38th Year application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 19, 2012. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

EXIT CONFERENCE

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

CITY COUNCIL ACTION

City Council will make the <u>final decision</u> on the projects to be funded in the 38th Year CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 8, 2012, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2011-2012. The Proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Plan on Tuesday, June 19, 2012.

Please provide all information requested in this package. Follow the application format and restrict your responses to the space provided. Failure to meet all the rules and requirements of this application packet and process may result in your application not being accepted for

consideration. If you have any questions, or you require assistance in completing this package, please contact:

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

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

Applicants should submit an original and one copy of the "Reviewers' Copy" and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), along with a completed checklist.

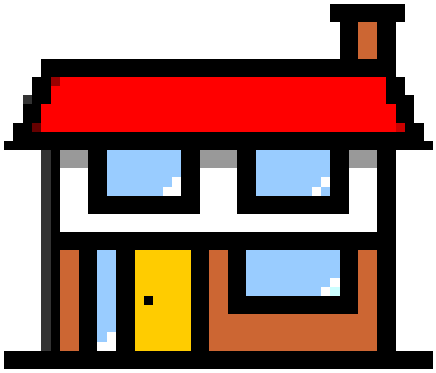
DEADLINE FOR SUBMISSION OF PUBLIC FACILITIES COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS **6:00 P.M. ON MONDAY, JANUARY 9, 2012**. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

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

ATTACHMENT E

FIRST TIME HOMEBUYER COUNSELING AND EDUCATION PROGRAMS PROPOSAL PACKET

38TH YEAR (2012-2013)



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

CLOSING DATE: Monday December 15, 2011 at 6:00 p.m.

FUNDING REQUEST
FIRST TIME HOMEBUYER COUNSELING & EDUCATION PROGRAM
2012- 2013

The City of El Paso expects to receive approximately $7.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 38th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2012. Approximately $30,000 will set aside for the First Time Homebuyer Counseling and Education Program (FTHCE) to fund a single project. In addition, the successful applicant will be provided a $360.00 incentive through the HOME Investment Partnership Program for each FTHCE client that enters into a contract under the First Time Homebuyers Program. The incentive funds would be considered program income funds that are to be used for the operation of the FTHCE. The FTHCE funds are designated for programs beginning on September 1, 2012 and ending on August 31, 2013. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private non-profit agencies serving the City of El Paso. **Applicants will be required to provide 10% of the FTHCE project cost in cash.** This package has been designed to obtain all of the information necessary for a complete, fair analysis of each FTHCE project. FTHCE funds will be allocated to one agency using this application process.

Letter of Intent packets were made available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from September 6, 2011 through September 15, 2011. Letter of Intent packets were due in the Dept. of Community and Human Development, 8th Floor, City Hall by 6:00 p.m. September 15, 2011. Eligible applicants were then invited to the RFP training on October 6, 2011 where complete application packets were provided. **Applications are due by December 15, 2011. Late or incomplete submissions of the Application will not be considered for funding**.

FTHCE ELIGIBLE ACTIVITIES

FTHCE is a homebuyer educational training program for clients who desire to participate in the City's First Time Homebuyers program funded by the HOME Investment Partnership program. The First Time Homebuyers Program assists low and moderate income individuals and families in achieving their goal of homeownership as well as to promote affordability. Homebuyer education classes to be conducted under the FTHCE are to include, but not limited to, preparing for homeownership; available financing; credit analysis; loan closing; homeownership responsibilities; home maintenance; and loan servicing.

ELIGIBLE APPLICANTS

Eligible applicants are public agencies and private non-profit organizations with non-profit tax-exempt status under Section 501(c) (3) of the Internal Revenue Service Code at the time of application. Private non-profits must provide the Internal Revenue Service (IRS) letter certifying the 501(c) (3) status and the signed and completed Assurance of Applicant Eligibility for Non-Profit Organizations, Assurance B, Page 28.

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

- The funding amount for one project will be $30,000.
- Applicant must comply with Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities) all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance C, Compliance with Ordinance No. 9779, page __ and Accessibility/Letter of Assurance D on pages __.
- 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 FTHCE-funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.
- 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, 2010.
- 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.
- No more than 90% of the overall cost of the FTHCE project may be requested from the Department of Community and Human Development.
- FTHCE allocations will be distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. The funded project will be based on reimbursement of actual expenses.
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project.

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 First Time Homebuyer Counseling and Education (FTHCE) program. Neither the Federal government nor a State or local government receiving funds under FTHCE program shall discriminate against an organization on the basis of the organization's religious character or affiliation.

(2) Organizations that are directly funded under the FTHCE 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 FTHCE 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 FTHCE 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 FTHCE-funded services without removing religious art, icons, scriptures, or other religious symbols. In addition, a FTHCE-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 FTHCE 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) FTHCE 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. FTHCE 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, FTHCE 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 FTHCE grants in this part. Sanctuaries, chapels, or other rooms that a FTHCE-funded religious congregation uses as its principal place of worship, however, are

ineligible for FTHCE-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.

CLIENT PROJECT ELIGIBILITY

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

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

Limited clientele benefit may be established for households with gross household income of up to 80% of the median income for the City of El Paso based on household size and income of all beneficiaries.

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

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

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

HUD requires reporting of outcomes using its Performance Outcome Measurement System for projects that are funded in order to report accomplishments on a national level. Outcomes are the resulting benefit(s) of the project and should be measureable. Therefore, applicants are required to submit a statement explaining the expected outcome(s) of their projects.

FINANCIAL TERMS

FTHCE funding will be in the form of a grant. The funded agency for a project that will produce program income will need to deduct the program income from the project

reimbursement requests submitted to the Department of Community and Human Development.

EVIDENCE OF PROJECT VIABILITY

The time frame for the 2012-2013 FTHCE Program is September 1, 2012 to August 31, 2013. The FTHCE project should be substantially completed by the end of the program year on August 31, 2013.

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

EVALUATION CRITERIA

The staff of the Community and Human Development Department will conduct a technical review using the evaluation criteria listed below on each complete and eligible application received during the 2012-2013 FTHCE 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.

ELIGIBILITY AND COMPLETENESS REVIEW

After the October 31, 2011 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 Tuesday, January 31, 2012. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for FTHCE funding.

CITY COUNCIL ACTION

City Council will make the <u>final decision</u> on the project to be funded in the 2012 - 2013 FTHCE program year, and the FTHCE budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD for four formula grants: the Community Development Block Grant (CDBG), the HOME Grant, ESG Grant, and the HOPWA grant. On Tuesday, May 8, 2012, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2012-2013. The Proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Action Plan on Tuesday, June 19, 2012.

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

Connie Jimenez, Grant Planner
Department of Community and Human Development
City Hall, #2 Civic Center Plaza - 8th Floor
El Paso, Texas 79901-1196
Telephone No: (915) 541-4246

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

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

DEADLINE FOR SUBMISSION OF FTHCE APPLICATIONS IS 6:00 P.M. ON THURSDAY, DECEMBER 15, 2011. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

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

ATTACHMENT F

CDBG PUBLIC SERVICES
JOB TRAINING & EDUCATION

38TH YEAR (2012-2013)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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

Closing Date: October 31, 2011 at 6:00 p.m.

THIRTY-EIGHTH YEAR (2012-2013) CDBG PUBLIC SERVICES
JOB TRAINING AND EDUCATION 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 $7.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 38th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2012. Federal regulations stipulate that a maximum of 15% of the annual CDBG funding may be allocated to public services. An additional 15% of Program Income may also be allocated to Public Services programs, thus, making an estimated cumulative total of $1.3 million available for Public Services programs. The City's Department of Community and Human Development is soliciting funding proposals from interested public and non-profit entities for the use of these funds.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Job Training and Education project proposed for Community Development (CD) funding. Job Training and Education funds will be allocated to a single agency using this application process. Letter of Intent format sheets were available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from 8 am September 6, 2011 through 6 p.m. September 15, 2011. Letter of Intent packets were due in the Community and Human Development Office, 8th Floor, City Hall by 6:00 p.m. September 15, 2011. Eligible applicants were then invited to the RFP training on October 3, 2011 where complete application packets were provided. Applications are due October 31, 2011. **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 62 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:

- **This application is for funding of a single project in the amount of $30,000.**
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee. Conflict of Interest and all other provisions extend to partners and subcontractors as well.
- Applicant must demonstrate adequate management capacity. All applicants must submit with the CDBG funding request a certified audit covering a period ending on a date after January 31, 2010.

- No more than 90% of the overall program cash cost may be requested from the Department of Community and Human Development. The combined total of all CDBG and City-administered ESG funds may not exceed 90% of the project cost—at least 10% of the project cost must be secured from a source other than the Department of Community and Human Development. Funded applicants will be required to annually report sources and amounts of all funds expended on the program, and to demonstrate compliance with the 90% cap.
- CDBG allocations are distributed on a reimbursement basis. Therefore, agency receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement**.** No services will be considered for unit-based billing, funded project will be based on reimbursement of actual expenses.
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project. At least 50% of staff hours funded by the City must be spent in the provision of direct services to eligible clients.

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

- Applicants must demonstrate compliance with City Council's Priorities for CDBG Public Service Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. Applicants must state their intent to partner with another agency in the Letter of Intent. However, the identification of the partnership and plan of action for the partnership must be outlined in the full CDBG application when it is submitted to the Community and Human Development office. If any portion of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the application must be completed reflecting the role of the partner. If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- Each physical location where funded services are provided is considered to be a separate activity. Therefore any project which will provide services in more than one location must complete an Activity/Partner Supplement for each site. The budgets listed for the combined sites must match the budget for the project.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through the Department of Community and Human Development and have been in good standing during the program year.
- Applicants 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.

CITY COUNCIL'S PRIORITIES FOR CDBG JOB TRAINING AND EDUCATION ALLOCATION

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 Job Training and Education 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 Job Training and Education funding priorities will recognize a holistic and results-oriented approach to attaining that goal.

Job Training and Education Priorities:

Priority will be given to outcome-oriented programs with proven results that offer a holistic approach to Job Training and Education. Priority will be given to programs that integrate training and employment development. Priority will also be given to providers who are good employers (health insurance, tuition assistance, pensions, etc).

- Provide direct economic advancement through 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.
- Create formal linkages between training programs and business seeking specific skills.

TRAINING

Workshops will be held to provide training for completion of the application and understanding of CDBG requirements. The Job Training and Education applicants will attend the same training as the other Public Services applicants. Attendance by the Executive Director, the Program Director, and/or the Grant Writer at the training workshop **is required to be considered for funding.** Applicants may attend as many workshops as desired. Workshops will be held at the Center Against Family Violence, 580 Giles, 79915. **If you require any special accommodation during the training, please contact us as soon as possible so we can make any necessary arrangements.**

- RFP Training (new grantees and those needing detailed instruction) October 3, 2011 9am-Noon
- RFP Training (experienced grantees, primarily question & answer) October 3, 2011 2pm-5pm

A supplementary training for completion of the application will be held on October 18, 2011 by RSVP only, and will be canceled if no reservations are made.

STAFF REVIEW PROCESS

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

STEERING COMMITTEE REVIEW PROCESS

The Steering Committee will follow the Proposal Review Process in the Community Development Citizen Participation Plan. Accordingly, the Steering Committee will hold open meetings to review the public service and ESG proposals. Steering Committee will review budget recommendations 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 budget recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds. 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

PROJECT OUTCOME(S)

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

APPEALS

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

EXIT CONFERENCE

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

CONTACT INFORMATION

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

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

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

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

DEADLINE FOR SUBMISSION OF CDBG PUBLIC SERVICE FUNDING APPLICATIONS IS **6:00 P.M. ON MONDAY, OCTOBER 31, 2011**. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

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

ATTACHMENT G

City of El Paso, Texas

FAIR HOUSING ACTIVITIES PROPOSAL PACKET

38th Year (2012-2013)

Department of Community & Human Development
2 Civic Center Plaza – City Hall, 8th Floor
El Paso, Texas 79901-1146

CLOSING DATE: Thursday, December 15, 2011, at 6:00 p.m.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-EIGHT YEAR (2012-2013) FUNDING APPLICATION

Application Instructions

The City of Paso expects to receive approximately $7.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 38th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2012. Approximately $2 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds.

All 38th Year proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 6:00 p.m. on Thursday, December 15, 2011, in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Thursday, December 15, 2011, will not be considered for 38th Year funding.

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

TUESDAY, SEPTEMBER 27, 2011, AT 3:00 P.M.
in the Community Development Conference Room
on the Eighth Floor of City Hall, #2 Civic Center Plaza.

Attendance of the workshop by the applicant agency's executive director, program director or grant writer—with this application packet—is mandatory in order to be considered for funding.

ELIGIBLE APPLICANTS AND ACTIVITIES

Eligible applicants are public agencies and private non-profit organizations with non-profit tax-exempt status under Section 501(c) (3) of the Internal Revenue Service Code at the time of application.

The City's 38th Year Community Development funds may be used for Fair Housing Activities in connection with the City of El Paso's Office of Fair Housing. The Fair Housing Office is located within the Housing Programs Division of the City's Department of Community and Human Development. The CDBG Contracts Administrator currently assumes the duties of the Fair Housing Officer. The amount of $25,000 has been set aside for Fair Housing Activities.

The applicant would expand the activities of the City's Fair Housing Officer. The City's Fair Housing Officer disseminates information to the general public through as many avenues as possible, i.e., Non-Profit Housing agencies, Apartment and Real Estate Associations, Seminars, media and others, utilizing HUD posters, flyers and pamphlets that explain the Fair Housing Law. Upon receipt of fair housing inquiries, complaints or requests for information, the Fair Housing Officer will (1) assist with the preparation and submission of complaints to the HUD

Regional office; or (2) refer the client to the appropriate agency for disposition of inquiries that may not be related to Fair Housing.

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

The objectives of the Education Component include:

a. Access to public informational material on fair housing rights and responsibilities in English and Spanish. This could include materials that are available or the development of additional education materials. Materials developed with use of CDBG funding must so acknowledge and become the property of the City at the end of the project.

b. Access to educational material and information for persons in need of specific or additional information on fair housing rights. (This could include speaking engagements, workshops, media and information campaigns).

The objectives of the Outreach Component include:

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

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

The ultimate goals of the project are:

a. To establish a comprehensive information data bank on Fair Housing rights and responsibilities; and,

b. To establish an outreach cooperative network for promoting Fair Housing in the Community utilizing:

- The Analysis of Impediments to Fair Housing Choice – El Paso
- City of El Paso Fair Housing Task Force
- Neighborhood Associations
- Housing Agencies
- Financial Institutions
- El Paso Realtors Association
- El Paso Apartment Association
- Civic Organizations
- Other officials, community, citizens and citizens groups, as applicable

APPLICANT REQUIREMENTS

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

- **Verification of non-profit status** - Must submit the Internal Revenue Service (IRS) letter certifying the 501(c) (3) status and the completed and signed Assurance of Applicant Eligibility for Non-Profit Organizations on page 16.

- **Compliance with Ordinance 9779, Non-Discrimination Against Persons with Disabilities** - All facilities receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service or have an approved transition plan, before the funding can be approved; must submit the completed and signed Assurance of Compliance with Ordinance No. 9779, page 17, and Accessibility/Letter of Assurance, page 18; and submit the completed Guidelines/Self-Evaluation for Community Development and City of El Paso Subrecipients, page 19, Attachment A.

- **Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity** who is also currently a member of the Community Development Steering Committee.

- **Applicant must have demonstrated administrative capacity** to carry out the project in conjunction with a consultant. A **certified audit, covering a period ending on a date after January 31, 2011,** must be submitted. Because CDBG allocations are distributed on a reimbursement basis, all agencies receiving funds must demonstrate the financial capacity to pay any project-related costs for a period of at least three months prior to reimbursement.

- **Applicants who are currently receiving CDBG funds and applying for additional funds** must be in compliance with all terms of their contract and must not have any outstanding audit findings or monitoring findings as determined by the City or HUD.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

HUD requires reporting of outcomes using its Performance Outcome Measurement System for projects that are funded in order to report accomplishments on a national level. Outcomes are the resulting benefit(s) of the project and should be measureable. Therefore, applicants are required to submit a statement explaining the expected outcome(s) of their projects. (See Attachment C, page 26.)

COMPLIANCE WITH GOVERNMENTAL REGULATIONS

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

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

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

FINANCIAL TERMS

Applicants applying for Fair Housing Activities projects are limited to CDBG funding in the amount of $25,000. If other funding is available, evidence of the funding source(s) must be presented with the CDBG application.

EVIDENCE OF PROJECT VIABILITY

The time frame for the 38th Year of the CDBG Program is September 1, 2012 to August 31, 2013. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2013. In order to comply with Fair Housing Activities, whether education and outreach or other identified fair housing activity, services must be completed by the end of the program year on August 31, 2013.

Applicant Capacity

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

Acceptance of Terms and Conditions

All applicants must submit, with the application, an Acceptance of Grant Conditions and Terms form signed by an authorized representative of the applicant. (Refer to page 15, Assurances - A.)

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

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

Fair Housing Act - The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CDBG-funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

Faith-Based Organizations - Faith-based organizations that are applying for funding must comply with HUD's Final Rule that became effective October 30, 2003. (Refer to Attachment B, page 25.)

Authority to Apply - Written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the CDBG application by Board President (or other authorized representative) must be submitted with the application.

COMPLETENESS AND SUPPORTING DOCUMENTATION

All supporting documentation must be submitted with the applications by the December 15, 2011, deadline. Incomplete applications will not be considered for funding. The Completeness Checklist (Attachment D, page 31) will be used to review applications.

If an item in the application does not apply, "N/A" should be entered in response to the line item. These application guidelines have been designed to obtain the information necessary for a fair analysis of each project proposed for Community Development funding.

After the December 15, 2011, 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, January 31, 2012. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified that their applications will not be considered for funding.

CITY COUNCIL ACTION

City Council will make the final decision regarding the projects to be funded in the 38th Year CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 8, 2012, City Council is tentatively scheduled to adopt a Proposed Annual Plan for (2012-2013). The Proposed Annual Plan will be advertised in a local newspaper, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Plan on Tuesday, June 19, 2012.

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

Patricia A. White, Housing Programs Manager or
Rhoda W. Tillman, CDBG Contracts Administrator
Department of Community and Human Development
Telephone No. (915) 541-4639

For additional information regarding Ordinance No. 9779, Non-Discrimination Against Persons with Disabilities, please contact:

ADA Accessibility Coordinator, William Bennett
Engineering Department, 4th Floor, El Paso City Hall
Two Civic Center Plaza, El Paso, TX, 79901
Telephone number (915) 541-4243.

Applicants should submit an **original and two (2) copies** of materials requested on pages 1 through 32 of the application section and **one set** of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), along with a completed checklist. All applications must be bound by clips. **Please do not staple, bind, secure with rubber bands, or put in a folder or notebook.**

DEADLINE FOR SUBMISSION OF COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS **6:00 p.m. ON THURSDAY, December 15, 2011**. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

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

Please do NOT submit instruction pages i through vi

ATTACHMENT H

CITY DEPARTMENT
PUBLIC FACILITY APPLICATION

38TH YEAR (2012-2013) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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

CLOSING DATE: Thursday, December 15, 2011, at 6:00 p.m.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-EIGHTH YEAR (2012-2013) FUNDING APPLICATION

CITY DEPARTMENT PUBLIC FACILITY PROJECTS

The City of El Paso expects to receive approximately $7.5 million in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 38th Program Year of the Community Development Block Grant (CDBG) Program which will begin on September 1, 2012. Approximately $2 million will be available for new projects. With this application, the City of El Paso's Department of Community and Human Development (CD) is soliciting funding proposals from City departments for the use of these funds.

All 38th Year proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 6:00 p.m. on Thursday, December 15, 2011 in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Thursday, December 15, 2011, will not be considered for 38th Year funding.

EACH CITY DEPARTMENT IS LIMITED TO A TOTAL OF 10 APPLICATIONS FOR SUBMISSION. This includes the Department's own internal requests and any citizen or City Representative request(s) the Department wishes to pursue.

MANDATORY TRAINING WORKSHOP

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

Wednesday, September 21, 2011 at 9:30 a.m.
in the Community Development Conference Room,
on the 8th Floor of City Hall, #2 Civic Center Plaza

Attendance of the workshop by the department head, facility director or grant writer—WITH THIS APPLICATION PACKET—is mandatory in order to be considered for funding.

COMMUNITY SUPPORT

It is **recommended** that City Department applicants submit, with the application, documentation corroborating community support for projects, such as a petition signed by persons who would benefit from them.

PROJECT INFORMATION

Eligible Projects:

- Rehabilitation;
- Improvements;
- Reconstruction; and
- Removal of architectural barriers and design features and improvements which promote energy efficiency.

Eligible Projects with Limitations:	Limitation:
• Expansion of public facilities; and	Limited to no more than 50% of the existing square footage of the facility. For example, a 4,000 square-foot building may be expanded no more than 2,000 square feet.
• New construction of public facilities.	Limited to HUD-designated Neighborhood Strategy Areas (NRSAs)

Ineligible Projects:

- Projects involving acquisition of real property (land and/or buildings); and
- Rehabilitation or new construction of fire stations or the purchase of fire equipment.

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

The deadline for submitting proposals, with complete project scopes, but **excluding** cost estimates, to the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas, 79901, is Thursday**, December 15, 2011, no later than 6:00 p.m.** There will be no extensions of this deadline. Applications lacking the required information by the Thursday**, December 15, 2011 deadline** will not be considered for 38th Year funding.

The deadline for the Department of Engineering and Construction Management to submit all City Department project cost estimates, signed by the City Engineer, is Thursday, February 9, 2012.

APPLICANT REQUIREMENTS

The City will require that all applicants comply with the following statutes or standards:

- **Compliance with Ordinance 9779, Non-Discrimination Against Persons with Disabilities -** All facilities receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service or have an approved transition plan, before the funding can be approved.

- **Applicant must not have an employee, officer, agent, or anyone who represents the department in any capacity** who is also currently a member of the Community Development Steering Committee.

- **Applicant must agree to open the public facility for use by the general public during all normal hours of operation** upon completion of the public facility improvement project, if funding is approved. 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.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

HUD requires reporting of outcomes using its Performance Outcome Measurement System for projects that are funded in order to report accomplishments on a national level. Outcomes are the resulting benefit(s) of the project and should be measureable. Therefore, applicants are required to submit a statement explaining the expected outcome(s) of their projects. (See Attachment A on page 7.)

COMPLIANCE WITH NATIONAL OBJECTIVES

CDBG public facility projects must benefit persons of low- and moderate-income, defined as 80% of median income for El Paso, Texas. (See Attachment B on page 12 for the Current Income Guidelines.) Public facility projects may meet the low- and moderate-income objective by either area benefit or limited clientele benefit, as follows:

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

- **Limited Clientele Benefit -** The two options to establish this benefit are:

  a. Income Eligible **-** May be established if the public facility 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.

  b. Presumed Benefit **-** May be established if the public facility improvement will exclusively benefit a certain group of persons that are presumed by HUD to meet the low- and moderate-income criterion, including abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Report's definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

EVIDENCE OF PROJECT VIABILITY AND SUPPORTING DOCUMENTATION

The **time frame** for the 38th Year of the CDBG Program is September 1, 2012 to August 31, 2013. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2013. If City Council decides to award funding in phases, the phase funded in the 38th Year must be substantially completed by August 31, 2013, and 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 38th Year City projects are feasible and can be substantially completed during the program year:

A. Site Control

The applicant must provide **a current legal description** to verify that the applicant owns the real property to be assisted with CDBG funds

B. Zoning

The applicant must provide a Zoning Verification Letter at the time of the application submission in order to be eligible for CDBG funding.

C. Encroachment

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 or properties.

D. Environmental Considerations

In order to comply with HUD requirements, Community Development Environmental Staff will evaluate the viability of projects based on environmental factors, including whether or not the project is located in a flood zone. The environmental review may determine whether or not a project is funded, or may indicate that project modifications or alternatives are needed.

E. Project Approach/Alternatives

Applicants must explain why the project is to be undertaken in the manner stated. They must identify and briefly describe a minimum of two alternatives that were considered in developing the proposed project, and why each option was not selected.

F. Project Scope of Work/Cost Estimates

City Departments are not to request a cost estimate from the Engineering and Construction Management Department during this application process! Instead, City Departments are required to submit a detailed scope of work with each application packet. If the project is determined to be eligible for funding, Community Development staff will then submit the scope of work to the Engineering and Construction Management Department, which is responsible for estimating all City public facility projects. After receiving the scope of work in late December, the Engineering and Construction Management Department will work with the requesting department during the months of January and February to ensure a complete scope of work, and will then generate a cost estimate signed by the City Engineer, or designee, and submit to Community Development no later than close of business on February 9, 2012.

G. Availability of Operating funds for New or Expansion Projects

For projects involving new or expanded public facilities, if additional staff or additional operating funds will be required, please submit a written commitment from the appropriate City official (Director of Financial Services or the Director of OMB) that additional operating funds for the facility will be available once the project is completed.

H. Other Funding Sources

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.

I. Completeness

Applications must be complete as of the **December 15, 2011** 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, ***except*** for the "Project Cost Summary" estimates for the project which are due on February 9, 2012. The Completeness Checklist, Attachment C on pages 13 and 14 of the application, will be used by the Department of Community and Human Development to review City department applications.

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

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

- **Tenant Displacement -** 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 CD-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 CD staff in the project development stage in order to assure that these requirements are met and that adequate funds are included in the project budget.

- **Wage Rates -** Davis-Bacon wage rates apply to all public facility construction/rehabilitation activities. Therefore, projects will be monitored by the City of El Paso Engineering and Construction Management Department to ensure that the general contractor and subcontractors pay the required wages.

ELIGIBILITY REVIEW

This package and its pertinent questions has been designed to obtain the information necessary for a complete and fair analysis of each project application proposed for CDBG funding. If an answer to an item does not apply, enter "N/A" in response to that line item. **The City reserves the right to request any additional information that may be necessary for an analysis of the proposed project.**

After the **December 15, 2011** deadline, staff in the Department of Community and Human Development will finalize the eligibility of proposals. A technical review of all ***eligible*** proposals will be completed and a list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than **January 31, 2012**. Departments will be notified if a project is determined to be ineligible.

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

CITY COUNCIL ACTION

City Council will make the final decision regarding the projects to be funded in the 38th Year CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 8, 2012, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2012-2012.

The Proposed Annual Plan will be advertised in a local newspaper, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Plan on Tuesday, June 19, 2012.

If you have any questions, please contact Kevin Pitts or Roxanne Varela, Grant Planners, at the Department of Community and Human Development at telephone number 541-4643.

For additional information regarding Ordinance No. 9779, Non-Discrimination Against Persons with Disabilities, please contact the ADA Accessibility Coordinator, William Bennett, Engineering and Construction Management Department, 4th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, 79901, at telephone number 541-4243.

Applicants should submit an original and two (2) copies of materials requested on pages 1 through 14 of the application section and one set of required attachments, along with a completed checklist. ALL APPLICATIONS MUST BE BOUND BY CLIPS. **Please do not staple, bind, secure with rubber bands, or put in a folder or notebook.**

DEADLINE FOR SUBMISSION OF COMMUNITY DEVELOPMENT PUBLIC FACILITY FUNDING APPLICATIONS IS 6:00 P.M. ON THURSDAY, DECEMBER 15, 2011. APPLICATIONS AND ALL REQUIRED ATTACHMENTS (EXCLUDING PROJECT COST ESTIMATES FROM THE DEPARTMENT OF ENGINEERING AND CONSTRUCTION MANAGEMENT THAT ARE DUE BY CLOSE OF BUSINESS ON THURSDAY, FEBRUARY 9, 2012) MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING.

APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:

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

Please do NOT submit instruction pages i through vii

ATTACHMENT I

ECONOMIC DEVELOPMENT MICROENTERPRISE TECHNICAL ASSISTANCE PROJECT

38TH YEAR (2012-2013)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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

Closing Date: December 15, 2011 at 6:00 p.m.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-EIGHTH YEAR (2012-2013) FUNDING APPLICATION

ECONOMIC DEVELOPMENT MICROENTERPRISE TECHNICAL ASSISTANCE PROJECT

The City of Paso expects to receive approximately $7.5 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 38th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2012. Approximately $2 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private non-profit entities for the use of these funds. Applicants will be required to provide 10% of the project cost in cash from a non-CDBG or a City administered ESG funding source.

All 38th Year proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 6:00 p.m. on Thursday, December 15, 2011 in order to be considered for funding. There will be no extensions of this deadline. Applications **lacking the required information** as of Thursday, December 15, 2011 deadline, **will not be considered for 38th Year funding**.

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

TUESDAY, SEPTEMBER 20, 2011 at 2:00 P.M.
in the Community Development Conference Room,
on the 8th Floor of City Hall, #2 Civic Center Plaza.

Attendance of the workshop by the applicant agency's executive director, program director or grant writer with this application packet is mandatory in order to be considered for funding.

COMMUNITY SUPPORT

It is **recommended** that applicants submit, with the application, documentation corroborating community support for projects, such as a petition signed by persons who would benefit from them.

ELIGIBLE APPLICANTS AND ACTIVITIES

Applicants that may apply for funding:

- Non-profit Agencies (with non-profit tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code at the time of application)
- Public Agencies (e.g. school district)

The City of El Paso is requesting proposals from qualified agencies that can provide business management and other technical assistance services to microenterprises or persons developing a microenterprise within the City of El Paso. Technical assistance services can include, but not be limited to, the following:

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

DEFINITIONS:

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

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

TYPES OF ELIGIBLE MICROENTERPRISES:

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

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

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

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

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

MICROENTERPRISE TECHNICAL ASSISTANCE PROJECT DESIGN

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

Conduct Outreach to Market and Recruit Microenterprises

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

Individual Business Assessment

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

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

APPLICANT REQUIREMENTS

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

- **Verification of non-profit status** - Must submit the Internal Revenue Service (IRS) letter certifying the 501(c) (3) status and the completed and signed Assurance of Applicant Eligibility for Non-Profit Organizations on page __.

- **Compliance with Ordinance 9779, Non-Discrimination Against Persons with Disabilities** - All facilities receiving funding from the City must be accessible for use

by persons with disabilities in terms of employment and service or have an approved transition plan, before the funding can be approved; must submit the completed and signed Assurance of Compliance with Ordinance No. 9779, page __and Accessibility/Letter of Assurance, page __and submit the completed Guidelines/Self-Evaluation for Community Development and City of El Paso Sub recipients, page __Attachment A.

- **Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity** who is also currently a member of the Community Development Steering Committee.

- **Applicant must have demonstrated administrative capacity** to carry out the project in conjunction with a consultant. A **certified audit, covering a period ending on a date after January 31, 2010,** must be submitted. Because CDBG allocations are distributed on a reimbursement basis, all agencies receiving funds must demonstrate the financial capacity to pay any design/construction-related costs for a period of at least three months prior to reimbursement.

- **Applicants who are currently receiving CDBG funds and applying for additional funds** must be in compliance with all terms of their contract and must not have any outstanding audit findings or monitoring findings as determined by the City or HUD.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

HUD requires reporting of outcomes using its Performance Outcome Measurement System for projects that are funded in order to report accomplishments on a national level. Outcomes are the resulting benefit(s) of the project and should be measureable. Therefore, applicants are required to submit a statement explaining the expected outcome(s) of their projects.

FINANCIAL TERMS

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

EVIDENCE OF PROJECT VIABILITY

The time frame for the CDBG 38th Year (2012-2013) Program is September 1, 2012 to August 31, 2013. 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, 2013.

City Council has adopted the following policies and procedures to assure that proposed 38th Year projects are feasible and can be substantially completed during the program year:

Required Cash Match

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

Applicant Capacity

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

Schedule

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

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

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

Fair Housing Act - The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CDBG-funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

Faith-Based Organizations - Faith-based organizations that are applying for funding must comply with HUD's Final Rule that became effective October 30, 2003. (Refer to Appendix B.)

Authority to Apply - Written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the CDBG application by Board President (or other authorized representative) must be submitted with the application.

COMPLETENESS AND SUPPORTING DOCMENTATION

All supporting documentation must be submitted with the application by the December 15, 2011 deadline. Incomplete applications will not be considered for funding. The Completeness Checklist (Attachment F, page __) will be used to review applications.

If an item in the application does not apply, "N/A" should be entered in response to the line item. These application guidelines have been designed to obtain the information necessary for a fair analysis of each project proposed for Community Development funding.

After the December 15, 2011 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 Tuesday January 31, 2012. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified that their applications will not be considered for funding.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 38th Year CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 8, 2012, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2012-2013. The Proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Plan on Tuesday, June 19, 2012.

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

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

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

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

DEADLINE FOR SUBMISSION OF CD ECONOMIC DEVELOPMENT MICROENTERPRISE TECHNICAL ASSISTANCE APPLICATIONS IS **6:00 P.M. ON THURSDAY, DECEMBER 15, 2011**. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL – 8TH FLOOR
TWO CIVIC CENTER PLAZA

ATTACHMENT J

City of El Paso, Texas

VOLUNTEER HOUSING REHABILITATION PROGRAM

PROPOSAL PACKET

38th Year (2012-2013)

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

CLOSING DATE: Thursday, December 15, 2011, at 6:00 p.m.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THIRTY-EIGHTH YEAR (2012-2013) FUNDING APPLICATION

Volunteer Housing Rehabilitation Program

The City of Paso expects to receive approximately $7.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 38th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2012. Approximately $2 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds. Applicants will be required to provide a minimum of 10% of the cost of the CDBG project in cash from a non-CDBG funding source. Applicants may also choose to provide a greater percentage of the project cost in order to make the project more appealing; nevertheless, other factors are also taken into consideration in recommending that projects be funded.

All 38th Year proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 6:00 p.m. on Thursday, December 15, 2011, in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Thursday, December 15, 2011, will not be considered for 38th Year funding.

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

Wednesday, September 27, 2011, at 2:00 p.m.
in the Community Development Conference Room,
on the 8th Floor of City Hall, #2 Civic Center Plaza

Attendance of the workshop by the applicant agency's executive director, program director or grant writer—with this application packet—is mandatory in order to be considered for funding.

ELIGIBLE ACTIVITIES

The City's 38th Year Community Development funds may be used to make basic and necessary repairs, rejuvenate and/or rehabilitate the homes of low-income elderly and/or disabled homeowners. Funds may not be used for salaries for staff or any type of pay for volunteer workers but may be used to pay for required licensed electricians or plumbers or other required skilled or licensed labor. No costs may be charged to the eligible low-income elderly and/or disabled homeowners. NOTE: This program is not designed for homes needing major rehabilitation.

Rehabilitation should provide adequate shelter and promote independence and accessibility to persons considered "severely" disabled adults meeting the individuals with disability provision in the Federal Register (November 9, 1995). Priority for service will be based on income,

age/disability and funds available to complete the designated Scope of Work. Qualified applicants must complete required forms.

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

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

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

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

APPLICANT REQUIREMENTS

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

- **Verification of non-profit status** - Must submit the Internal Revenue Service (IRS) letter certifying the 501(c) (3) status and the completed and signed Assurance of Applicant Eligibility for Non-Profit Organizations on page 14.

- **Compliance with Ordinance 9779, Non-Discrimination Against Persons with Disabilities** - All facilities receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service or have an approved transition plan, before the funding can be approved; must submit the completed and signed Assurance of Compliance with Ordinance No. 9779, page 15, and Accessibility/Letter of Assurance, page 16; and submit the completed Guidelines/Self-Evaluation for Community Development and City of El Paso Sub-recipients, page 17, Attachment A.

- **Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity** who is also currently a member of the Community Development Steering Committee.

- **Applicant must have demonstrated administrative capacity** to carry out the project in conjunction with a consultant. **A certified audit, covering a period ending on a date after January 31, 2010,** must be submitted. Because CDBG allocations are distributed on a reimbursement basis, all agencies receiving funds must demonstrate the financial capacity to pay any design/construction-related costs for a period of at least three months prior to reimbursement.

- **Applicants who are currently receiving CDBG funds and applying for additional funds** must be in compliance with all terms of their contract and must not have any outstanding audit findings or monitoring findings as determined by the City or HUD.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

HUD requires reporting of outcomes using its Performance Outcome Measurement System for projects that are funded in order to report accomplishments on a national level. Outcomes are the resulting benefit(s) of the project and should be measureable. Therefore, applicants are required to submit a statement explaining the expected outcome(s) of their projects. (See Attachment C, page 24.)

COMPLIANCE WITH NATIONAL OBJECTIVES

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

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

FINANCIAL TERMS

Applicants applying for Volunteer Rehabilitation Housing Program are not limited to the amount of CDBG funding they may request. If other funding is available, evidence of the funding source(s) must be present with the CDBG application.

EVIDENCE OF PROJECT VIABILITY

The time frame for the 38th Year of the CDBG Program is September 1, 2012 to August 31, 2013. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2013.

City Council has adopted the following policies and procedures to assure that proposed 38th Year projects are feasible and can be substantially completed during the program year:

Required Cash Match

Applicants must provide 10% of the CDBG project cost in cash from non-CD funding sources. Applicants may also choose to provide a greater percentage of the project cost in order to make the project more competitive; nevertheless, other factors are also taken into consideration in recommending that projects be funded.

Evidence of the availability of the other funding source(s) in the form of a letter signed by the applicant's director must be presented with the CDBG application.

Acceptance of Terms and Conditions

All applicants must submit, with the application, an Acceptance of Grant Conditions and Terms form signed by an authorized representative of the applicant. (Refer to page 13, Assurances - A.)

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

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

Fair Housing Act - The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CDBG-funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

Faith-Based Organizations - Faith-based organizations that are applying for funding must comply with HUD's Final Rule that became effective October 30, 2003. (Refer to Appendix B, page 23.)

Authority to Apply - Written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the CDBG application by Board President (or other authorized representative) must be submitted with the application.

COMPLETENESS AND SUPPORTING DOCUMENTATION

All supporting documentation must be submitted with the applications by the December 15, 2011, deadline. Incomplete applications will not be considered for funding. The Completeness Checklist (Attachment D, page 29) will be used to review applications.

If an item in the application does not apply, "N/A" should be entered in response to the line item. These application guidelines have been designed to obtain the information necessary for a fair analysis of each project proposed for Community Development funding.

After the December 15, 2011, 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, January 31, 2012. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified that their applications will not be considered for funding.

CITY COUNCIL ACTION

City Council will make the final decision regarding the projects to be funded in the 38th Year CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 8, 2012, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2012-2013. The Proposed Annual Plan will be advertised in a local newspaper, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Plan on Tuesday, June 21, 2012.

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

Patricia A. White, Housing Programs Manager or
Rhoda W. Tillman, CDBG Contracts Administrator
Department of Community and Human Development
Telephone Number. (915) 541-4639

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

Applicants should submit an **original and two (2) copies** of materials requested on pages 1 through 30 of the application section and **one set** of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), along with a completed checklist. All applications must be bound by clips. **Please do not staple, bind, secure with rubber bands, or put in a folder or notebook.**

DEADLINE FOR SUBMISSION OF PUBLIC FACILITIES COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS **6:00 P.M. ON THURSDAY, December 15, 2011**. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

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

Please Do NOT submit instruction pages i through vi

ATTACHMENT K

Non-Profit/Governmental Entity Public Facility Application

38TH YEAR (2012-2013)
COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM

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

CLOSING DATE: Thursday, December 15, 2011 at 6:00 p.m.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-EIGHTH YEAR (2012-2013) FUNDING APPLICATION

Public Facility Application Instructions

The City of Paso expects to receive approximately $7.5 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 38th Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2012. Approximately $2 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds. Applicants will be required to provide a minimum of 10% of the cost of the CDBG project in cash from a non-CDBG funding source, which will be placed in an escrow account at the time of closing on the CDBG documents should the project be funded. Applicants may also choose to provide a greater percentage of the project cost in order to make the project more appealing; nevertheless, other factors are also taken into consideration in recommending that projects be funded.

All 38th Year proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 6:00 p.m. on Thursday, December 15, 2011 in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Thursday, December 15, 2011, will not be considered for 38th Year funding.

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

Tuesday, September 20, 2011 at 9:00 a.m.
in the Community Development Conference Room,
on the 8th Floor of City Hall, #2 Civic Center Plaza

Attendance of the workshop by the applicant agency's executive director, program director or grant writer—WITH THIS APPLICATION PACKET—is mandatory in order to be considered for funding.

COMMUNITY SUPPORT

It is **recommended** that applicants submit, with the application, documentation corroborating community support for projects, such as a petition signed by persons who would benefit from them.

ELIGIBLE APPLICANTS AND ACTIVITIES

Applicants that may apply for funding:

- Non-profit Agencies (with non-profit tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code at the time of application)
- Governmental Entities (e.g. school districts; public housing authority)

Eligible projects include:

- New construction;
- Reconstruction (tearing down and rebuilding);
- Rehabilitation (e.g. modification or addition);
- Removal of architectural barriers; and design features and improvements which promote energy efficiency

Eligible real property pertaining to project requests:

- Any property (land or building) directly owned by the applicant that has a lien against it will not be considered unless:
  1. The City is allowed to take the first lien position; **or**
  2. The applicant owns other property without a lien that can be used as collateral.
- Acquisition of land or buildings is not an allowable expense.

APPLICANT REQUIREMENTS

The City will require that all applicants comply with the following statutes or standards:

- **Verification of non-profit status** – Non-profit applicants must submit the Internal Revenue Service (IRS) letter certifying the 501(c)(3) status and the completed and signed Assurance of Applicant Eligibility for Non-Profit Organizations on page 18.

- **Compliance with Ordinance 9779, Non-Discrimination Against Persons with Disabilities** - All facilities receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service or have an approved transition plan, before the funding can be approved; must submit the completed and signed Assurance of Compliance with Ordinance No. 9779, page 19, and Accessibility/Letter of Assurance, page 20; and submit the completed Guidelines/Self-Evaluation for Community Development and City of El Paso Subrecipients, page 21, Attachment A.

- **Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity** who is also currently a member of the Community Development Steering Committee.

- **Applicant must have demonstrated administrative capacity** to carry out the project in conjunction with a consultant. A **certified audit, covering a period ending on a date after January 31, 2010,** must be submitted. Because CDBG allocations are distributed on a reimbursement basis, all agencies receiving funds must demonstrate the financial capacity to pay any design/construction-related costs for a period of at least three months prior to reimbursement.

- **Applicants who are currently receiving CDBG funds and applying for additional funds** must be in compliance with all terms of their contract and must not have any outstanding audit findings or monitoring findings as determined by the City or HUD.

- **Applicant must agree to open the public facility for use by the general public during all normal hours of operation** upon completion of the public facility improvement project, if funding is approved. 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.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

HUD requires reporting of outcomes using its Performance Outcome Measurement System for projects that are funded in order to report accomplishments on a national level. Outcomes are the resulting benefit(s) of the project and should be measureable. Therefore, applicants are required to submit a statement explaining the expected outcome(s) of their projects.

COMPLIANCE WITH NATIONAL OBJECTIVES

CDBG public facility projects must benefit persons of low- and moderate-income, defined as 80% of median income for El Paso, Texas. Current income guidelines are provided on page 35. Public facility projects may meet the low- and moderate-income objective by either area benefit or limited clientele benefit, as follows:

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

- **Limited Clientele Benefit -** The two options to establish this benefit are:

  a. Income Eligible - May be established if the public facility 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.

  b. Presumed Benefit - May be established if the public facility improvement will exclusively benefit a certain group of persons that are presumed by HUD to meet the low- and moderate-income criterion, including abused children, battered spouses, elderly persons, adults meeting the Bureau

of Census' Current Population Report's definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

IMPORTANT! Applicants should consult with Kevin Pitts, or Roxanne Varela, Grant Planners, 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 the following types of loans, but the City of El Paso maintains the discretion to approve, modify, or reject the financing terms proposed by the applicant:

- **Direct Loan** - A loan to be paid back in cash in accordance with a specified payment schedule;
- **Forgivable Loan** - A loan that is paid back by fulfilling the terms of the CDBG Forgivable Loan Agreement which generally involves using the facility for its stated purpose for a specified period of time. As a general rule, there is a five-year reversionary period, and an additional time frame figured by equating one year to every $100,000 in funding; or a
- **Combination of a Direct Loan and a Forgivable Loan**

Additionally, applicant agencies whose projects produce income may be asked to repay a portion of the Community Development funding to the City based upon a financial analysis of the project.

EVIDENCE OF PROJECT VIABILITY

The time frame for the 38th Year of the CDBG Program is September 1, 2012 to August 31, 2013. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2013. If City Council decides to award funding in phases, the phase funded in the 38th Year must be substantially completed by August 31, 2013, and 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 38th Year projects are feasible and can be substantially completed during the program year:

Required Cash Match

Applicants must provide a minimum of 10% of the CDBG project cost in cash from non-CD funding sources. Applicants may also choose to provide a greater percentage of the project cost in order to make the project more competitive; nevertheless, other factors are also taken into consideration in recommending that projects be funded.

Evidence of the availability of the other funding source(s) in the form of a letter signed by the applicant's director must be presented with the CDBG application. Applicants will be required to

develop an escrow agreement with the City of El Paso and place all matching cash funds in an escrow account at the time of closing on the CDBG award documents.

Site Control

Non-profit Applicants: Must provide **a current title search with the application** to verify that the applicant owns the real property to be assisted with CDBG funds, and to identify any liens attached to the property and to find any taxes due on the property.

Governmental Entities: Must provide **a vesting deed for ownership verification**.

All Applicants: 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 applicant must provide a Zoning Verification Letter from Linda Castle, Senior Planner, City of El Paso Planning and Economic Development Department (541-4029), certifying the appropriateness of the zoning for the proposed project. Projects without the appropriate zoning at the time of application submission will be ineligible for funding. (Refer to page 5, question 13.)

Environmental Considerations

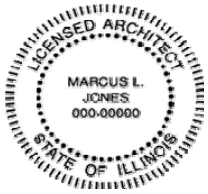
In order to comply with HUD requirements, Community Development Environmental Staff will evaluate the viability of projects based on environmental factors, including whether or not the project is located in a flood zone. The environmental review may determine whether or not a project is funded, or may indicate that project modifications or alternatives are needed.

Project Approach/Alternatives

Applicants must explain why the project is to be undertaken in the manner stated. They must identify and briefly describe a minimum of two alternatives that were considered in developing the proposed project, and why each option was not selected.

Project Cost Estimates

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



Collateral (*Applies to Non-Profit Applicants ONLY*)

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 (other property or assets). **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. Adequate collateral may be provided in the form of a Promissory Note secured by a Deed of Trust for real property, or by an Escrow Agreement for the term of the Payback/Forgivable Loan. Applicants must provide documentation, by December 15, 2011, that the proposed collateral will be equal in value to the proposed CDBG investment **and** that the particular collateral has "Board" approval.

As noted above, the "collateral" requirement doesn't apply to governmental entities, as they are prohibited from providing collateral pursuant to state and/or federal laws and regulations (refer to page 4, question 11f).

Schedule/Timetable

It is expected that most projects initiated in the 38th Year will be implemented in phases over one or two years: Phase 1 - Design; and Phase 2 - Construction. Applicants must provide a preliminary schedule of tasks involved in carrying out the proposed project that indicates that the 38th Year Phase of the CD project can be substantially completed by August 31, 2013, and that Phase 2 could be completed by August 31, 2014. Should the CDBG funds be awarded, a project schedule will be incorporated in the Loan Agreement. Failure to comply with the schedule could result in the revocation of the funding award by the City Council. In the event of revocation of the funding by the City Council, the applicant agrees and acknowledges that the applicant will not be entitled to any costs or damages from the City.

A list of typical milestones involved in the implementation of a standard public facility project is provided below. Since circumstances vary, the applicant should coordinate with CD staff to assure that the applicant's schedule incorporates tasks suitable to the proposed project.

Task Schedule Example	Completion Date
Task	
City sends CDBG loan and escrow documents to agency for review	6/30/2012
Agency completes review of City's CDBG loan documents	9/01/2012
Agency provides all required documents for closing purposes	9/01/2012
Closing occurs - execution of Forgivable Loan Agreement	9/01/2012
Agency completes contract w/ architect or engineer in consultation w/ City Engineer and CD staff	10/01/2012
Agency completes project design in consultation with City engineer and CD staff	01/01/2013
City prepares bid documents for contractor for demolition and renovation	02/15/2013
City completes and agency participates in contractor selection.	04/01/2013
City completes final contract negotiations.	04/15/2013

City initiates demolition and renovation, or new construction	05/01/2013
City completes project	09/01/2013

Acceptance of Terms and Conditions

All applicants must submit, with the application, an Acceptance of Grant Conditions and Terms form signed by an authorized representative of the applicant. (Refer to page 17, Assurances - A.)

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

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

Tenant Displacement - 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 CD-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 CD staff in the project development stage in order to assure that these requirements are met and that adequate funds are included in the project budget.

Wage Rates - Davis-Bacon wage rates apply to all public facility construction/rehabilitation activities. Therefore, projects will be monitored by the City of El Paso Engineering Department to ensure that the general contractor and subcontractors pay the required wages.

Fair Housing Act - The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CDBG-funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

Faith-Based Organizations - Faith-based organizations that are applying for funding must comply with HUD's Final Rule that became effective October 30, 2003. (Refer to Appendix B.)

Authority to Apply - Written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the CDBG application by Board President (or other authorized representative) must be submitted with the application.

COMPLETENESS AND SUPPORTING DOCUMENTATION

All supporting documentation must be submitted with the applications by the December 15, 2011 deadline. Incomplete applications will not be considered for funding. The Completeness Checklist (Attachment F, page 36) will be used to review applications.

If an item in the application does not apply, "N/A" should be entered in response to the line item. These application guidelines have been designed to obtain the information necessary for a fair analysis of each project proposed for Community Development funding.

After the December 15, 2011 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 Tuesday, January 31, 2012. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified that their applications will not be considered for funding.

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

CITY COUNCIL ACTION

City Council will make the final decision regarding the projects to be funded in the 38th Year CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 1, 2012, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2012-2013. The Proposed Annual Plan will be advertised in a local newspaper, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Plan on Tuesday, June 19, 2012.

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

Kevin Pitts or Roxanne Varela, Grant Planners, at (915) 541-4643

For additional information regarding Ordinance No. 9779, Non-Discrimination Against Persons with Disabilities, please contact the ADA Accessibility Coordinator, William Bennett, Engineering and Construction management Department, 4th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, 79901, telephone number (915) 541-4243.

Applicants should submit an original and two (2) copies of materials requested on pages 1 through 37 of the application section and one set of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), along with a completed checklist. All applications must be bound by clips. **Please do not staple, bind, secure with rubber bands, or put in a folder or notebook.**

Deadline for submission of public facilities CDBG funding applications is **6:00 P.M. ON THURSDAY, DECEMBER 15, 2011**. Applications and all required attachments must be RECEIVED by the deadline date and time in order to be considered for funding. Applications must be delivered to the following address:

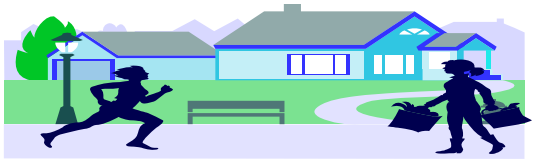
DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL – 8TH FLOOR
TWO CIVIC CENTER PLAZA
EL PASO, TEXAS 79901-1196

Please do NOT submit instruction pages i through viii

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

38TH YEAR (2012-2013)

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



CITIZEN REQUEST FORM

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

NEIGHBORHOOD RECREATION AND SENIOR CENTERS
PARKS AND OTHER PUBLIC FACILITIES
STREET AND DRAINAGE IMPROVEMENTS

*Projects **MUST** have CDBG eligible service areas.*

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

- Projects requiring the purchase of land, property or equipment; or

- For maintenance (fixing) of streets, repairing pot holes, moving railroad tracks, cleaning streets, alleys or drainage canals (*please contact the Department Of Transportation at 621-6750*); or

- For traffic signs, traffic controls, speed bumps, etc. (*please contact the Department of Transportation at 621-6750*); or

- To report litter, trash accumulation, weeds, abandoned homes, violations on private property, etc. (*please contact the Envrionmental Services Compliance Division at 599-6290*).

Please contact the Department of Community and Human Development at 541-4155 for project eligibility. Contact the appropriate City department at 541-4000 for project feasibility. For example, if you are proposing a park improvement, contact the Parks and Recreation Department before you submit this Citizen Request to Community Development.

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

Wednesday, October 5, 2011 at 6:00 p.m.
City Council Chambers - City Hall, 2nd Floor

DEADLINE FOR RECEIVING REQUESTS IS 6:00 P.M. THURSDAY, OCTOBER 27, 2011

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

Continued on back

CITIZEN REQUEST FORM

To submit a request, please describe it clearly in the space below. Be sure to provide your name, address, and phone number so we can contact you if we have any questions.
Deadline to submit requests: 6:00 p.m., Thursday, October 27, 2011

PLEASE PRINT

NAME: _____PHONE: (_____) _____

ADDRESS: _____ZIP CODE _____

E-MAIL ADDRESS: _____

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

REQUEST(S): _____

_____

_____

_____

_____

_____

_____

TELL US WHY THE NEIGHBORHOOD NEEDS THIS (OR THESE) PROJECT(S):

_____

_____

_____

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

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

After receiving request(s), the Department of Community and Human Development will determine their eligibility. Eligible requests will be forwarded to the appropriate City Department for further consideration. You will be informed as to the status of your request no later than December 6, 2011.

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

For office use only: District # ___

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

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

ATTACHMENT M

EMERGENCY SOLUTIONS GRANT PROGRAM
2012-2013

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

CLOSING DATE: Monday, October 31, 2011 at 6:00 p.m.

2012-2013 PROGRAM YEAR

EMERGENCY SOLUTIONS GRANT FUNDING REQUEST

On May 20, 2009, President Obama signed into law a bill to reauthorize the McKinney-Vento Homeless Assistance program, a program under the U.S. Department of Housing and Urban Development (HUD). The bill was included as part of the Helping Families Save Their Homes Act and was enacted by Senate bill 896. The new Act which amended the McKinney-Vento Homeless Assistance Act is the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. Subtitle B – Emergency Solutions Grant Program is the section of the HEARTH Act pertaining to the Emergency Solutions Grants (ESG) Program and replaces what was formerly the Emergency Shelter Grants Program**. Elements of the ESG Program are subject to change once final regulations are released by HUD.**

The City of El Paso expects to receive approximately $500,000 in ESG funds from the U.S. Department of Housing and Urban Development (HUD) for the 2012-2013 Program Year. The contract period is from September 1, 2012 to August 31, 2013. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds. **Applicants will be required to provide a 100% match from a non-CD funding source for the ESG funds being requested.**

This package has been designed to obtain all the information necessary for a complete and fair analysis of each Emergency Solution Grant project proposed for funding. ESG funds are allocated to agencies using this application process. Letter of Intent packets were made available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from 8:00 a.m. September 6, 2011 through 6:00 pm September 15, 2011. Letter of Intent packets were due in the Dept. of Community and Human Development, 8th Floor, City Hall by 6:00 p.m. September 15, 2011. Eligible applicants were then invited to the RFP training on October 5, 2011 where complete application packets were provided. **Applications are due by October 31, 2011. Late or incomplete submissions of the Application will not be considered for funding**.

PROGRAM PURPOSE

The Emergency Solutions Grants Program is designed to be part of a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness. The objectives of the ESG shall be to:

1) Provide rental assistance for short-term and medium-term housing to homeless individuals or families or individuals at risk of homelessness.

2) Help support emergency shelters for the homeless, but only for use as temporary shelter for persons;

3) Help support the costs of operating and maintaining emergency shelters;

4) Provide essential services so that homeless individuals and individuals at risk of homelessness have access to the assistance they need to improve their situation and to obtain housing stability; and

5) Provide housing relocation and stabilization services to homeless individuals and individuals at risk of homelessness.

DEFINITION OF HOMELESSNESS

The HEARTH Act updated the McKinney Vento definition of homelessness. The new definition will go into effect no later than November 20, 2011. A Homeless individual is defined as:

1) An individual or family who lacks a fixed, regular, and adequate nighttime residence;
2) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
3) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangement (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
4) An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
5) An individual or family who:
   (A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by:
      I. A court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
      II. The individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
      III. Credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered evidence for purposes of this clause;
   (B) Has no subsequent residence identified; and
   (C) Lacks the resource or support networks needed to obtain other permanent housing; and
6) Unaccompanied youth and homeless families with children and youth defined as homeless under other Federal Statutes who:
   (A) Have experienced a long term period without living independently in permanent housing,
   (B) Have experienced persistent instability as measured by frequent moves over such period, and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.
   (C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.
7) Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions in the individual′s or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

ELIGIBLE APPLICANT ORGANIZATIONS

Units of general local government

To be considered as a unit of general local government, an applicant organization must have, among other responsibilities, the authority to assess and collect local taxes and to provide general governmental services.

Private non-profit organizations
To be considered as a private non-profit organization, an applicant organization must document existing status as a 501(c) (3) tax-exempt entity. Private non-profit organizations applying for ESG funds must be established for charitable purposes and whose activities include, but are not limited to, the promotion of social welfare and the prevention or elimination of homelessness. The entity's net earnings may not benefit any individual(s) affiliated with the organization or their governing board.

Faith-Based organizations receiving ESG funds, like all organizations receiving HUD funds, must serve all eligible beneficiaries without regard to religion.

- Applicant agency 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. In order ESG application can be accepted for consideration, it 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 agency must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee. Conflict of Interest and all other provisions extend to partners and subcontractors as well.
- Applicant agency 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, 2010.
- ESG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement**.** No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.
- Applicant agencies in the ESG Collaborative must be participants in the Homeless Management Information System (HMIS). The applicant must comply with the Standards for Participation of the El Paso Coalition for the Homeless. The City will rely upon the El Paso Coalition for the Homeless to determine compliance with this requirement.

ESG FUNDING ALLOCATIONS

ESG Grant Funds received by the City of El Paso are proposed to be allocated in the following manner:

52.50%	Activities related to Essential Services; and maintenance, operation, insurance, provision of utilities, and provision of furnishings related to emergency shelter
40%	Activities related to rental assistance and housing relocation and stabilization services
5%	Administrative funds to be distributed among agency applicants
2.5%	City of El Paso administrative costs

The minimum funding for a project will be **$15,000.**

ELIGIBLE PROGRAM PARTICIPANTS

There are two eligible target populations identified for ESG funds: persons who are still housed but at risk of homelessness and persons who are already homeless. Applicant agencies are responsible for

verifying and documenting the individuals' risk of homelessness that qualifies them for receiving assistance. Applicant agencies are required to evaluate and certify the eligibility of program participants at least once every three (3) months for all persons receiving medium-term rental assistance. If a household or individual needs more intensive services or long-term assistance, or is not at risk of homelessness, applicant agencies should link them to other appropriate available resources. Individuals and families, whether homeless or housed, must at least meet the following minimum requirements:

1) Have at least an initial consultation with a Case Manager or other authorized representative who can determine the appropriate type of assistance to meet their needs.
2) The household must be at or below **30 percent** of the Area Median Income (AMI). Income limits. The HUD income guidelines are available in Exhibit A of this application.
3) The household must be either homeless or at risk of losing its housing and meet both of the following circumstances: no appropriate subsequent housing options have been identified; and the household lacks the financial resources and support networks needed to obtain immediate housing or remain in existing housing. Clients must meet the "but for" test, that is, **but for** prevention assistance, the household would continue to remain homeless because they lack the financial resources or support networks to obtain housing and they have not subsequent housing options.

    a. Prevention Assistance is to be targeted to individuals and families at the greatest risk of becoming homeless. One question to ask is "Would this individual or family be homeless if they were not assisted with ESG funds?" The assistance must be necessary to avoid eviction or termination of utility services. Consideration should also be given to whether the individual or household will be able to resume payments after the ESG program cannot assist them. Case management services should be provided to assist the individual and family to work toward self-sufficiency.

    b. Rapid Re-Housing Assistance is available for persons who are at risk of homelessness according to HUD's definition. Individuals and families who meet one of the following criteria, along with the minimum requirements, are eligible under the rapid re-housing portion. The criteria are:
    - Sleeping in an emergency shelter;
    - Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
    - Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
    - Graduating from, or timing out of, a transitional housing program; and
    - Victims of domestic violence.

Client applicants must meet one or more of the following risk factors for homelessness to be considered for the ESG Program:

- Eviction within two (2) weeks from a private dwelling (including housing provided by family or friends);
- Discharge within two (2) weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals);
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation;
- Sudden or significant loss of income;
- Sudden or significant increase in utility costs;
- Mental health or substance abuse issues;
- Physical disabilities and other chronic health issues, including HIV/AIDS;
- Severe housing cost burden (greater than 50% of income for housing costs);

- Homeless in last 12 months;
- Young head of household (under 25 years with children or pregnant);
- Current or past involvement with child welfare, including foster care;
- Pending foreclosure of rental housing;
- Extremely low income (less than 30% of Area Median Income);
- High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size);
- Past institutional care (prison, treatment facility, hospital);
- Recent traumatic life event, such as death of a spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities;
- Credit problems that preclude obtaining housing; or
- Significant amount of medical debt.

Sub-populations

The ESG legislation stresses the importance of ESG funds being utilized to prevent homelessness to sub-populations including victims of domestic violence, veterans, persons aging out of foster care, and persons released from an institution (including prisons, jails, mental health institutions, hospitals, treatment facilities) who have been a resident for more than 180 days. Special consideration will be given to applicant agencies submitting an application that address the needs of any of the sub-populations.

Other Requirements

Inspection of Housing Units – Applicant agencies who plan on providing rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy. The minimum habitability standards are listed on page __ of this application. The Department anticipates that this requirement will only be applicable to households being newly housed. However, this may change upon HUD's release of ESG regulations.

Applicant agencies should ensure that program participants are enrolled in all applicable mainstream resources. Applicant agencies must carefully assess how ESG funds can be used in conjunction with other funds from the Recovery Act to prevent homelessness and rapidly re-house homeless persons, and plan a coordinated approach to serving similar target populations. Federal agencies that received funding for serving persons who are homeless or unstably housed include the U.S. Department of Health and Human Services, Education, Homeland Security, and Labor.

Confidentiality – Applicant agencies must develop and implement procedures to ensure that confidential information obtained pursuant to the ESG Program is maintained and access is restricted in accordance with the requirements of the Texas Public Information Act.

Compliance with Fair Housing and Civil Rights Laws – Applicant agencies must comply with all applicable fair housing and civil rights requirements in 24 CFR Part 5.105(a).

New Federal Requirements – After May 20, 2011, any emergency shelter that receives ESG funds and serves families with children under the age of 18 will be prohibited from denying admission to any family based on the age of any child under age 18.

Eligible Activities

The following eligible activities may be subject to change once final regulations for the Emergency Solutions Grant Program are released by HUD.

ESG funds are designed to address the immediate needs of homeless persons to assist their movement to permanent housing. ESG funds may also benefit persons at risk of becoming homeless.

Once HUD releases regulations for the Emergency Solutions Grant Program, the eligible activities which are allowed may be further defined.

Persons eligible for assistance must be at 30% of Area Median Income as issued by HUD.

The City encourages applicant agencies to focus on the provision of permanent shelter to persons where the lease is under the name of the client

ESG funds may be used for one or more of the following activities:

1) ESSENTIAL SERVICES/CASE MANAGEMENT
The provision of essential services related to emergency shelter or street outreach, including services concerned with employment, health, education, family support services for homeless youth, substance abuse services, victim services, or mental health services, if –

a) Such essential services have not been provided by the local government during any part of the immediately preceding 12-month period. or
b) The use of assistance under this subtitle would complement the provision of essential services.

Essential Services activities address the immediate needs of homeless individuals and enable homeless persons to become more independent and/or to secure permanent housing. Essential services may include, but not limited to:

a) Assistance in obtaining permanent housing;
b) Medical and psychological counseling and supervision;
c) Employment counseling, job placement, and job training (including tuition and books);
d) Substance abuse services;
e) Assistance in obtaining mainstream assistance, including other federal, state, and local assistance including mental health benefits, medical assistance, Veteran′s benefits, and income support assistance such as SSI, TANF, and Food Stamps;
f) Salary for staff whose **sole duty** is to work directly with clients to provide the above services. Staff salaries may include wages and fringe benefits as described in the applicant organization's personnel policies. **No administrative salaries may be paid with Essential Services funds.**

ESG funds can be used for a new service or a quantifiable increase in the level of service above that provided during the immediately previous 12-month period. However, once a new or increased level of service meets the above standards, ESG funds may then be used to continue funding that service in subsequent years. Once HUD regulations for ESG are issued, this requirement may be further defined.

Case management includes activities related to the arrangement; coordination; monitoring and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. Component services may include: counseling; developing; securing and coordinating services; monitoring and evaluating participants' progress; assuring participants' rights are protected; developing an individualized housing service plan, including a path to permanent housing stability subsequent to ESG financial assistance.

Outreach and engagement for services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs.

2) MAINTENANCE, OPERATION, INSURANCE, UTILITIES, AND FURNISHINGS
ESG funds may be used for maintenance, operation, insurance, provision of utilities, and furnishings related to emergency shelter.

Maintenance costs include contract services for copier or security system maintenance, pest control, lawn care, contracted janitorial service, etc.

Operation costs include facility rent, utilities, internet service, and telephone; building maintenance and non-deferred repairs; food for shelter residents; vehicle maintenance, registration, repairs, and fuel; building or equipment insurance; fidelity bond coverage; office and maintenance supplies; contracted security services, and staff mileage reimbursement (for travel relating to ESG service delivery). Non-deferred repairs are items that break during the contract period, such as:

a) repairing a window that is broken;
b) repairs due to water damage; or
c) repairing a broken furnace or air conditioning unit.

Furnishings may include beds, mattresses, linens, desks, tables, chairs, etc.

ESG funds may not be used for recruitment or on-going training of staff, mortgage payments for the organization, or depreciation. If a building is owned by the ESG applicant agency or a subsidiary, rent may not be charged to ESG. Only the allocable share of maintenance, utilities, and insurance may be charged.

The ESG regulations do not state that the use of funds for equipment is an allowable use. At this time, such is excluded. Once HUD regulations for ESG are issued, this requirement may be further defined.

An applicant agency may use ESG funds to facilitate participation in the Homeless Management Information System (HMIS), which may include the purchase of software and/or annual access fees to facilitate data collection and reporting of client-level information.

3) RENTAL ASSISTANCE

This category includes the provision of rental assistance to provide short-term or medium-term housing to homeless individuals or families or individuals or families at risk of homelessness. Such rental assistance may include tenant-based or project-based rental assistance.

Short-term rental assistance may not exceed rental costs accrued over a period of three (3) months. Medium term rental assistance may not exceed actual rental costs accrued over a period of 4 to 18 months. No participant may receive more than 18 months of assistance. After three (3) months of assistance, a participant must be re-evaluated for eligibility to receive up to 15 additional months of medium-term rental assistance, for a total of 18 months. HUD encourages grantees and sub grantees to provide ongoing case management to all program participants in order to transition them to independence, including permanent housing arrangements.

Rental assistance may be used to pay up to six (6) months of rental arrears for eligible participants. Such may be paid if the rental payment enables the participant to remain in the housing unit for which the arrears are being paid or to move to another unit. If HPRP funds are used to pay arrears, the arrears are included in determining the maximum 18 months of assistance.

Rental assistance must be in compliance with HUD's standard of "rent reasonableness.

4) HOUSING RELOCATION OR STABILIZATION SERVICES

This category includes the provision of housing relocation or stabilization services for homeless individuals or families or individuals or families at risk of homelessness, including housing search, mediation or outreach to property owners, legal services, credit repair, providing security or utility deposits, utility payments, rental assistance for a final month at a location, assistance with moving costs, or other activities that are effective at –

(A) Stabilizing individuals and families in their current housing; or
(B) quickly moving such individuals and families to other permanent housing.

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services may include: tenant counseling, assisting participants to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and mediation and outreach to property owners related to locating or retaining housing.

Regarding legal services to help pay people stay in their homes, such services must be provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not allowable.

Credit repair includes costs associated with assisting program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

Budgeting Note for all Categories: Staff salaries for staff providing any of the services identified in the Essential Services/Case Management, or Housing Relocation or Stabilization Services (HRSS) category may be charged to the identified category. Staff salaries for staff providing or administering rental assistance must be charged to the HRSS category.

Costs related to data collection and reporting for ESG conducted through the Homeless Management Information Systems (HMIS) or a comparable client-level database are an eligible expense either under HRSS or Maintenance/Operations or Essential Services, depending on project design. Reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under ESG and analyzing patterns of use of ESG funds are eligible. Eligible costs include purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training. HMIS costs are to be charged to the applicable category (1) thru (4) above.

HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for existing HMIS. Only those jurisdictions that do not have an HMIS already implemented may use a portion of these funds for HMIS implementation or start-up activities.

Ineligible Activities

ESG funds shall not be utilized for permanent housing; acquisition of real property; new construction; addition of square footage, property clearance or demolition; direct payments to individuals; to support inherently religious activities such as worship, religious instruction, or proselytization; or to rehabilitate or repair buildings such as sanctuaries, chapels, and other rooms that a congregation uses as its principal place of worship.

ESG funds shall not be used for application for Federal funds or unprogrammed funds.

ESG funds shall not be used for recruitment or on-going training of staff, depreciation, advertisement, entertainment, conferences, or retreat, public relations, advertising, bad debts/late fees, or mortgage payments of the applicant agency.

Match Requirement

ESG applicant agencies must match their award amount with **an equal amount** or greater amount of resources other than ESG funds. Therefore, ESG applicant organizations must demonstrate access to resources that may be used as match. Matching funds used for this ESG project may not be used to match any other CD project or grant

Local eligibility requirements:

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

- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services.
- Applicants must state their intent to partner with another agency in the Letter of Intent. However, the identification of the partnership and plan of action for the partnership must be outlined in the full ESG application when it is submitted to the Community and Human Development office. If any portion of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the application must be completed reflecting the role of the partner. If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through the Department of Community and Human Development and have been in good standing during the program year.
- **Applicants may submit more the one proposal within a single collaborative or in more than one collaborative.** Each proposed project must be clearly defined and easily differentiated from the others. Proposals cannot be dependent or subsidiary to another proposal, provide essentially the same services as another proposal, or provide services to clients during the same time period that they are being served by another City funded project. Projects that are dependent or subsidiary to one another should be submitted as a single project. No project can be submitted under more than one category.
- Applicants must submit a complete letter of intent and application packet by the deadlines or the project will not be considered for funding. Applicants must attend all required training (see training, below) in order to be considered eligible to apply.
- Applicants must be on time and attend every meeting of their collaborative in order to retain their vote.
- **Proposal must receive a passing score of 70 or higher on the Application Review or the application will be disqualified from consideration. This score assigned by CD staff represents the minimum baseline for consideration.**

TRAINING

Workshops will be held to provide training for completion of the application and understanding of ESG requirements. Workshops will provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within their collaborative. Attendance by the Executive Director, the Program Director, and/or the Grant Writer at the training workshop **is required to be considered for funding.** Applicants may attend as many workshops as desired. Workshops will be held at the El Paso Center for Children Multipurpose Building, 2200 N. Stevens. **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 (all ESG grantees) – Wednesday October 5, 2011 - 9:00 a.m. to Noon

A supplementary training for completion of the application will be held on Tuesday, October 18, 2011 at a location to be announced. This training is by RSVP only, and will be canceled if no reservations are made.

COLLABORATIVE PROCESS

The ESG Collaborative will implement the Collaborative Process detailed below. Following discussion of proposals the collaborative will make recommendations for funding within the targeted amounts to the Steering Committee (CD's advisory group) by January 26, 2012:

- Emergency Solutions Grant Collaborative
  El Paso Center for Children, Admin Conference Room, 2200 N. Stevens Street

October 10, 2011 from 10:00 a.m. to 12:00 p.m. (Immediately after the CDBG Homeless Collaborative meeting)

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

Meeting Attendance:
Voting members must attend all meetings on time to retain voting privileges, including scoring proposals and voting on the budget. Tardiness is considered absence. However, 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. Applicant agencies should provide for backup staff to attend if the primary contact must be absent. Only an *unforeseen emergency* on the day of the meeting should be cause for an excused absence. **Scores and budget votes must be submitted in an accurate and timely manner or the member will lose their right to participate in that portion of the process.** These rules are not intended to be punitive; they are intended to ensure that all members voting on funding recommendations have been present for all presentations and discussions on the projects under review.

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

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

- Election of representatives
- Development of collaborative 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 recommended (budget)
- Submission of Collaborative Budget Recommendation to Steering Committee

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

Voting:
There are two categories of membership, voting member and non-voting member. Every agency submitting an **eligible and admissible** proposal for funds is a voting member, one representative for

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

Proposal Review:
CD staff will score each proposal using the CDBG Application Review Sheet included with the CDBG application. **Applications with a final score of less than 70% will not be considered for funding. The overall results of the scoring will be reported to each collaborative.**

Voting on Budget Allocation:
The ESG collaborative will meet to draft budget recommendations that will be provided to the CD Steering Committee. The collaborative will decide on the procedures to be used in voting on budget allocations. Having oral presentations with a question and answer session by each applicant is an option open to each collaborative.

The Chair of the collaborative will prepare a budget for submission to the CD Steering Committee. If the collaborative recommends any project for $0 funding, or an increase or decrease of more than 5% of the current program budget, the collaborative must provide a brief written explanation for these decisions on the budget submitted to CD Steering Committee. Any changes to the collaborative allocations occurring after the submission of the collaborative budgets and before the Steering Committee deliberations, 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. 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 FY 2012-2013 application period is from the Letter of Intent release through City Council's Final Budget decision on or about June 19, 2012. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

STAFF REVIEW AND SCORING PROCESS

Community Development (CD) staff will perform a detailed technical review of each proposal. This review will incorporate determination of agency and project eligibility, and include comments on past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. **CD staff will score each proposal using the ESG Application Review Sheet included with the ESG application. Applications with a final score of less than 70% will not be considered for funding.** Technical review comments, in addition to the scoring tool comments, will be provided to the collaborative and the Steering Committee for their use in reviewing the proposals.

STEERING COMMITTEE REVIEW PROCESS

The Steering Committee will follow the Proposal Review Process in the Community Development Citizen Participation Plan. Accordingly, the Steering Committee will hold open meetings to review the social service and ESG proposals. A single Steering Committee meeting will be held in which the Chairs for all CD social services and ESG collaborative will present the recommended budget for their

collaborative. Steering Committee will review each budget and determine whether to support the budget recommendation as submitted or to deliberate further. If the committee elects to support the budget as submitted, no further discussion is necessary and it becomes the Steering Committee's recommendation for that collaborative. If the committee feels that further deliberation is warranted, a meeting is scheduled for members of the collaborative to attend and respond to questions from the Steering Committee.

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

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

- *Volunteerism vs. Paid staff*
- *Total funds requested - history of total Community Development funding*
- *Community/local support - citizen participation on projects*
- *Consideration for new applicants*
- *Same agency applying to different collaborative for different services*
- *Non-controversial - staying within community values*
- *Other funding sources*
- *Use of subcontractors*

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

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

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

PROJECT OUTCOME(S)

The City of El Paso has implemented a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for 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 will have a contractual obligation to meet projected outcomes. Further technical assistance on this subject will be provided to funded agencies.

APPEALS PROCESS

Determination of project ineligibility under the Federal or local eligibility requirements **and the Application Review score** are not subject to appeal. However, if an applicant feels that the determination of

ineligibility **or elements of the score were** based on a misunderstanding, they may contact CD staff and request a meeting to further discuss the matter. Such a request must be delivered to CD in writing within seven (7) days of receiving the disqualification notice, in order to allow the project to be re-integrated into the application process if appropriate.

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

EXIT CONFERENCE

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

CONTACT INFORMATION

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

Connie Jimenez, Grant Planner, Homeless Programs
Grants and Program Administration Division
City Hall - 2 Civic Center Plaza – 8th Floor
El Paso, TX 79901-1196
Or call (915) 541-4246 V/TDD, Fax (915) 541-4370
e-mail: Jimenezcp@elpasotexas.gov

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

Applicants should submit an original and one copy of materials requested on pages 1 through 11 of the application section and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), along with a completed checklist.

DEADLINE FOR SUBMISSION OF ESG FUNDING APPLICATIONS IS **6:00 P.M. ON MONDAY, OCTOBER 31, 2011**. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

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

ATTACHMENT N

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)
2012-2013

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

Closing Date: October 31, 2011 at 6:00 p.m.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)
2012-2013 FUNDING REQUEST

The Housing Opportunities for Persons with AIDS (HOPWA) Program was established in 1992 by the Department of Housing and Urban Development (HUD) primarily to address the specific needs of persons living with HIV/AIDS and their families. The City of Paso anticipates receiving approximately $355,000 in HOPWA Formula Program funds from HUD for the program year beginning September 1, 2012 and ending on August 31, 2013.

The City's Department of Community and Human Development is soliciting funding proposals from interested public and private non-profit agencies serving the City of El Paso and/or other communities in El Paso County for the use of these funds. **Applicants will be required to provide 10% of the cost of the HOPWA project in cash.** This package has been designed to obtain all of the information necessary for a complete, fair analysis of each HOPWA project proposed for funding. HOPWA funds will be allocated to agencies using this application process.

Letter of Intent format sheets were available in the Community and Human Development office, 8th Floor, City Hall, 2 Civic Center Plaza, from 8:00 a.m. September 6, 2011 through 6:00 p.m. September 15, 2011. Letter of Intent packets were due in the Community and Human Development Office, 8th Floor, City Hall by 6:00 p.m. September 15, 2011. Eligible applicants were then invited to the RFP training on October 10, 2011, where complete application packets were provided. HOPWA applications are due October 31, 2011. **Late or incomplete submissions of the Application will not be considered for funding**.

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

Monday, October 10, 2011 at 2:00 p.m.
In the Neighborhood Services Conference Room,
On the 2nd Floor of City Hall, #2 Civic Center Plaza

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

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

HOPWA ELIGIBLE ACTIVITIES

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

provide services independently of any housing activity. The following activities may be carried out with HOPWA funds:

1. Housing information services including, but not limited to, counseling, information, and referral services to assist an eligible person to locate, acquire, finance and maintain housing. This may also include fair housing counseling for eligible persons who may encounter discrimination on the basis of race, color, religion, sex, age, national origin, familial status, or disability;
2. Resource identification to establish, coordinate and develop housing assistance resources for eligible persons (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing-related initiatives;
3. Project- or tenant-based rental assistance including assistance for shared housing arrangements;
4. Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling, up to 21 days;
5. Supportive services include, but not limited to, assessment and case management, drug and alcohol abuse treatment and counseling, mental health, day care, personal assistance, nutritional services, intensive care (when required), and assistance on other Federal/State/Local benefits and services

PROJECT ELIGIBILITY

Federal eligibility requirements:

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

  Documentation must be maintained indicating that the assisted person is HIV positive or has a diagnosis of AIDS, as determined by a health professional competent to make such a determination. Sufficient determinations include documentation resulting from appropriate HIV tests administered by a physician's office, HIV counseling center or community health center. Documentation must also confirm that the eligible person and his/her family have a low income.

- Applicant must be a public agency or have a non-profit exempt status under Section 501 (c) (3) of the Internal Revenue Service Code at the time of application. A copy of the IRS letter must be included with the application.

- HOPWA funds **cannot** be used to match other federal grants or loans.

Local eligibility requirements:

- The minimum funding for a project will be $30,000.
- Clients served by the HOPWA project must be residents of El Paso County.

- Applicant partners, two (2) or more agencies working together to implement a project, may apply. The partnership must identify the fiscal agent who will be the main applicant for the project. If any portions of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the project application must be completed reflecting the role of the partner.
- Applicants applying for housing funds must demonstrate that supportive services will be made available to the HOPWA client(s) occupying or benefiting from the housing project. At a minimum, Letters of Intent from two (2) or more service providers, who will make available the supportive services, need to be included with the application. The type of supportive services to be provided need to be identified, and whether or not the client will be charged service fees.

- Applicant must comply with Ordinance 9779 (Non-Discrimination against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities), all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the HOPWA-funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance of Compliance with Ordinance No. 9779, page __; and Accessibility/Letter of Assurance on page __.

- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.

- Applicant must demonstrate adequate management capabilities. All applicants must submit, with the HOPWA funding request, a certified audit covering a period ending on a date after January 31, 2010.

- Applicants currently receiving funding for any project from the Department of Community and Human Development must be in compliance with all terms of any contract through the Department and must have been in good standing throughout the contract period.

- No more than 90% of the overall cost of the HOPWA project may be requested from the Department of Community and Human Development.

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

(1) Organizations that are religious or faith–based are eligible, on the same basis as any other organization, to participate in the Housing Opportunities for Persons with Aids (HOPWA) program. Neither the Federal government nor a State or local government receiving funds under HOPWA program shall discriminate against an organization on the basis of the organization's religious character or affiliation.

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

programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.

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

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

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

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

FINANCIAL TERMS

HOPWA funding will be in the form of grants.

EVIDENCE OF PROJECT VIABILITY

City Council has adopted the following policies and procedures to ensure that proposed 2012-2013 HOPWA projects can be substantially completed during the program year:

The time frame for the 2012-2013 HOPWA Program is September 1, 2012 to August 31, 2013. All HOPWA projects should be substantially completed by the end of the program year on August 31, 2013.

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

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in HOPWA-funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

VALUES FOR PROPOSAL CONSIDERATION

PROJECT VALUES

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

1. Demonstrate a project history of applicant agency's success in the implementation and budget management of federally funded projects.
2. Present a budget appropriate to the proposed program.
3. Serve a significant number of clients and/or have a significant impact.
4. Focus on care in the least restrictive, most inclusive environment.
5. Be a cost effective service.
6. Demonstrate feasibility and result-oriented outcomes.
7. Demonstrate a close relationship of direct services funding to the total request.
8. Clearly define population to be served and geographic area of coverage.
9. Incorporate the service as part of an integrated continuum of care.

AGENCY VALUES

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

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

STAFF REVIEW PROCESS

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

ELIGIBILITY AND COMPLETENESS REVIEW

These application guidelines have been designed to obtain all the information necessary for a fair analysis of each project proposed for HOPWA funding. After the October 31, 2011 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 Tuesday January 31, 2012. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for HOPWA funding.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 2012-2013 HOPWA Program, and the HOPWA budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD. On Tuesday, May 8, 2012, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2012-2013. The Proposed Annual Plan will be advertised in a local newspaper and the City's website, and will be made available for public comment for 30 calendar days. City Council is tentatively scheduled to adopt the final Annual Plan on Tuesday, June 19, 2012.

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

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

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

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

DEADLINE FOR SUBMISSION OF HOPWA FUNDING APPLICATIONS IS **6:00 P.M. ON MONDAY, OCTOBER 31, 2011**. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE **RECEIVED** BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

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

PLANNING SCHEDULE - 38TH YEAR (2012-2013) COMMUNITY DEVELOPMENT PROGRAM

ATTACHMENT O

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

2011

Thursday, July 14	4:00 p.m. to 6:00 p.m. – CDBG Public Services Planning Committee (CD Staff, CD Steering Committee & Non-Profit Agency Representatives) meet to review current application, policies and funding process to suggest changes for the 2012-2013 Programs - CD Conference Room, 8th Floor, City Hall
Wednesday, July 20	3:00 p.m. – 4:30 p.m.: CD Staff (Director, Deputy Director, Planning, Implementation, Social Services & Housing) meet to discuss policies and procedures for the 38th Year in the 10th Floor (Small Conference Room)
Thursday, July 28	**Deadline** for CDBG Public Services, City Departmental, Citizen Request Form, Economic Development, ESG, HOPWA, Housing (Volunteer Housing Rehabilitation & Fair Housing), NRSA Partnership and Public Facility (Non-Profit & Governmental Entity) application narratives and Letters of Intent to be submitted to Deputy Director for review. All narratives/letters of intent applications must be ready for delivery to the CD Steering Committee by Thursday, August 4, 2011.
Wednesday, August 17	5:30 p.m. Steering Committee meets to review proposed 38th Year Policies and Procedures in the CD Conference Room, 8th Floor, City Hall.
Monday, August 22	Policies and Procedures agenda packet to CD Secretary for August 30, 2011 City Council Meeting
Tuesday, August 30	City Council to adopt Policies and Procedures for 38th Year Planning Process
Saturday, September 3 Monday, September 5	Publications of newspaper ad about Citywide Public Hearing and availability of Letter of Intent and application packets for CDBG, ESG and HOPWA funding requests
Monday, September 5	**LABOR DAY HOLIDAY!**
Tuesday, September 6	Release of Letter of Intent Packets to public service agencies, non-social application packets, citizen project requests forms and publicity about the Citywide Public Hearing
Thursday, September 15	**Deadline (at 6:00 p.m.) for submission of Letters of Intent from CDBG Public Service, ESG, HOPWA and NRSA Partnership Agencies to the Department of Community and Human Development.**
Sept. 19 – 22	CD Staff reviews Letters of Intent; sends out pass/fail notices.
Tuesday, September 20	9:00 a.m. to 11:00 a.m. - Training workshop for Non-Profit Public Facility applicants – CD Conference Room 2:00 p.m. to 4:00 p.m. – Training workshop for Economic Development applicants – CD Conference Room.
Wednesday, September 21	9:30 a.m. to 11:30 a.m. – Training workshop for City Department Public Facility applicants – CD Conference Room
Monday, September 26 Monday, October 3	Publications of newspaper ad for Citywide Public Hearing regarding the 2012-2013 Annual Action Plan
Monday, September 26	Letter of Intent Notifications communicated to CD Public Service, ESG, HOPWA and NRSA Partnership Agencies
Monday, September 26	Work begins on the preparation of the 2010-2011 Consolidated Annual Performance & Evaluation Report (CAPER)! Staff assignments are made; all narratives and backup information must be submitted to Senior Grant Planner by October 20, 2011; and all information in IDIS must be updated by October 20, 2011.
Tuesday, September 27	Training workshops: 2:00 p.m. to 3:00 p.m. – Volunteer Housing Rehabilitation applicants – CD Conference Room, 8th Floor 3:00 p.m. to 4:00 p.m. – Fair Housing applicants – CD Conference Room, 8th Floor
Thursday, September 29	Quarterly update on ongoing public facility projects (prepared by the Implementation Section) and Dame La Mano status report (prepared by Connie Jimenez) submitted to the CD Steering Committee
Monday, October 3	Mandatory CDBG Public Services RFP Training at the Center Against Family Violence, 580 Giles: 9:00 a.m. to 12:00 p.m. - Training workshop for those new to the RFP or who desire more thorough training. 2:00 p.m. to 5:00 p.m. - Training workshop for those experienced in writing the RFP who desire minimal training (primarily questions and answers).
Monday, October 3	**All ARRA (CDBG-R and HPRP) report information due from CD Staff to Pat Molina!**

Tuesday, October 4	**All ARRA (CDBG-R and HPRP) report information due from Pat Molina to Alicia Williamson!**
Wednesday, October 5	ESG Training Workshop – 9:00 a.m. to Noon, at the El Paso Center for Children Conference Room, 2200 N. Stevens St.
Wednesday, October 5	**Citywide Public Hearing - 6:00 p.m. - City Hall, Council Chambers, 2nd Floor - for the 2012-2013 Annual Action Plan**
Thursday, October 6	2:00 p.m. to 4:00 p.m. – Neighborhood Revitalization Strategy Area (NRSA) Application Workshop – 8th Floor CD Conference Room 2:00 p.m. to 4:00 p.m. – First Time Home Buyers Counseling and Education Application Workshop – 2nd Floor Neighborhood Services Conference Room
Thursday, October 6	5:30 p.m. – At its first meeting in October in the 8th Floor CD Conference Room, the Steering Committee meets to elect a Chairperson and a Vice-Chairperson. The term of both Chair and Vice-Chair shall be for one year and be limited to no more than two (2) consecutive terms. Steering Committee also meets to determine committee assignments for the 38th Year planning process.
Saturday, October 8	**YOM KIPPUR!**
Monday, October 10	9:00 a.m. to 10:00 a.m. – Administrative Collaborative Meeting for Homeless, Emergency Shelter & Housing at the El Paso Center for Children Administrative Conference Room, 2200 N. Stevens Street 10:00 a.m. to 11:00 a.m. – Emergency Solutions Grant Collaborative Meeting at the El Paso Center for Children Administrative Conference Room, 2200 N. Stevens Street
Monday, October 10	HOPWA Application Workshop – 2:00 p.m. to 4:00 p.m., in the 2nd Floor Neighborhood Services Conference Room
Tuesday, October 11	9:00 a.m. – Administrative Collaborative Meeting for Children & Youth Support & Development Services at the Multi-Purpose Center, 9031 Viscount Boulevard
Wednesday, October 12	9:00 a.m. – Administrative Collaborative Meeting for Seniors & Persons with Disabilities at Visiting Nurse Association Conference Room, 4171 N. Mesa, Building D
Thursday, October 13	9:00 a.m. – Administrative Collaborative Meeting for Mental & Medical Health Services at Family Services of El Paso, 6040 Surety Drive
Tuesday, October 18	Supplementary training for the CDBG Public Services and ESG RFP at a non-profit agency location yet to be determined; attendance by RSVP only (will be canceled if no one RSVPs).
Thursday, October 20	**Deadline** for all 2010-2011 Consolidated Annual Performance & Evaluation Report (CAPER) information to be updated in IDIS and for narratives and backup information to be submitted
Tuesday, October 25	Make-up training workshop (if necessary) for applicants for Housing projects – 2:00 p.m. to 5:00 p.m. - CD Conference Room.
Thursday, October 27	Draft of the 2010-2011 Consolidated Annual Performance & Evaluation Report (CAPER) is published in the El Paso Times and El Diario newspapers for citizen review and comments. Citizens have until November 14, 2011 to respond.
Thursday, October 27	**Deadline at 6:00 p.m., for submission of Citizen and City Representatives' Requests to the Department of Community and Human Development**
Monday, October 31	CD Planning Section reviews all Citizen and City Representatives' requests for eligibility and submits all eligible requests to affected City Departments no later than November 10, 2011.
Monday, October 31	**Deadline (at 6:00 p.m.) for submission of CDBG Public Service, ESG and HOPWA 2012-2013 projects, to the Department of Community & Human Development.**
Nov. 1 – Dec. 6	CD staff reads and scores proposals; proposal scores and comments due December 6, 2010.
Tuesday, November 1	Make-up training workshops (if necessary) for applicants for Public Facility projects (9:00 a.m. to noon) and Economic Development projects (1:30 p.m. to 4:30 p.m.) - CD Conference Room, 8th Floor – City Hall
Monday, November 7	Supplementary training for the NRSA Partnership RFP at a non-profit agency location yet to be determined; attendance by RSVP only (will be canceled if no one RSVPs)
Thursday, November 10	5:30 p.m. - Steering Committee meeting to distribute of all 2012-2013 Public Service application packets – CD Conference Room, 8th Floor - City Hall.

Thursday, November 10	**Deadline** for CD Planning Section to submit all eligible requests to affected City Departments. City Departments will have from 11/14/11 to 12/15/11 to develop an application packet from any Citizen or City Representative request. Departments will be limited to submitting a total of 10 requests – either internal or external.
Monday, November 14	**Deadline** for citizens to comment on the Draft 2010-2011 Consolidated Annual Performance & Evaluation Report (CAPER) that was published in the El Paso Times and El Diario newspapers on October 27, 2011
Monday, November 14	CD Street & Drainage Review Team process begins and wraps up by December 19, 2011.
Wednesday, November 16	**Deadline** for 2010-2011 Consolidated Annual Performance & Evaluation Report (CAPER) to be provided to the City Manager for signature
Monday, November 21	Target date to Fed-Ex 2010-2011 Consolidated Annual Performance & Evaluation Report (CAPER) to HUD.
November 25 & 26	**THANKSGIVING DAY HOLIDAYS!**
Monday, November 28	Consolidated Annual Performance & Evaluation Report (CAPER) for the 2010-2011 consolidated program year due to HUD (90 days after end of 2011-2012 program year).
Thursday, December 15	**Deadline (at 6:00 p.m.) for submission of 38th Year City Department, Economic Development, Housing, and Public Facility application packets. No extensions. Applications determined to be incomplete at this time will be disqualified from funding consideration.**
Monday, December 19	CD Planning Section forwards all Street & Drainage Review recommendations and all City Department application project scopes for cost estimation. All cost estimates are due back from Engineering by February 9, 2012.
Thursday, December 22	Staff proposal review of CDBG Public Service and ESG projects submitted to collaboratives.
Monday, December 26	**CHRISTMAS DAY HOLIDAY!**
Friday, December 30	**NEW YEAR'S DAY HOLIDAY!**

2012

Tuesday, January 3	Quarterly update on ongoing public facility projects (prepared by the Implementation Section) and Dame La Mano status report (prepared by Connie Jimenez) submitted to the CD Steering Committee.
Tuesday, January 3	**All ARRA (CDBG-R and HPRP) report information due from CD Staff to Pat Molina!!**
Thursday, January 5	**All ARRA (CDBG-R and HPRP) report information due from Pat Molina to Alicia Williamson!**
Monday, January 9	**Deadline (at 6:00 p.m.) for submission of NRSA Partnership application packets. No extensions. Applications determined to be incomplete at this time will be disqualified from funding consideration.**
Monday, January 16	**MARTIN LUTHER KING JR.'S BIRTHDAY HOLIDAY!**
Thursday, January 26	**Draft Public Service Collaborative budget submitted to CD Steering Committee.**
Tuesday, January 31	5:30 p.m. – Appeals/Grievance Subcommittee of the CD Steering Committee meets (if necessary) to review any appeals/grievances resulting from the Public Service RFP process - CD Conference Room, 8th Floor - City Hall.
Tuesday, January 31	List of eligible and ineligible proposals distributed to City Council and the Steering Committee
Monday, February 6	2:00 p.m. – CD Staff review of Volunteer Housing Rehabilitation and Fair Housing proposals in the CD Conference Room, 8th Floor – City Hall 2:45 p.m. – CD Staff review of Economic Development proposals in the CD Conference Room, 8th Floor – City Hall
Tuesday, February 7	4:00 p.m. – CD Staff review of NRSA and HOPWA proposals in the Neighborhood Services Conference Room, 2nd Floor
Tuesday, February 7	5:30 p.m. - Steering Committee review of (1) Children & Youth Services; (2) Homeless, Emergency Shelter & Housing Services; (3) Mental and Medical Health Services; (4) Seniors and Persons with Disabilities Services; and (5) Emergency Shelter Grant projects in the CD Conference Room, 8th Floor - City Hall.
Tuesday, February 7	Request administrative support budgets from CD Administration, Financial Services, Housing and Legal; and program income projections from Housing and Financial Services
Wednesday, February 8	3:00 p.m. – CD Staff review of Competitive First Time Homebuyer and Job Training and Education proposals in the CD

	Conference Room, 8th Floor
Thursday, February 9	5:30 p.m. - Steering Committee open date **if needed** – CD Conference Room, 8th Floor - City Hall.
Thursday, February 9	**Deadline for Engineering Department to submit all City Department and street-related project cost estimates approved by the CD Street and Drainage Review Team**
Monday, February 13	11:00 a.m. – CD Staff review of Governmental Entity and Non-Profit Public Facility proposals in the CD Conference Room, 8th Floor – City Hall
Tuesday, February 14	5:30 p.m. - Steering Committee review of (1) Non-competitive CD Public Service Parks Department proposals; (2) CD Public Service First Time Homebuyer Counseling; (3) CD Public Service Job Training and Education; (4) HOPWA; (5) Lower Dyer NRSA Partnership; and (6) Chamizal NRSA Partnership proposals in the CD Conference Room, 8th Floor - City Hall.
Wednesday, February 15	3:30 p.m. – CD Staff review of Park proposals in the Neighborhood Services Conference Room, 2nd Floor – City Hall
Thursday, February 16	**Steering Committee Bus Tour!** Bus starts loading at 8:30 a.m. and departs at 9:00 a.m. sharp! Lunch will be provided. Bus to arrive back at City Hall by 4:00 p.m.
Tuesday, February 21	5:30 p.m. - Steering Committee open date if needed – CD Conference Room, 8th Floor – City Hall.
Wednesday, February 22	**ASH WEDNESDAY!**
Wednesday, February 22	10:30 p.m. to 12:30 p.m. – CD Staff review of Street and Accessibility proposals in the CD Conference Room, 8th Floor – City Hall
Thursday, February 23	5:30 p.m. - Steering Committee review of Volunteer Housing Rehabilitation, Fair Housing, Economic Development and Governmental Entity and Non-Profit Public Facility projects in the CD Conference Room, 8th Floor – City Hall.
Thursday, March 1	6:00 p.m. - Steering Committee review of Accessibility projects and Street-Related Improvement projects in City Council Chambers, 2nd Floor - City Hall.
Monday, March 5	2012-2013 Annual Action Plan preparation begins! Assignments are made by Senior Grant Planner. Deadline for all assignments is Thursday, April 5, 2012.
Thursday, March 8	5:30 p.m. - Steering Committee review of Parks projects in the CD Conference Room, 8th Floor – City Hall.
March 12–16	**SPRING BREAK!**
Thursday, March 15	5:30 p.m. - Steering Committee review of Administration Budgets for Community Development, Financial Services, Legal, Housing Rehabilitation funded with CD Revolving Loan Fund Income, HOME, Emergency Shelter Grant and HOPWA in the CD Conference Room, 8th Floor – City Hall.
Thursday, March 22	5:30 p.m. - Steering Committee and Staff budget deliberations in CD Conference Room, 8th Floor – City Hall.
Thursday, March 29	5:30 p.m. – Steering Committee open date **if needed** – CD Conference Room, 8th Floor – City Hall
Thursday, March 29	Budget recommendations from CD Steering Committee and staff submitted to City Council.
April 2-6	**HOLY WEEK!**
Monday, April 2	Quarterly update on ongoing public facility projects (prepared by the Implementation Section) and Dame La Mano status reptor (prepared by Connie Jimenez) submitted to the CD Steering Committee.
Monday, April 2	**All ARRA (CDBG-R and HPRP) report information due from CD Staff to Pat Molina!**
Wednesday, April 4	**All ARRA (CDBG-R and HPRP) report information due from Pat Molina to Alicia Williamson!**
Thursday, April 5	**Deadline** for 2012-2013 Annual Action Plan assignments to be submitted to Senior Grant Planner
PENDING	**NATIONAL COMMUNITY DEVELOPMENT WEEK!**
Tuesday, May 1	**At the regular City Council meeting in Council Chambers, City Council conducts a public hearing to adopt the 2012-2013 proposed budgets for CDBG, ESG, HOME and HOPWA as part of the Annual Action Plan Draft for publication in the El Paso Times.**
Thursday, May 3	**Deadline** to have 2012-2013 Annual Action Plan ready for public review and distribution to public libraries on Monday,

	May 7, 2012.
Sunday, May 6	Proposed 2012-2013 Annual Action Plan budgets (CDBG, ESG, HOME & HOPWA) published in the El Paso Times. Citizens have 30 days (until June 7, 2012) to comment.
Monday, May 28	**MEMORIAL DAY HOLIDAY!**
Thursday, June 7	**Deadline (at 6:00 p.m.) for written comments on the 2012-2013 Annual Action Plan**
Tuesday, June 19	**At the regular City Council meeting in Council Chambers, City Council conducts a public hearing to receive comments and adopt a Final 2012-2013 Annual Action Plan**
Thursday, June 28	Quarterly update on ongoing public facility projects (prepared by the Implementation Section) and Dame La Mano status report (prepared by Connie Jimenez) submitted to the CD Steering Committee. Next update occurs on Thursday, September 28, 2012.
Monday, July 2	**All ARRA (CDBG-R and HPRP) report information due from CD Staff to Pat Molina!**
Wednesday, July 4	**FOURTH OF JULY HOLIDAY!**
Thursday, July 5	**All ARRA (CDBG-R and HPRP) report information due from Pat Molina to Alicia Williamson!**
Thursday, July 5	2012-2013 Annual Action Plan must be mailed out to HUD by this date.
Thursday, July 5	Planning Section makes Annual Plan application available to State (i.e. Rio Grande Council of Governments) for review to comply with EO 12372 process.

8/17/2011