

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

DEPARTMENT: Community and Human Development

AGENDA DATE: August 23, 2016

CONTACT PERSON/PHONE: Verónica R. Soto, (915) 212-0138

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 43rd Year (FY 2017-2018) Community Development Block Grant (CDBG) Program, the FY 2017-2018 Emergency Solutions Grant (ESG) Program and the FY 2017-2018 Housing Opportunities for Persons with AIDS (HOPWA) Program; and to establish various deadlines for the submission of all 2017-2018 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 2017, with City Council's adoption of the Annual Action Plan for FY 2017-2018. The planning process will begin on August 30, 2016, when the CDBG Public Service/ESG/HOPWA letters of intent, CDBG application packets and funding request forms will be made available.

City Council encouraged the City's Department of Community and Human Development to utilize a "targeting" process beginning in the FY 2013-2014 CDBG planning year, and on August 28, 2012, adopted a policy to target CDBG funds in the following manner:

39th Year (FY 2013-2014) – Chamizal & Lower Dyer Neighborhood Revitalization Areas

40th Year (FY 2014-2015) – Districts #2 & #4

41st Year (FY 2015-2016) – Districts #3 & #5

42nd Year (FY 2016-2017) – Districts #6 & #7

43rd Year (FY 2017-2018) – Districts #1 & #8

On August 3, 2015, in a Special Legislative Review Committee meeting, City Council unanimously confirmed the continuation of the above targeting process (minus the inclusion of the Chamizal & Lower Dyer Neighborhood Revitalization Areas) after FY 2017-2018, keeping the same order of Representative Districts.

Districts #1 and #8, the targeted areas for FY 2017-2018, will receive 100% of the remaining CDBG funds after amounts for Public Services, Administration & Planning, Fair Housing & Microenterprise Technical Assistance funding set-asides are taken. The targeting strategy is incorporated into the policies and procedures contained in the application packets being presented to City Council today.

HUD has not yet notified the City of its CDBG, ESG and HOPWA entitlement grant amounts, so at this time CD staff is projecting level funding amounts for the CDBG, ESG and HOPWA programs; and that approximately \$3.5 million will be available for new CDBG projects in the 43rd Year for both Districts #1 and #8. It is essential that City Council continue to adopt policies that will provide for the most judicious use of these federal funds.

RESOLUTION

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

That City Council adopt policies and procedures for the 43rd Year (FY 2017-2018) Community Development Block Grant (CDBG) Program, the FY 2017-2018 Emergency Solutions Grant (ESG) Program and the FY 2017-2018 Housing Opportunities for Person with AIDS (HOPWA) Program; all such policies and procedures attached hereto as Exhibits A through I; that City Council establish September 8, 2016 as the deadline for the submission of Letters of Intent from CDBG Public Service, ESG and HOPWA agencies; that City Council establish October 20, 2016 as the deadline for submission of all citizen and City Representative requests; that City Council establish October 24, 2016 as the deadline for submission of all CDBG Public Service, ESG and HOPWA application packets; and that City Council establish December 8, 2016 as the deadline for the submission of all FY 2017-2018 City Department, Fair Housing, Microenterprise Technical Assistance and Volunteer Housing Rehabilitation application packets.

ADOPTED this ____ day of _____, 2016.

CITY OF EL PASO:

Oscar Leeser
Mayor

ATTEST:

Richarda Duffy-Momsen
City Clerk

APPROVED AS TO FORM:

Juan S. Gonzalez
Assistant City Attorney

APPROVED AS TO CONTENT:

Verónica R. Soto, AICP, Director
Community and Human Development

COMMUNITY DEVELOPMENT BLOCK GRANT

Proposed Changes for 2017-2018

- The City will no longer offer an application for non-profit/governmental entity public facility improvements due to the time it has taken to implement projects of this nature.
- The City will no longer offer a CDBG Public Service, competitive set-aside application for Job Training and Education. This application is being discontinued due to no applications being received for the past three years.
- CDBG Public Service applications are updated to include verbiage on the City's Strategic Plan and deleting text that no longer applies.
- The City will increase the minimum funding amount for CDBG Public Services from \$30,000 to \$40,000 for actual service providers.
- The City will change the percentage distribution in the four CDBG Public Service Categories to 25% for each category, which is an equal distribution that no longer favors any one Category.
- The City will change the composition of the Review Teams that review CDBG Public Service applications. Previously, the Teams consisted of four individuals (one CD staff person, one person from a non-competing Service Category, one person from another City Department and one person from the public). The new composition will consist of three individuals (one CD staff person, one person from a non-competing Service Category and one person from another funding entity, such as the United Way of El Paso or the Paso Del Norte Foundation).
- Raising the maximum amount of projects that may be submitted from any one City Department for public facility improvements from six (6) to eight (8).

Besides the noted changes mentioned above, there are no other major changes to the application packets. All policies and procedures remain intact from previous years' programs:

CDBG Public Service and Entitlement Grant Set-Asides (Attachments A, B & C)

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. It is recommended that funding be divided evenly between the four Service Categories:

	<u>43rd Year</u>
Children and Youth Support and Development Services	25%
Medical and Mental Health Services	25%
Seniors and Persons with Disabilities Services	25%
Homeless, Emergency Shelter and Housing Services	25%

A \$125,000 non-competitive set-aside from CDBG Public Services funding is once again recommended for three City Parks and Recreation Department's programs: (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.

An \$80,000 competitive set-aside from CDBG Public Services funding is recommended to fund up to two Incubator Projects for new agencies. This set-aside will ensure access to funds for new applicants. Potential applicants will be required to complete a Letter of Intent (Attachment A) and the Public Services Application (Attachment B).

A \$25,000 competitive set-aside from the CDBG entitlement grant is once again recommended to fund one Fair Housing project in connection with the City of El Paso's Office of Fair Housing (Attachment C). The eligible applicant selected for funding will base their services on the results of the Analysis of Impediments to Fair Housing Choice (AI) study and for the development and implementation of the Assessment of Fair Housing (AFH), which is HUD's required replacement of the AI. Fair Housing funds are considered an administrative activity and count against the City's 20% CDBG administrative cap.

It is recommended that agencies with non-competitive set-asides or those applying for the Incubator Grant not be allowed to apply for general CDBG Public Service, Emergency Solutions Grant or Housing for Persons with AIDS funding. Agencies receiving semi-automatic renewals are not required to complete a full application packet, but instead

are required to complete budget pages and provide any other information necessary to facilitate contract writing and to provide for a complete file.

The deadline for submittal of the Letters of Intent will be September 8, 2016 and the deadline for eligible public service proposals to be submitted will be October 24, 2016.

CDBG City Department, Microenterprise Technical Assistance, Volunteer Housing Rehabilitation and Citizen Request Form (Attachments D thru G)

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 for each of these categories are provided for your information

City Departments (Attachment D) – The maximum amount of projects requested per City Department is eight (8); and projects must be located in District #1 or District #8.

Microenterprise Technical Assistance (Attachment E) – This is a \$90,000 competitive set-aside that services the entire city.

Volunteer Housing Rehabilitation (Attachment F) – Homes rehabilitated should be located in either District #1 or District #8, however, the agency(ies) awarded the funding will have the option of rehabilitating homes in other areas if sufficient homes in Districts #1 and #8 are not available ... in order to fully utilize all contracted funds.

Citizen Request Form (Attachment G) – Request must be located in either District #1 or District #8.

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 City complies with the CDBG expenditure rate, 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 many 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 43rd Year.

EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)

The City's ESG Program virtually mirrors the planning, review and scoring process utilized for CDBG public services. ESG applicants utilize the same Letter of Intent (Attachment A). The ESG application (Attachment H) 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.
- The two-year funding cycle is not recommended for this entitlement grant.
- Participation in the El Paso Homeless Management Information System (HMIS) is required.

Eligible activities under the ESG Program include: (1) Street Outreach – engage homeless individuals and families living on the street; (2) Emergency Shelter – operational costs and essential services; (3) Homelessness Prevention – rental and utility assistance for persons at-risk of becoming homeless; (4) Rapid Rehousing Assistance – rental and utility deposits and rental assistance, housing search and relocation services; (5) Homeless Management Information System (HMIS) – costs of establishing, operating and contributing data to the Continuum of Care HMIS database; and (6) Administrative Expenses – 7.5% of the grant award that may be utilized for administrative costs by the City.

Proposed Changes for 2017-2018

- ESG applications are updated to include verbiage on the City's Strategic Plan and deleting text that no longer applies.
- The City will increase the minimum funding amount from \$30,000 to \$40,000 for actual service providers.
- The City will change the makeup of the Review Team that reviews ESG applications. Previously, the Team consisted of four individuals (one CD staff person, one person from a non-competing Service Category, one person from another City Department and one person from the public). The new composition will consist of three individuals (one CD staff person, one person from a non-competing Service Category and one person from another funding entity, such as the United Way of El Paso or the Paso Del Norte Foundation).
- The City will make significant changes in allocating ESG funding for the purpose of complying with HUD's direction to increase support for Street Outreach, Homelessness Prevention and Rapid Rehousing activities, and reduce the amount of ESG funding used for Emergency Shelter activities.
- Agencies applying for "Emergency Shelter" funding from both ESG and CDBG Public Services will only be funded through one of those entitlement grants at best.

HOUSING OPPORTUNITIES 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 their total grant award for administrative costs. HOPWA applicants are required to utilize a Letter of Intent (Attachment A) and to fill out an application (Attachment I). The HOPWA Program also virtually mirrors the planning, review and scoring process utilized for CDBG public services, however, the two-year funding cycle is not recommended for this entitlement grant.

Proposed Changes for 2017-2018

- HOPWA applications are updated to include verbiage on the City's Strategic Plan and deleting text that no longer applies.
- The City will change the makeup of the Review Team that reviews HOPWA applications. Previously, the Team consisted of four individuals (one CD staff person, one person from a non-competing Service Category, one person from another City Department and one person from the public). The new composition will consist of three individuals (one CD staff person, one person from a non-competing Service Category and one person from another funding entity, such as the United Way of El Paso or the Paso Del Norte Foundation).

PLANNING SCHEDULE

As mentioned previously, the solicitation of proposals for the 43rd Year CDBG Program Year and the FY 2017-2018 ESG and HOPWA Programs will begin on August 30, 2016. A preliminary Planning Schedule is attached for your information (Attachment J). Your attention is called to the following four deadlines:

September 8, 2016 (at 6:00 p.m.) – Final date that CDBG Public Service, Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) Letters of Intent may be submitted to the Department of Community and Human Development.

October 20, 2016 (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 24, 2016 (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 8, 2016 (at 6:00 p.m.) – Final date that 43rd Year (FY 2017-2018) City Department, Fair Housing, Volunteer Housing Rehabilitation and Microenterprise Technical Assistance application packets may be submitted to the Department of Community and Human Development.

It is recommended that no extensions be granted to these deadlines. Maintaining the deadlines are important because the City is required to submit its FY 2017-2018 Annual Action Plan to HUD in early July 2017.

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

The proposed FY 2017-2018 CDBG/ESG/HOPWA policies and procedures were presented to the Community Development Steering Committee on August 16, 2016. City Council will be informed during the August 23, 2016 meeting of the Steering Committee's recommendation(s).

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

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

DEPARTMENT HEAD:  _____

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

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

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ADOPTED this _____ day of _____, 2016.

CITY OF EL PASO:

Oscar Leaser
Mayor

ATTEST:


Richarda Duffy-Momsen
City Clerk

APPROVED AS TO FORM:



Juan S. Gonzalez
Assistant City Attorney

APPROVED AS TO CONTENT:



jor Verónica R. Soto, AICP, Director
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CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

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CONTACT PERSON/PHONE: Verónica R. Soto, (915) 212-0138

DISTRICT(S) AFFECTED: All

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Proposed Changes for 2017-2018

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Proposed Changes for 2017-2018

- HOPWA applications are updated to include verbiage on the City's Strategic Plan and deleting text that no longer applies.
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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

The proposed FY 2017-2018 CDBG/ESG/HOPWA policies and procedures were presented to the Community Development Steering Committee on August 16, 2016. City Council will be informed during the August 23, 2016 meeting of the Steering Committee's recommendation(s).

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

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

DEPARTMENT HEAD:  _____

(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: _____

**FY 2017-2018 CDBG PUBLIC SERVICES, ESG & HOPWA
LETTER OF INTENT**

Letter of Intent packets are available from August 30, 2016 through September 8, 2016. **Letter of Intent packets are due in Community Development, City 3, 801 Texas Avenue, 3rd Floor, no later than 6:00 p.m. on September 8, 2016.** 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 September 26, 2016 (for CDBG Public Services), on September 28, 2016 (for ESG), and/or on October 3 2016 (for HOPWA) at which time you'll be given the complete application packet(s). **The full applications are due October 24, 2016.** Please make certain the contact information is correct.

Agency Name			
Agency Address			
Director's Name		E-mail Address	
Project Name			
Contact Name & Address			
Phone Number		Fax Number	
E-Mail Address		Web Page Address	

Service Categories: Please submit a separate Letter of Intent for each project, with a single category marked. Only one set of attachments should be submitted

- CDBG Medical & Mental Health Services
- CDBG Homelessness & Housing Services
- Emergency Solutions Grant
- Housing Opportunities for Persons with AIDS
- CDBG Incubator for New Services (Only agencies that are not funded in the 42nd Year 2016-2017 may apply)

Partners, Consultants and/or Contractors	Do you intend 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.
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Project Summary: Describe the proposed project to help us determine eligibility. *Include nature of service and target population.*

- Required attachments for the Letter of Intent due September 8, 2016:**
- _____ IRS 501 (c) 3 Ruling Letter
 - _____ Current Bylaws, including any amendments
 - _____ Audit covering a period ending on a date no earlier than January 31, 2015
 - _____ Current Articles of Incorporation, including any amendments
 - _____ Current list of Board of Directors

- Required attachments for the Proposal, due October 24, 2016:**
- _____ Letter from City stating location is properly zoned and has met all applicable zoning restrictions
 - _____ Activity/Partner Supplements for all partners and additional geographic locations (if applicable)
 - _____ ADA Letter of Assurance and Guidelines for Self Evaluation
 - _____ Job Descriptions with Qualifications for positions requested for funding

Signature _____ Print Name _____ Date

CDBG PUBLIC SERVICES



43rd YEAR (FY 2017-2018) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**Department of Community and Human Development
City 3, 801 Texas Avenue, 3rd Floor
El Paso, Texas 79901**

Closing Date: October 24, 2016 at 6:00 p.m.

FORTY-THIRD YEAR (2017-2018) 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 Department of Community and Human Development (DCHD) follows the City of El Paso's Strategic Plan, Goal 8, which is to nurture and promote a healthy, sustainable community by stabilizing neighborhoods through community, housing and ADA improvements. The City of El Paso expects to receive approximately \$6 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 43rd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2017. 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 million available for Public Services programs. The City's DCHD 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 are available in the Community and Human Development office, City 3, 801 Texas Avenue, 3rd Floor, and on the City's web site <http://www.elpasotexas.gov/community-and-human-development/forms-and-notice>, from 8 a.m. August 30, 2016 through 6 p.m. September 8, 2016. Letter of Intent packets are due in the Community and Human Development Department, City 3, 3rd Floor OR the (central email address set up by IT) by 6:00 p.m. September 8, 2016. Eligible applicants are then invited to the RFP training on September 26, 2016 where complete application packets will be provided. Applications are due October 24, 2016. 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 \$40,000.**
- Applicant must comply with City of El Paso Ordinance No. 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 demonstrate compliance with City zoning requirements. Applicant must submit a letter from the City Development Department stating that the activities requested for funding are in compliance with the zoning regulations for that address. For projects with multiple service locations, a single letter reflecting all addresses or a letter for each location will be accepted. If the activities are not currently in compliance, the applicant may submit a written workout plan in lieu of the letter. If the applicant is in the process of working out zoning

compliance issues, the application will be allowed to advance. However, full compliance must be achieved and a letter of compliance from City Development must be submitted prior to the first City Council Public Hearing, scheduled for May 2, 2017. Projects that have obtained a zoning compliance letter within the past five (5) years may submit it with a cover letter signed by the Board Chair or Agency Director certifying that there have been no substantive changes in the program activities or the physical structure since the compliance letter was obtained. Projects that have moved physical locations must obtain a zoning compliance letter for the new locations. Projects located in Public Schools or City Parks Department facilities are not required to submit zoning letters. The cover letter, along with a copy of the zoning compliance letter, must be submitted with the funding application.

- 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 divulge if any member of their board is a City employee, so a determination may be made if a conflict exists. 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, 2015.
- 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.
- 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 Service Category 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 the City's Strategic Goal 8: Nurture and Promote a Healthy, Sustainable Community.
- 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 must be in good standing during the program year.
- Applicants may submit more than one proposal within a single service category or in more than one service category. 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.
- Agencies applying specially for "Emergency Shelter" funding from both the Emergency Solutions Grant and the Community Development Block Grant Public Services funding will only be allowed to receive funding from one of those entitlement grants at best.
- 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.

- 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 the Proposal Review Team represents the minimum baseline for consideration.

FUNDING CYCLE

This year will continue a two-year funding cycle for many Public Services projects. Projects funded under the Medical and Mental Health and Homeless, Emergency Shelter and Housing Service Categories will receive a one-year contract with semi-automatic renewal this year.

The Children and Youth Services and Seniors and Persons with Disabilities Services Category's will not be competing this year. Projects currently funded under these service categories will receive semi-automatic renewal.

	Applications Required (Incubator Grant available for New Agencies)	Semi-Automatic Renewal
41 st Year 2015-2016	Homeless, Emergency Shelter and Housing Medical and Mental Health Services	Children and Youth Services Seniors and Persons with Disabilities Services
42 nd Year 2016-2017	Children and Youth Services Seniors and Persons with Disabilities Services	Homeless, Emergency Shelter and Housing Medical and Mental Health Services
43 rd Year 2017-2018	Homeless, Emergency Shelter and Housing Medical and Mental Health Services	Children and Youth Services Seniors and Persons with Disabilities Services
44 th Year 2018-2019	Children and Youth Services Seniors and Persons with Disabilities Services	Homeless, Emergency Shelter and Housing Medical and Mental Health Services

Renewal will not be based on an amount of funding, but rather a percent of funding proportional to the current (2016-2017) year of funding. For example, if an applicant is awarded an amount equal to 5% of their service category's allocation in the first year, the renewal amount would be for 5% of the second year's category award. This could result in an increase or a decrease. Contract goals will be adjusted proportionally. The conditions for grant renewal will be:

1. All contract goals must be met.
2. Grantee must be in good standing with the City.

In order to promote funding to new agencies, an \$80,000 Incubator Grant set-aside has been made to fund up to two new agencies each year. A "new" agency is defined as one that was not funded by CDBG in the previous year. Incubator Grant projects do not have to fall within the designated Service Categories, but they must meet CD Public Services guidelines.

SERVICE CATEGORIES AND DISTRIBUTION OF FUNDS

Applicants must select the category of service under which the application will be submitted and participate in the applicable service category. A change in category will not be accepted after the proposal deadline. The percentage amounts shown for the service categories below will be utilized after the noted set-asides are taken.

Non-Competitive Set-Asides:

- Parks Sun Country \$65,000
- Parks Neighborhood Youth Outreach \$30,000
- Parks Disability Exercise Program \$30,000

Competitive Set Asides:

- First Time Homebuyer Program \$40,000
- Incubator Grants \$80,000

CATEGORIES OF PUBLIC SERVICE	DISTRIBUTION OF FUNDS
Children and Youth Services Service Category*	25%
Services to Seniors and Persons with Disabilities Service Category*	25%
Medical and Mental Health Service Category	25%

Homeless, Emergency Shelter and Housing Services Service Category	25%
	100%

* These Services Category Projects will not be competing this year. Projects currently funded under these service categories will receive semi-automatic renewal.

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. Agencies and City Departments applying for an Incubator Grant may not apply in any of the other service categories.
2. Agencies with non-competitive set-asides are 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. For the 2017-18 program year, the City of El Paso Parks Department non-competitive set-asides will remain as follows: Neighborhood Youth Outreach Program \$30,000; Sun Country Program \$65,000, and Disability Exercise Program \$30,000.

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 service category. 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 Sexual and 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) September 26, 2016 9am-Noon
- * RFP Training (experienced grantees, primarily question & answer) September 26, 2016 2pm-5pm

A supplementary training for completion of the application will be held on October 11, 2016 by RSVP only, and will be canceled if no reservations are made.

REVIEW AND SCORING PROCESS

A Proposal Review Committee will be established for each service category. Staff will make every effort to establish committees with the composition described below; however, necessary substitutions may be made.

1. CD staff person
2. Applicant from a different service category
3. Member of another funding entity – such as United Way of El Paso or Paso del Norte Foundation

By submitting an application or accepting grant renewal, each agency agrees to volunteer to be a member of the review team. The actual team members will be selected by CD staff, with a primary focus on selecting individuals with no relationship to any of the applicant agencies in the service category being reviewed. All review team members will be required to sign a Conflict of Interest Disclosure affidavit.

CD Staff will determine the eligibility of each application. The Proposal Review Team will perform a detailed technical review of each eligible proposal. This review will include past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. **The Review Team 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 applicants and to the Steering Committee for their use in reviewing the proposals.

Applicants whose proposals achieved a passing score will be invited to give a presentation to the Proposal Review Committee. Presentation meetings will be open to the public, including other applicants. Audio-visual aids may be used in the presentations, but no client testimonials. Applicant staff or board members who are former clients also may not make personal testimony on the benefits received as program clients.

After the presentations, the Review Team will create individual draft budgets which will be compiled on a spreadsheet and averaged to provide a launch platform for the budget discussion. The Review Team will meet to discuss and develop a final budget recommendation. This meeting will be open to the public. The budget recommendation developed by the Proposal Review Team will be presented to the Steering Committee as staff's budget recommendation.

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 proposals. A single Steering Committee meeting will be held in which CD Staff will present the budget recommendations developed by the Proposal Review Team. A member of each Review Team will be present in the event the Steering Committee has any questions regarding the process used to develop the budget recommendation. 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 service category. If the committee feels that further deliberation is warranted, a meeting is scheduled for affected applicants to attend and respond to questions from the Steering Committee. The Steering Committee will receive oral and written comments from the public regarding the applications.

At the conclusion of the comments, the Steering Committee will then critically review the staff recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds under the service 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 Proposal Review team recommendations are different, the Proposal Review Team 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 a written appeal REGARDING PROCESS ISSUES ONLY within two (2) working days after the Proposal Team recommended budget is released. 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 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 staff recommendation is considered by the Steering Committee.

LOBBYING

Under section 1352, title 31, U.S. Code, no Federal appropriated funds may be paid or have been paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with Federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-ILL, "Disclosure Form to Report Lobbying".

EXIT CONFERENCE

An exit conference will be provided upon request 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:

Raquel Garcia, Grant Planner
call (915) 212-1652 V/TDD, Fax 212-0089
or e-mail GarciaRX1@elpasotexas.gov

OR

Connie Jimenez, Grant Planner
Call (915) 212-1653, Fax: 212-0089
or e-mail jimenezcp@elpasotexas.gov

For additional information regarding Ordinance No. 9779, you may contact Julio C. Perez, ADA Accessibility Coordinator, Office of Accessibility & ADA, Sun Metro Lift, 5081 Fred Wilson, El Paso, TX, 79904, telephone number (915) 212-3005.

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 24, 2015. 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
CITY 3, 801 Texas Avenue, 3rd Floor
EL PASO, TEXAS 79901 OR ([REDACTED])

City of El Paso, Texas

**FAIR HOUSING ACTIVITIES
PROPOSAL PACKET**

43rd Year (FY 2017-2018)



**EQUAL HOUSING
OPPORTUNITY**

**Department of Community & Human Development
City 3, 801 Texas Avenue, 3rd Floor, El Paso, Texas 79901**

CLOSING DATE: Thursday, December 8, 2016, at 6:00 p.m.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FORTY-THIRD YEAR (FY 2017-2018) FUNDING APPLICATION**

**Fair Housing Activities Proposal
Application Instructions**

The City of El Paso expects to receive approximately \$6 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 43rd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2017. The Department of Community and Human Development (DCHD) follows the City of El Paso's Strategic Plan, Goal 8, which is to nurture and promote a healthy, sustainable community by stabilizing neighborhoods through community, housing and ADA improvements. The City's DCHD has set aside \$25,000 for a competitive Fair Housing Activities Program and is soliciting funding proposals from interested public and private entities for the use of these funds.

Applications are available at the DCHD, City 3, 801 Texas Ave, 3rd Floor, El Paso, Texas 79901 as well as the City's web site <http://www.elpasotexas.gov/community-and-human-development/forms-and-notice>.

All 43rd Year proposals must be received by the DCHD, City 3, 801 Texas Avenue, 3rd Floor, El Paso, Texas 79901, no later than 6:00 p.m. on Thursday, December 8, 2016, in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information as of Thursday, December 8, 2016, will not be considered for 43rd Year funding.

The DCHD will conduct a mandatory training workshop for Fair Housing Activities applicants on:

TUESDAY, SEPTEMBER 20, 2016, at 3:00 P.M.
Community Development
City 3, 801 Texas Avenue, Trost Conference Room, El Paso, TX 79901

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 43rd 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 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 Act. 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, conferences and training.)

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 Assessment of Fair Housing (AFH)
 - 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 No. 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 Sub recipients, 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. **A certified audit, covering a period ending on a date after January 31, 2015**, 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 measurable. 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.

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, and shall assure housing shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status.

Applicants should consult with Rhoda W. Tillman, CDBG Contracts Administrator or Sandra Pellegrini, Fair Housing Officer, at the Department of Community and Human Development (212-0139) 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 43rd Year of the CDBG Fair Housing Outreach and Education Program is September 1, 2017 through August 31, 2018. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2018. 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, 2018.

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.

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 8, 2016, 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 8, 2016, 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, 2017. 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 43rd 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 2, 2017, City Council is tentatively scheduled to adopt a Proposed Annual Plan for (FY 2017-2018). 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 13, 2017.

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

Rhoda W. Tillman, CDBG Contracts Administrator or
Sandra Pellegrini, Fair Housing Officer
Department of Community and Human Development
Telephone No. (915) 212-0139

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

ADA Accessibility Coordinator
Julio C. Perez
Sun Metro Lift, 5081 Fred Wilson, El Paso, TX, 79904
Telephone number (915) 212-3005

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 FAIR HOUSING ACTIVITIES COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS **6:00 p.m. on THURSDAY, December 8, 2016.** 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
City 3, 801 Texas Avenue, 3rd Floor
EL PASO, TEXAS 79901
OR
(Central email address set up by II)

Please do NOT submit instruction pages i through vi

**CITY DEPARTMENT
PUBLIC FACILITY
APPLICATION**



**43rd YEAR (FY 2017-2018)
COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

**Department of Community & Human Development
City 3, 801 Texas Avenue, 3rd Floor, El Paso, TX 79901**

CLOSING DATE: Thursday, December 8, 2016, at 6:00 p.m.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FORTY-THIRD YEAR (FY 2017-2018) FUNDING APPLICATION**

CITY DEPARTMENT PUBLIC FACILITY PROJECTS

The City of El Paso expects to receive approximately \$6 million in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 43rd Program Year of the CDBG Program which will begin on September 1, 2017. The Department of Community and Human Development (DCHD) follows the City of El Paso's Strategic Plan, Goal 8, which is to nurture and promote a healthy, sustainable community by stabilizing neighborhoods through community, housing and ADA improvements. Approximately \$3.5 million will be available for new projects. With this application, the City of El Paso's DCHD is soliciting funding proposals from City departments for the use of these funds.

Projects **MUST** be located within Representative District #1 (Peter Svarzbein) or Representative District #8 (Cortney Niland). Maps of the areas are attached.

Applications are available at the DCHD, City 3, 801 Texas Ave, 3rd Floor, El Paso, Texas 79901 as well as the City's web site <http://www.elpasotexas.gov/community-and-human-development/forms-and-notice>.

All 43rd Year proposals must be received by the DCHD, City 3, 801 Texas Ave, 3rd Floor, El Paso, Texas 79901, no later than 6:00 p.m. on Thursday, December 8, 2016 in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information as of Thursday, December 8, 2016, will not be considered for 43rd Year funding.

EACH CITY DEPARTMENT IS LIMITED TO A TOTAL OF EIGHT (8) 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 DCHD will conduct a mandatory training workshop for City Department Public Facility applicants on:

Wednesday, September 14, 2016 at 10:00 a.m.
Community Development, Trost Room
City 3, 801 Texas Avenue, Basement, El Paso, TX 79901

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:

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

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, Roxanne Varela or Monica Vela, Grant Planners, at the Department of Community and Human Development (212-0138) **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 DCHD, 801 Texas Avenue, 3rd Floor, El Paso, Texas, 79901, is **Thursday, December 8, 2016, no later than 6:00 p.m.** There will be no extensions of this deadline. Applications lacking the required information by the **Thursday, December 8, 2016, deadline** will not be considered for 43rd Year funding.

The deadline for the Department of Capital Improvement to submit all City Department project cost estimates, signed by the City Engineer, is Thursday, February 9, 2017.

APPLICANT REQUIREMENTS

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

- **Compliance with Ordinance No. 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 DCHD 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 43rd Year of the CDBG Program is September 1, 2017 to August 31, 2018. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2018.

City Council has adopted the following policies and procedures to assure that proposed 42nd 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. If property is joint use, please provide written documentation of the agreement.

Unimproved Land – Title Search is required. Documents from El Paso Central Appraisal or City GIS will not be accepted.

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.

If project is recommended for funding, a survey will be required to assure there are no acquisition issues.

D. Environmental Considerations

In order to comply with HUD requirements, DCHD 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.

Based on the age of the facility, a lead clearance and/or asbestos survey may be required. If either has already been completed, please submit with the application.

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 Capital Improvement Department during this application process! Instead, City Departments are required to **submit a detailed scope of work** with each application packet. It is recommended that the City Department make a site visit to the proposed location to determine current conditions. If the project is determined to be eligible for funding, Community Development staff will then submit the scope of work to the Capital Improvement Department, which is responsible for estimating all City public facility projects. After receiving the scope of work in late December, the Capital Improvement 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 DCHD no later than close of business on February 9, 2017.

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 8, 2016** deadline in order to be considered for funding. All required supporting documentation **must** be submitted with the CDBG 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, 2017. The Completeness Checklist, Attachment C on pages 13 and 14 of the application, will be used by the DCHD 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 CDBG-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 DCHD 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 Capital Improvement 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 8, 2016** deadline, staff in the DCHD 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, 2017**. 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 43rd 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 2, 2017, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2017-2018. 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 13, 2017.

If you have any questions, please contact Kevin Pitts, Roxanne Varela or Monica Vela, Grant Planners, at the Department of Community and Human Development at telephone number 212-0138.

For additional information regarding Ordinance No. 9779, Non-Discrimination Against Persons with Disabilities, please contact the Julio Perez, ADA Accessibility Coordinator, Sun Metro Lift, 5081 Fred Wilson, El Paso, TX, 79904, at telephone number 212-3005.

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 CDBG PUBLIC FACILITY FUNDING APPLICATIONS IS 6:00 P.M. ON THURSDAY, DECEMBER 8, 2016. APPLICATIONS AND ALL REQUIRED ATTACHMENTS (EXCLUDING PROJECT COST ESTIMATES FROM THE CAPITAL IMPROVEMENT DEPARTMENT THAT ARE DUE BY CLOSE OF BUSINESS ON THURSDAY, FEBRUARY 9, 2017) 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
CITY 3, 801 TEXAS AVENUE, 3RD FLOOR
EL PASO, TEXAS 79901
OR

Online at: (central email address set up by IT)

Please do NOT submit instruction pages i through viii

**ECONOMIC DEVELOPMENT
MICROENTERPRISE TECHNICAL
ASSISTANCE PROJECT**



**43rd YEAR (2017-2018)
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM**

**Department of Community and Human Development
City 3, 801 Texas Avenue, 3rd Floor
El Paso, Texas 79901**

Closing Date: December 8, 2016 at 6:00 p.m.

FORTY-THIRD YEAR (2017-2018) CDBG FUNDING REQUEST Microenterprise Technical Assistance

The City of Paso expects to receive approximately \$6 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 43rd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2017. The Department of Community and Human Development (DCHD) follows the City of El Paso's Strategic Plan, Goal 8, which is to nurture and promote a healthy, sustainable community by stabilizing neighborhoods through community, housing and ADA improvements. 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.

The City will set-aside \$90,000 to fund one sub-grantee to administer one microenterprise technical assistance project with 43rd Year (2017-2018) CDBG funds.

Applications are available at the DCHD, City 3, 801 Texas Ave, 3rd Floor, El Paso, Texas 79901 as well as the City's web site <http://www.elpasotexas.gov/community-and-human-development/forms-and-notices>.

All 43rd Year proposals must be received by the Department of Community and Human Development, City 3, 801 Texas Avenue, 3rd Floor, no later than 6:00 p.m. on Thursday, December 8, 2016 in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information as of Thursday, December 8, 2016 deadline, will not be considered for 43rd 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 13, 2016 at 2:00 P.M.
Troost Conference Room
City 3, 801 Texas Avenue, Basement, El Paso, Texas, 79901

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

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 El Paso City Limits.

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.

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. Such recruitment will not be billable to Community Development under this grant, as only direct services to businesses documented as eligible may be billed.

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, Accessibility/Letter of Assurance, and submit the completed Guidelines/Self-Evaluation for Community Development and City of El Paso Sub recipients.
- **Compliance with City Zoning Ordinance** - Applicant must demonstrate compliance with City zoning requirements. Applicant must submit a letter from the City Development Department stating that the activities requested for funding are in compliance with the zoning regulations for that address. For projects with multiple service locations, a single letter reflecting all addresses or a letter for each location will be accepted. If the activities are not currently in compliance, the applicant may submit a written workout plan in lieu of the letter. If the applicant is in the process of working out zoning compliance issues, the application will be allowed to advance. However, full compliance must be achieved and a letter of compliance from City Development must be submitted prior to the first City Council Public Hearing, scheduled for May 2, 2017. Projects that have obtained a zoning compliance letter within the past five (5) years may submit it with a cover

letter signed by the Board Chair or Agency Director certifying that there have been no substantive changes in the program activities or the physical structure since the compliance letter was obtained. Projects that have moved physical locations must obtain a zoning compliance letter for the new locations. Projects located in Public Schools or City Parks Department facilities are not required to submit zoning letters.

- **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. A **certified audit, covering a period ending on a date after January 31, 2015**, 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 measurable. Therefore, applicants are required to submit a statement explaining the expected outcome(s) of their projects.

EVIDENCE OF PROJECT VIABILITY

The time frame for the CDBG 43rd Year (2017-2018) Program is September 1, 2017 to August 31, 2018. 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, 2018.

City Council has adopted the following policies and procedures to assure that proposed 43rd 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

Compliance with local, State and Federal laws

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.

Lobbying

Under section 1352, title 31, U.S. Code, no Federal appropriated funds may be paid or have been paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with Federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-ILL, "Disclosure Form to Report Lobbying".

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.

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.

COMPLETENESS AND SUPPORTING DOCUMENTATION

All supporting documentation must be submitted with the applications by the December 8, 2016 deadline. Incomplete applications will not be considered for funding. The Completeness Checklist 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 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, 2017. 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 43rd 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 2, 2017, City Council is tentatively scheduled to adopt a Proposed Annual Plan for FY 2017-2018. 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 13, 2017.

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

Raquel Garcia, Grant Planner
call (915) 212-1652 V/TDD, Fax 212-0089
GarciaRX1@elPASOTexas.gov

For additional information regarding Ordinance No. 9779, you may contact Julio C. Perez, ADA Accessibility Coordinator, Sun Metro Lift, 5081 Fred Wilson, El Paso, TX, telephone number (915) 212-3005.

Applicants should submit an original copy of the full application section with all required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), one reviewers' copy of the application without attachment, and a completed checklist.

DEADLINE FOR SUBMISSION OF CD ECONOMIC DEVELOPMENT MICROENTERPRISE TECHNICAL ASSISTANCE APPLICATIONS IS 6:00 P.M. ON THURSDAY, DECEMBER 8, 2016 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
City 3, 801 Texas Avenue, 3rd Floor
El Paso, Texas 79901 OR**

(Central email address set up by IT)

City of El Paso, Texas

**VOLUNTEER HOUSING
REHABILITATION PROGRAM**

PROPOSAL PACKET

43rd Year (FY 2017-2018)



**Department of Community & Human Development
City 3, 801 Texas Avenue, 3rd Floor
El Paso, Texas 79901**

CLOSING DATE: Thursday, December 8, 2016, at 6:00 p.m.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FORTY-THIRD YEAR (FY 2017-2018) FUNDING APPLICATION**

**Volunteer Housing Rehabilitation Program
Application Instructions**

The City of Paso expects to receive approximately \$6 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 43rd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2017. The Department of Community and Human Development (DCHD) follows the City of El Paso's Strategic Plan, Goal 8, which is to nurture and promote a healthy, sustainable community by stabilizing neighborhoods through community, housing and ADA improvements. Approximately \$3.5 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds. Applicants will be required to provide a minimum of 10% 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.

Projects **MUST** be located within Representative District #1 (Peter Svarzbein) or Representative District #8 (Cortney Niland). Maps of the areas are attached.

Applications are available at the DCHD, City 3, 801 Texas Ave, 3rd Floor, El Paso, Texas 79901 as well as the City's web site <http://www.elpasotexas.gov/community-and-human-development/forms-and-notice>.

All 43rd Year proposals must be received by the Department of Community and Human Development, City 3, 801 Texas Avenue, 3rd Floor, El Paso, Texas 79901, no later than 6:00 p.m. on Thursday, December 8, 2016, in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information as of Thursday, December 8, 2016, will not be considered for 43rd Year funding.

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

Tuesday, September 20, 2016, at 2:00 p.m.
Community Development
City 3, 801 Texas Avenue, Trost Conference Room, El Paso, TX 79901

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 43rd 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 **located within City Representative District #1 and District #8**. 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

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 No. 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. **A certified audit, covering a period ending on a date after January 31, 2015,** 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 measurable. Therefore, applicants are

required to submit a statement explaining the expected outcome(s) of their projects. (See Attachment C, page 25).

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 Rhoda W. Tillman, CDBG Contracts Administrator, at the Department of Community and Human Development at (915) 212-0139 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 43rd Year of the CDBG Volunteer Rehabilitation Housing Program is September 1, 2017 through August 31, 2018. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2018.

City Council has adopted the following policies and procedures to assure that proposed 43rd 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 24.)

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 8, 2016, deadline. Incomplete applications will not be considered for funding. The Completeness Checklist (Attachment D, page 30) 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 8, 2016, 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, 2017. 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 43rd 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 2, 2017, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2017-2018. 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 13, 2017.

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

Rhoda W. Tillman, CDBG Contracts Administrator
Department of Community and Human Development
Telephone Number (915) 212-0139

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

ADA Accessibility Coordinator
Julio C. Perez
Sun Metro Lift, 5081 Fred Wilson, El Paso, TX, 79904
Telephone number (915) 212-3005

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 VOLUNTEER HOUSING REHABILITATION COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS **6:00 P.M. ON THURSDAY, DECEMBER 8, 2016.** 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
CITY 3, 801 TEXAS AVENUE, 3RD FLOOR
EL PASO, TEXAS 79901
OR
(Central email address set up by IT)

Please Do NOT submit instruction pages i through vi

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
43rd YEAR (FY 2017-2018)**

The Department of Community and Human Development (DCHD) follows the City of El Paso's Strategic Plan, Goal 8, which is to nurture and promote a healthy, sustainable community by stabilizing neighborhoods through community, housing and ADA improvements.

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** be located in District #1 or District #8*

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

- Projects requiring the purchase of land, buildings, or equipment; or
- For maintenance (fixing) of streets, repairing pot holes, moving railroad tracks, cleaning streets, alleys or drainage canals (*Report problems to the Streets Department through 311 or at 212-0151*); or
- For traffic signs, traffic controls, speed bumps, etc. (*Report problems to the Streets Department through 311 or at 212-0151*); or
- To clean litter, trash accumulation, weeds, abandoned homes, violations on private property, etc. (*Report problems to the Environmental Services Compliance Division through 311 or at 212-0134*).

To determine if a drainage problem in your area will be addressed by another source of funding other than possible CDBG funds, please contact the El Paso Water Utilities at 594-5500, or the Stormwater Utility at 621-2086 or through the City of El Paso directory assistance at 311.

Please contact the Department of Community and Human Development at (915) 212-0138 for project eligibility. If you are proposing a park improvement, for example, contact the Parks and Recreation Department, through 311, before you submit this Citizen Request to Community Development.

DEADLINE FOR RECEIVING REQUESTS IS 6:00 P.M. THURSDAY, OCTOBER 20, 2016

Contact Roxanne Varela at (915) 212-1660 or email varelarw@elpasotexas.gov or Monica Vela at 212-1651 email velamx@elpaostexas.gov or Kevin Pitts at (915) 212-1656 or email pittsks@elpasotexas.gov at the Department of Community and Human Development 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 concerning your request.

Deadline to submit requests: 6:00 p.m., Thursday, October 20, 2016

PLEASE PRINT

NAME: _____ **PHONE:** (____) _____

ADDRESS: _____ **ZIP CODE** _____

E-MAIL ADDRESS: _____

If requesting Street projects, PLEASE DESCRIBE the exact location (street name) 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 after December 8, 2016.

Bring or mail this form to:

Department of Community and Human Development
City 3, 801 Texas Avenue, 3rd Floor, El Paso, Texas 79901
Phone: (915) 212-1660 or (915) 212-1652

For office use only: District #1 OR District #8

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

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

PROGRAMA DE SUBVENCIONES DEL DEPARTAMENTO DE DESARROLLO COMUNITARIO Y HUMANO AÑO 43 (2017-2018)

El Departamento de Desarrollo Comunitario y Humano sigue un plan estratégico de la Ciudad de El Paso, el objetivo 8 (ocho), cual propone nutrir y promover vecindades sanas y sostenibles a través del refinamiento de sus comunidades, viviendas y mejoras de ADA.

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



FORMA DE PETICIÓN CIUDADANA

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

CENTROS DE VECINDAD DE RECREACIÓN Y CENTROS PARA PERSONAS DE MAYOR EDAD
PARQUES Y OTRAS INSTALACIONES PÚBLICAS
MEJORAMIENTO DE CALLE Y DRENAJE

*Los proyectos **DEBEN** estar localizados en Distrito #1 o Distrito #8*

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

- Proyectos que requieran la adquisición de terrenos o propiedades o la compra de equipos; o
- El mantenimiento de calles (arreglar), obras de bacheo, reubicación de villas de ferrocarril, limpieza de calles y callejones o canales del drenaje (Para reportar problemas marque a el Departamento de Transportación al teléfono 212-0151 o al directorio de la Ciudad de El Paso 311.); o
- Señales de tráfico, topes de velocidad, etc. (Para reportar problemas marque a el Departamento de Transportación al teléfono 212-0151 o al directorio de la Ciudad de El Paso 311.); o
- Para limpiar acumulación de basura, hierbas, casas abandonadas, infracciones en fincas particulares, etc. (Para reportar problemas marque al Departamento de Servicios Ambientales al teléfono 212-0134 o al directorio de la Ciudad de El Paso 311.)

Para determinar si un problema de drenaje en su zona va ser arreglado con otros fondos que no sean de CDBG, porfavor llame a el Departamento de Utilidades de Agua marcando al 594-5500 o al Utilidad de aguas pluviales marcando al 621-2086 o al directorio de la Ciudad de El Paso 311.

Para determinar elegibilidad de su proyecto propuesta, o si tiene alguna pregunta al teléfono 212-0138 en el Departamento de Desarrollo Comunitario y Humano. Por ejemplo, si está proponiendo un mejoramiento de un parque, hable con el Departamento de Parques y Recreación, al 212-0092 o al directorio de la Ciudad de El Paso 311., antes de someter esta Petición de Ciudadano.

EL PLAZO PARA RECIBIR PETICIONES (ESTA APLICACIÓN) ES EL JUEVES, 20 DE OCTUBRE DE 2016 A LAS 6:00 P.M.

Si tiene alguna pregunta, o si necesita ayuda para llenar esta solicitud, llame a Rodolfo Reyes al 212-1657 o por correo electrónico reyesr1@elpasotexas.gov; Kevin Pitts al 212-1656 o por correo electrónico pittsks@elpasotexas.gov en el Departamento de Desarrollo Comunitario y Humano.



Continué



FORMA DE PETICIÓN CIUDADANA

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

El plazo para recibir peticiones es a las 6:00 p.m. el Jueves, 20 de octubre de 2016.

FAVOR DE ESCRIBIR EN LETRA DE MOLDE

NOMBRE: _____ **TELEFONO:** (____) _____

DOMICILIO: _____ **ZONA POSTAL** _____

BUZON ELECTRÓNICO: _____

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

PETICIÓN(ES):

DIGA PORQUÉ LA VECINDAD NECESITA ESTE MEJORAMIENTO / SERVICIO (PROYECTO):

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

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

Después de recibir la(s) petición(es), el Departamento del Desarrollo Comunitario y Humano determinará su elegibilidad. Peticiones que son elegibles se mandaran al Departamento de la Ciudad adecuado para más consideración. Usted será informado del estado de su petición después de 8 de Diciembre de 2016.

Envíe o entregue su aplicación al:



Departamento de Desarrollo Comunitario y Humano
City 3, 801 Texas Avenue, Piso 3, El Paso, Texas 79901
Teléfono: (915) 212-1657 o (915) 212-1656

Esta sección es para el uso de la oficina únicamente: Distrito #1 o #8

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

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

**FY 2017-2018
EMERGENCY SOLUTIONS GRANT
PROGRAM (ESG)**



**Department of Community and Human Development
City 3, 801 Texas Avenue, 3rd Floor
El Paso, Texas 79901**

Closing Date: October 24, 2016 at 6:00 p.m.

FY2017-2018 EMERGENCY SOLUTIONS GRANT FUNDING REQUEST

The Department of Community and Human Development (DCHD) follows the City of El Paso's Strategic Plan, Goal 8, which is to nurture and promote a healthy, sustainable community by stabilizing neighborhoods through community, housing and ADA improvements. The City of El Paso expects to receive \$565,000 in FY 2017-2018 **Emergency Solutions Grant (ESG)** funds. HUD has asked communities to make significant shifts to align funding and priorities with the HEARTH Act. Therefore, the City of El Paso in collaboration with the Continuum of Care (CoC) has developed strategic goals to guide the use of ESG funds. These goals are based on HUD's framework, as outlined in the HEARTH Act and *Opening Doors: the Federal Strategic Plan to prevent and end homelessness*, updated in 2015. Strategic goals for the ESG program support the development of a community-wide plan to address homelessness, including the strategy on how best to use federal funds to support the plan; assistance to those who need it most in ways which promote ending homelessness; and the making of data driven decisions on homelessness; both for the overarching plan and for the annual allocation decisions.

The usual ESG contract period is from September 1, 2017 to August 31, 2018; however, those agencies that are successful in applying for "Rapid Rehousing" funds will be allowed an 18-month contract to expend the funds. 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 are asked to provide a 100% match from other Community Development funding sources for the ESG funds being requested.** This package has been designed to obtain all the information necessary for a complete, fair analysis of each ESG project proposed for funding. ESG funds will be allocated to agencies using this application process. Letter of Intent format sheets are available in the Community and Human Development office, City 3, 801 Texas Avenue, 3rd Floor, **and on the City's web site** www.cielpaso.com/development/development.html, from 8 a.m. August 30, 2016 through 6 p.m. September 8, 2016. Letter of Intent packets are due in the Community and Human Development Department, City 3, 3rd Floor **OR the (central email address set up by IT)** by 6:00 p.m. September 8, 2016. Eligible applicants are then invited to the RFP training on September 28, 2016 where complete application packets will be provided. Applications are due October 24, 2016. **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 homeless or at-risk of becoming homeless individuals and families and are required to verify housing status. In addition, agencies who wish to provide Homelessness Prevention must qualify clients under HUD Section 8, 30% Area Medium (AMI) income guidelines and they must reside within the limits of the City of El Paso. Funded agencies will be required to verify each client's housing, eligibility and residential status.
- 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.
- Applicants who want to provide rental assistance will be required to conduct inspections of housing units for compliance with Housing Standards (24 CFR 576.403(c), Lead-Based Paint requirement Standards (24 CFR 35, 576.403(a), Fair Market Rent and Rent Reasonableness Standards (24 CFR 576.106(d)

- Applicants must develop written policy and procedures that specifically outline HUD's Order of Priority (1.) Third Party Certification, (2.) Intake/Observations (3.) Self-Certification and their Intake process for serving homeless individuals and families in emergency shelters.
- Applicant agencies must comply with all applicable Civil Rights Law requirements in 24 CFR Part 5.105(a).

Local eligibility requirements:

- **The minimum funding for a project will be \$40,000.**
Applicant must comply with City of El Paso Ordinance No. 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 demonstrate compliance with City zoning requirements. Applicant must submit a letter from the City Development Department stating that the activities requested for funding are in compliance with the zoning regulations for that address. For projects with multiple service locations, a single letter reflecting all addresses or a letter for each location will be accepted. If the activities are not currently in compliance, the applicant may submit a written workout plan in lieu of the letter. If the applicant is in the process of working out zoning compliance issues, the application will be allowed to advance. However, full compliance must be achieved and a letter of compliance from City Development must be submitted prior to the first City Council Public Hearing, scheduled for May 2, 2017. Projects that have obtained a zoning compliance letter within the past five (5) years may submit it with a cover letter signed by the Board Chair or Agency Director certifying that there have been no substantive changes in the program activities or the physical structure since the compliance letter was obtained. Projects that have moved physical locations must obtain a zoning compliance letter for the new locations. Projects located in Public Schools or City Parks Department facilities are not required to submit zoning letters. The cover letter, along with a copy of the zoning compliance letter, must be submitted with the funding application.
- 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 divulge if any member of their board is a City employee, so a determination may be made if a conflict exists. Conflict of Interest and all other provisions extend to partners and subcontractors as well.
- Applicant must demonstrate adequate management capacity. All applicants must submit with the ESG funding request a certified audit covering a period ending on a date after January 31, 2015.
- Applicants will be required to report program income and expended match funds monthly.
- 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. 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.
- Participation in the El Paso Homeless Management Information System (HMIS) is mandatory for all applicants wanting to receive funding from the Department of Housing and Urban Development (HUD) through the City of El Paso. Additionally, applicants must meet minimum established standards of participation set forth by 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 the City's Strategic Goal 8: Nurture and Promote a Healthy, Sustainable Community.
- 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.

- 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 Emergency Solutions Grant funds must be in compliance with all terms of any contract through the Department of Community and Human Development and must be 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.
- **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 the Proposal Review Team represents the minimum baseline for consideration.**

PROGRAM OBJECTIVES

The ESG program provides funding to engage homeless individuals and families living on the street; help operate and provide essential services in emergency shelters, prevent individuals and families from becoming homeless and rapidly rehouse those individuals and families who are homeless within 30 days.

ESG FUNDING ALLOCATIONS

The following Component allocations will be considered for funding under the Emergency Solutions Grant (based on level entitlement grant funding):

ALLOCATION	ELIGIBLE ACTIVITIES
25% (approx. \$140,000)	STREET OUTREACH - 24 C.F.R. § 576.101 Services provided to unsheltered individuals. The costs of activities to locate, identify, and build relationships with unsheltered homeless people including: Initial assessment of needs and eligibility, Providing crisis counseling, addressing urgent physical needs, actively connecting and providing information and referral, Cell phone costs for outreach workers, salaries of staff conducting engagement work.
25% (approx. \$140,000)	EMERGENCY SHELTER - 24 C.F.R. § 576.102 Services provided to individuals and families who are in an emergency shelter, including services provided to special populations (homeless youth, victims of domestic violence and people with HIV/AIDS).
15% (approx. \$83,000)	HOMELESSNESS PREVENTION - 24 C.F.R. § 576.103 (at-risk of homelessness); Short to medium term rental and utility assistance, Housing Relocation and Stabilization services to persons at-risk of becoming homeless and who meet Section 8, Income Guidelines of 30% Area Medium Income.
23% (approx. \$130,000)	RAPID RE-HOUSING - 24 C.F.R. § 576.104 (homeless assistance) Short to medium term rental and utility assistance, Housing Relocation and Stabilization services to rapidly house persons who meet the definition of homeless.
5% (\$30,000) set-aside	HMIS - - 24 C.F.R. § 576.107 Activities related to the HMIS Lead Agency, an organization designated by the Continuum of Care to operate the area's HMIS. Costs include purchase or lease of computers, software licenses, technical support, office space, salaries, data collection, data entry, data analysis, reporting, analyzing patterns of ESG use, training provider staff, etc.

7% (\$42,000)	City of El Paso - Administrative Costs to administer the ESG grant.
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NOTE: The City will not allocate more than 50% of its ESG funding to Street Outreach and Emergency Shelter activities.

Additionally, agencies applying specifically for “Emergency Shelter” funding from both ESG and CDBG Public Service funding will only be allowed to receive funding from one of those entitlement grants, at best.

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. Agencies and City Departments applying for an Incubator Grant may not apply in any of the other service categories.
2. Agencies with non-competitive set-asides are 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 **\$40,000 grant minimum.**

INELIGIBLE COSTS

- Acquisition of real property
- New construction
- Legal services for immigration and citizenship matters, and issues relating to mortgages
- Inpatient detoxification and other inpatient drug or alcohol treatment
- Payment of temporary storage fees in arrears
- Bad debts/late fees
- Payment or modification of a debt
- Rehabilitation of structures to the extent that those structures are used for inherently religious activities
- Mortgage payments

TRAINING

The Workshop will be held to provide training for completion of the application and understanding of ESG requirements. The Workshop will provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities to refine the Continuum of care within their service category. Attendance by the Executive Director, the Program Director, and/or the Grant Writer at the training workshop is required to be considered for funding. If you require any special accommodation during the training, please contact us as soon as possible so we can make any necessary arrangements.

A Workshop will be held at the El Paso Center for Children, Multi-purpose Conference room, 2200 N. Stevens Street.

- * RFP Training Workshop for all grantees, **Wednesday, September 28, 2016, from 9:00 a.m. to Noon.**

A supplementary training for completion of the application will be held on October 11, 2016 by RSVP only, and will be canceled if no reservations are made.

REVIEW AND SCORING PROCESS

A Proposal Review Committee will be established for each service category. Staff will make every effort to establish committees with the composition described below; however, necessary substitutions may be made.

1. CD staff person

2. Applicant from a different service category
3. Member of another funding entity – such as United Way of El Paso or Paso del Norte Foundation

By submitting an application or accepting grant renewal, each agency agrees to volunteer to be a member of the review team. The actual team members will be selected by CD staff, with a primary focus on selecting individuals with no relationship to any of the applicant agencies in the service category being reviewed. All review team members will be required to sign a Conflict of Interest Disclosure affidavit.

CD Staff will determine the eligibility of each application. The Proposal Review Team will perform a detailed technical review of each eligible proposal. This review will include past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. **The Review Team 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 applicants and to the Steering Committee for their use in reviewing the proposals.

Applicants whose proposals achieved a passing score will be invited to give a presentation to the Proposal Review Committee. Presentation meetings will be open to the public, including other applicants. Audio-visual aids may be used in the presentations, but no client testimonials. Applicant staff or board members who are former clients also may not make personal testimony on the benefits received as program clients.

After the presentations, the Review Team will create individual draft budgets which will be compiled on a spreadsheet and averaged to provide a launch platform for the budget discussion. The Review Team will meet to discuss and develop a final budget recommendation. This meeting will be open to the public. The budget recommendation developed by the Proposal Review Team will be presented to the Steering Committee as staff's budget recommendation.

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 proposals. A single Steering Committee meeting will be held in which CD Staff will present the budget recommendations developed by the Proposal Review Team. A member of each Review Team will be present in the event the Steering Committee has any questions regarding the process used to develop the budget recommendation. 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 service category. If the committee feels that further deliberation is warranted, a meeting is scheduled for affected applicants to attend and respond to questions from the Steering Committee. The Steering Committee will receive oral and written comments from the public regarding the applications.

At the conclusion of the comments, the Steering Committee will then critically review the staff recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds under the service 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 Proposal Review team recommendations are different, the Proposal Review Team may request and be afforded an opportunity to meet with the Steering Committee to discuss the differences for a possible compromise.

PERFORMANCE MEASURES

The City of El Paso has implemented a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. In addition, the El Paso Continuum of Care (CoC) has also implemented performance standards that must be collectively met. 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 a written appeal REGARDING PROCESS ISSUES ONLY within two (2) working days after the Proposal Team recommended budget is released. 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 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 staff recommendation is considered by the Steering Committee.

LOBBYING

Under section 1352, title 31, U.S. Code, no Federal appropriated funds may be paid or have been paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with Federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-ILL, "Disclosure Form to Report Lobbying".

EXIT CONFERENCE

An exit conference will be provided upon request 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
call (915) 212-1653 V/TDD, Fax (915) 212-0089
JimenezCP@elpasotexas.gov

For additional information regarding Ordinance No. 9779, you may contact Julio C. Perez, ADA Accessibility Coordinator, Office of Accessibility & ADA, Sun Metro Lift, 5081 Fred Wilson, El Paso, TX, 79904, telephone number (915) 212-3005.

Applicants should submit an original and one copy of materials requested on pages 1 through 18 of the application section and one copy of the required attachments, along with a completed checklist.

DEADLINE FOR SUBMISSION OF ESG FUNDING APPLICATIONS IS 6:00 P.M. ON MONDAY, OCTOBER 24, 2016. 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
City Building 3
801 Texas
3rd Floor
El Paso, Texas 79901 OR ([Central email address set up by IT](#))**

**HOUSING OPPORTUNITIES FOR
PERSONS WITH AIDS (HOPWA)
FY 2017-2018**



**Department of Community and Human Development
City 3, 801 Texas Avenue, 3rd Floor
El Paso, Texas 79901**

Closing Date: October 24, 2016 at 6:00 p.m.

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)
FY 2017-2018 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 Department of Community and Human Development (DCHD) follows the City of El Paso's Strategic Plan, Goal 8, which is to nurture and promote a healthy, sustainable community by stabilizing neighborhoods through community, housing and ADA improvements. The City of Paso anticipates receiving approximately \$380,000 in HOPWA Formula Program funds from HUD for the program year beginning September 1, 2017 and ending on August 31, 2018.

The City's DCHD is soliciting funding proposals from interested public and private non-profit agencies serving the City of El Paso and 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 are available in the Community and Human Development Department from 8 a.m. August 30, 2016 through 6 p.m. September 8, 2016. Letter of Intent packets are due in the Community and Human Development Department by 6:00 p.m. September 8, 2016. Eligible applicants are then invited to the Request for Proposals (RFP) training on October 3, 2016 where complete application packets will be provided. Applications are due October 24, 2016. **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 3, 2016 at 1:00 p.m.
Trost Conference Room
City 3, 801 Texas Avenue, Basement, El Paso, Texas, 79901**

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. However, any HOPWA subsidized housing must be located within the city limits of El Paso. 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 counseling and treatment, 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 household income that is at 80% of the median income or less. 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:

- Only one (1) agency/organization will be awarded the HOPWA grant.
- Clients served by the HOPWA project must reside within the City limits of El Paso.
- 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 No. 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, and Accessibility/Letter of Assurance.

- Applicant must demonstrate compliance with City zoning requirements. Applicant must submit a letter from the City Development Department stating that the activities requested for funding are in compliance with the zoning regulations for that address. For projects with multiple service locations, a single letter reflecting all addresses or a letter for each location will be accepted. If the activities are not currently in compliance, the applicant may submit a written workout plan in lieu of the letter. If the applicant is in the process of working out zoning compliance issues, the application will be allowed to advance. However, full compliance must be achieved and a letter of compliance from City Development must be submitted prior to the first City Council Public Hearing, scheduled for May 2, 2017. Projects that have obtained a zoning compliance letter within the past five (5) years may submit it with a cover letter signed by the Board Chair or Agency Director certifying that there have been no substantive changes in the program activities or the physical structure since the compliance letter was obtained. Projects that have obtained a zoning compliance letter within the past five (5) years may submit it with a cover letter signed by the Board Chair or Agency Director certifying that there have been no substantive changes in the program activities or the physical structure since the compliance letter was obtained. Projects that have moved physical locations must obtain a zoning compliance letter for the new locations. Projects located in Public Schools or City Parks Department facilities are not required to submit zoning letters.
- 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, 2015.
- 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 be 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. **Evidence of the availability of the other funding source(s) must be presented with the HOPWA application.**

**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.

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

Compliance with local, State and Federal laws

The applicant must comply with all City 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.

Lobbying

Under section 1352, title 31, U.S. Code, no Federal appropriated funds may be paid or have been paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with Federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-ILL, "Disclosure Form to Report Lobbying".

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.

REVIEW AND SCORING PROCESS

A Proposal Review Committee will be established for the HOPWA Applications. Staff will make every effort to establish committees with the composition described below; however necessary substitutions may be made.

1. CD staff person
2. Applicant from a different service category
3. Member of another funding entity – such as United Way of El Paso or Paso del Norte Foundation

By submitting an application, each applicant agrees to volunteer to be a member of the review team. The actual team members will be selected by CD staff, with a primary focus on selecting individuals with no relationship to any of the applicant agencies submitting HOPWA proposals. All review team members will be required to sign a Conflict of Interest Disclosure affidavit.

CD Staff will determine the eligibility of each application. The Proposal Review Team will perform a detailed technical review of each eligible proposal. This review will include past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. **The Review Team will score each proposal using the HOPWA Application Review Sheet included with the HOPWA 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 applicants and to the Steering Committee for their use in reviewing the proposals.

Applicants whose proposals achieved a passing score will be invited to give a presentation to the Proposal Review Committee. Presentation meetings will be open to the public, including other applicants. Audio-visual aids may be used in the presentations, but no client testimonials. Applicant staff or board members who are former clients also may not make personal testimony on the benefits received as program clients.

After the presentations, the Review Team will create individual draft budgets which will be compiled on a spreadsheet and averaged to provide a launch platform for the budget discussion. The Review Team will meet to discuss and develop a final budget recommendation. This meeting will be open to the public. The budget recommendation developed by the Proposal Review Team will be presented to the Steering Committee as staff's budget recommendation.

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 proposals. A single Steering Committee meeting will be held in which CD Staff will present the budget recommendations developed by the Proposal Review Team. A member of the review Team will be present in the event the Steering Committee has any questions regarding the process used to develop the budget recommendation. 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 service category. If the committee feels that further deliberation is warranted, a meeting is scheduled for affected applicants to attend and respond to questions from the Steering Committee. The Steering Committee will receive oral and written comments from the public regarding the applications.

At the conclusion of the comments, the Steering Committee will then critically review the staff recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds for the HOPWA proposals 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 Proposal Review team recommendations are different, the Proposal Review Team may request and be afforded an opportunity to meet with the Steering Committee to discuss the differences for a possible compromise.

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 24, 2016 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, 2017. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for HOPWA funding.

APPEALS PROCESS

CD staff will score the application and determine project eligibility under the Federal or local eligibility requirements. 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 a written appeal REGARDING PROCESS ISSUES ONLY within two (2) working days after the Proposal Team recommended budget is released. 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 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 staff recommendation is considered by the Steering Committee.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the FY 2017-2018 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 2, 2017, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2017-2018. 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 13, 2017.

EXIT CONFERENCE

An exit conference will be provided upon request 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 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:

Raquel Garcia, Grant Planner
call (915) 212-1652 V/TDD, Fax 212-0089
GarciaRX1@elpasotexas.gov

For additional information regarding Ordinance No. 9779, you may contact Julio Perez, ADA Accessibility Coordinator, Sun Metro Lift, 5081 Fred Wilson, El Paso, TX 79904, telephone number (915) 212-3005.

Applicants should submit an original copy of the full application section with all required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.), one reviewer's copy of the application without attachment, and a completed checklist.

DEADLINE FOR SUBMISSION OF HOPWA FUNDING APPLICATIONS IS 6:00 P.M. ON MONDAY, OCTOBER 24, 2016. 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
City 3, 801 Texas Avenue, 3rd Floor, El Paso, Texas
OR**

(Central email address set up by IT)

PLANNING SCHEDULE – 43RD YEAR (2017-2018)
COMMUNITY DEVELOPMENT PROGRAM
 (All dates are subject to change – call CD Department at 212-0138 to verify)

2016

Thursday, August 4	Deadline for CDBG Public Services, City Departmental, Citizen Request Form, ESG, HOPWA, Housing (Volunteer Housing Rehabilitation & Fair Housing) and Microenterprise Technical Assistance 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 11, 2016.
Monday, August 8	4:30 p.m. to 6:00 p.m. – Meeting for the non-profits/governmental entities to inform them of proposed changes to the 2017-2018 Policies and Procedures – City 2, Mulligan Basement Break Room, 218 N. Campbell
Wednesday, August 10	2:00 p.m. – Presentation to SBR of proposed 2017-2018 Policies and Procedures
Tuesday, August 16	5:30 p.m. Steering Committee meets to review proposed 43rd Year Policies and Procedures in the Thorman Conference Room
Tuesday, August 23	City Council to adopt Policies and Procedures for 43rd Year Planning Process
Saturday, August 27 Monday, August 29	Publications of newspaper ad about the availability of Letter of Intent, citizen request forms and application packets for CDBG, ESG and HOPWA funding requests.
Tuesday, August 30	Release of Letter of Intent Packets to public service agencies, non-social application packets, citizen project requests forms and publicity about the two District Public Hearings
Thursday, September 1	CD Secretaries send out and collect HUD Certification forms for staff that were 100% CDBG-funded during the semi-annual period from March 1 thru August 31.
Monday, September 5	LABOR DAY HOLIDAY!
Thursday, September 8	Deadline (at 6:00 p.m.) for submission of Letters of Intent from CDBG Public Service, ESG and HOPWA Agencies to the Department of Community and Human Development.
Tuesday, September 13	2:00 p.m. to 4:00 p.m. – Training workshop for Microenterprise Technical Assistance applicants – Trost Conference Room
Wednesday, September 14	10:00 a.m. to 12:00 p.m. – Training workshop for City Department Public Facility applicants – Trost Conference Room
Friday, September 16	Publication of newspaper ads about the District #1 and #8 Public Hearings
Monday, September 19	Letter of Intent Notifications communicated to CD Public Service, ESG and HOPWA agencies.
Monday, September 19	Work begins on the preparation of the 2015-2016 Consolidated Annual Performance & Evaluation Report (CAPER)! Staff assignments are made; all narratives and backup information must be submitted to Rudy Reyes and all information in IDIS must be updated by <u>October 13, 2016</u> .
Monday, September 19	6:00 p.m. – District #1 Public Hearing for the 2017-2018 Annual Action Plan at ??????
Tuesday, September 20	6:00 p.m. – District #8 Public Hearing for the 2017-2018 Annual Action Plan at ????????
Tuesday, September 20	Training workshops: 2:00 p.m. to 3:00 p.m. – Volunteer Housing Rehabilitation applicants – Trost Conference Room 3:00 p.m. to 4:00 p.m. – Fair Housing applicants – Trost Conference Room
Monday, September 26	Mandatory CDBG Public Services RFP Training at the Center Against Sexual & 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)
Wednesday, September 28	ESG Training Workshop – 9:00 a.m. to Noon, at the El Paso Center for Children Multipurpose Building, 2200 N. Stevens

Thursday, September 29	9:00 a.m. to noon – Make-up training workshops (if necessary) for applicants for City Department Public Facility projects - Trost Conference Room
Monday, October 3	Semi Annual Labor Reports (from Rudy & Rhoda) are due for the period from April 1 to September 30!
Monday, October 3	HOPWA Application Workshop – 1:00 p.m. to 3:00 p.m. – Trost Conference Room
Thursday, October 6	5:30 p.m. – 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 – Thorman Conference Room.
Monday, October 10	Implementation Section (Rudy) begins work on separate Section 3 Summary Reports (Form HUD-6002) for CDBG, HOME, HOPWA, ESG and NSP due to the Economic Opportunity Division, Office of Fair Housing and Equal Opportunity (FHEO) at the same time as the CAPER (<u>November 28, 2015</u>)
Tuesday, October 11	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 13	Deadline for all 2015-2016 Consolidated Annual Performance & Evaluation Report (CAPER) information to be updated in IDIS and for narratives and backup information to be submitted
Tuesday, October 18	Make-up training workshop (if necessary) for applicants for Housing projects – 2:00 p.m. to 5:00 p.m. – Trost Conference Room
Thursday, October 20	Deadline at 6:00 p.m., for submission of Citizen and City Representatives' requests to the Department of Community and Human Development
Thursday, October 20	Draft of the 2015-2016 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 <u>November 7, 2016</u> to respond.
Monday, October 24	CD Planning Section reviews all Citizen and City Representatives' requests for eligibility and submits all eligible requests to affected City Departments no later than <u>November 3, 2016</u> .
Monday, October 24	<u>Deadline</u> (at 6:00 p.m.) for submission of CDBG Public Service, ESG and HOPWA 2017-2018 projects, to the Department of Community & Human Development.
Thursday, November 3	Deadline for CD Planning Section to submit all eligible requests to affected City Departments. City Departments will have from 11/7/16 to 12/8/16 to develop an application packet from any Citizen or City Representative request. Departments will be limited to submitting a total of 6 requests – either internal or external.
Thursday, November 3	Public Service Proposal Review Team training and handout of applications
Nov. 3 – Dec. 12	Public Service Proposal Review Teams read and score proposals.
Monday, November 7	Deadline for citizens to comment on the Draft 2015-2016 Consolidated Annual Performance & Evaluation Report (CAPER) that was published in the El Paso Times and El Diario newspapers on October 20, 2016
Wednesday, November 9	Deadline for 2015-2016 Consolidated Annual Performance & Evaluation Report (CAPER) to be provided to the City Manager for signature
Monday, November 21	Target date to Fed-Ex 2015-2016 Consolidated Annual Performance & Evaluation Report (CAPER) to HUD.
November 24 & 25	THANKSGIVING DAY HOLIDAYS!
<u>Saturday, November 28</u>	Consolidated Annual Performance & Evaluation Report (CAPER) for the 2015-2016 consolidated program year due to HUD 90 days after end of the program year.
Thursday, December 8	<u>Deadline</u> (at 6:00 p.m.) for submission of 43rd Year City Department, Housing, Microenterprise Technical Assistance and Public Facility application packets. No extensions. Applications determined to be incomplete at this time will be disqualified from funding consideration.
Monday, December 12	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 Capital Improvement Department by <u>February 9, 2017</u> .
December 12 – 15	CD Staff tallies scores of all Public Service Proposal Teams.
Monday, December 26	CHRISTMAS DAY HOLIDAY!

2017

- Monday, January 2** **NEW YEAR'S DAY HOLIDAY!**
- January 3 – 5 Public Service Proposal Team reviews HOPWA and Incubator New Project proposals.
- January 9 – 12 Public Service Proposal Team reviews Children and Youth Support Development Services and Elderly and Persons with Disabilities Services proposals.
- Monday, January 16** **MARTIN LUTHER KING JR.'S BIRTHDAY HOLIDAY!**
- January 17 – 19 Public Service Proposal Team reviews ESG and First-Time Homebuyer Counseling proposals.
- Monday, January 23** **Public Service Proposal Review Team budget recommendations submitted to CD Steering Committee**
- Thursday, January 26 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 – Trost Conference Room.
- Tuesday, January 31 List of eligible and ineligible proposals distributed to City Council and the Steering Committee.
- Wednesday, February 1 2:00 p.m. – CD Staff review of Volunteer Housing Rehabilitation and Fair Housing proposals in the Southwest Conference Room (Will be cancelled if no new applicants apply)
- Thursday, February 2 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; (5) Emergency Solutions Grant; and (6) Incubator New Project Set-Aside projects in the Thorman Conference Room.
- Thursday, February 9 **Deadline for Capital Improvement Department to submit all City Department and street-related project cost estimates**
- Thursday, February 9 5:30 p.m. – Steering Committee review of (1) Volunteer Housing Rehabilitation; (2) Fair Housing; (3) Microenterprise Technical Assistance; (4) Non-competitive CD Public Service Parks Department proposals; (5) CD Public Service First Time Homebuyer Counseling; and (6) HOPWA proposals in the Thorman Conference Room.
- Tuesday, February 14 10:00 a.m. – CD Staff review of Park proposals – Southwest Conference Room
- Tuesday, February 14 5:30 p.m. - Steering Committee open date if needed – Thorman Conference Room
- Thursday, February 16 9:00 a.m. to 11:00 a.m. – CD Staff review of Street and Accessibility proposals in the Southwest Conference Room
- Thursday, February 16 5:30 p.m. - Steering Committee review of City Department Public Facility projects in the Thorman Conference Room.
- Tuesday, February 23 5:30 p.m. - Steering Committee open date if needed – Thorman Conference Room
- Thursday February 23 Request administrative support budgets from CD Administration, OTC, Housing and Legal; and program income projections
- Thursday, February 23 5:30 p.m. - Steering Committee review of Accessibility and Street-Related Improvement projects in the Thorman Conference Room
- Monday, February 27 2016-2017 Annual Action Plan preparation begins! Assignments are made by Rudy Reyes. Deadline for all assignments is Thursday, March 30, 2017.
- Wednesday, March 1 CD Secretaries send out and collect HUD Certification forms for staff that were 100% CDBG-funded during the semi-annual period from September 1 thru February 28.
- Tuesday, February 28 5:30 p.m. - Steering Committee open date if needed – Thorman Conference Room
- Thursday, March 2 5:30 p.m. - Steering Committee review of Administration Budgets for Community Development, OTC, Legal, Housing Rehabilitation funded with CD Revolving Loan Fund Income, HOME, Emergency Solutions Grant, HOPWA and El Paso Coalition for the Homeless Planning – Thorman Conference Room
- Thursday, March 9 5:30 p.m. - Steering Committee and Staff budget deliberations in the Thorman Conference Room
- March 13 - 17 **SPRING BREAK!**

Thursday, March 23 5:30 p.m. - Steering Committee open date if needed – Thorman Conference Room

Thursday, March 30 5:30 p.m. - Steering Committee open date if needed – Thorman Conference Room

Thursday, March 30 Semi Annual Labor Reports (from Rudy & Rhoda) are due for the period from October 1 to March 31!

Thursday, March 30 **Deadline** for 2017-2018 Annual Action Plan assignments to be submitted to Rudy Reyes

Monday, April 3 Budget recommendations from CD Steering Committee and staff submitted to City Council.

April 10 – 14 HOLY WEEK!

Tuesday, May 2 At the regular City Council meeting at 300 N. Campbell, 1st Floor, City Council conducts a public hearing to adopt the 2017-2018 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 4 **Deadline** to have the Draft 2017-2018 Annual Action Plan ready for public review and distribution to public libraries on Monday, May 8, 2017.

Sunday, May 7 Proposed 2017-2018 Annual Action Plan budgets (CDBG, ESG, HOME & HOPWA) published in the El Paso Times. Citizens have 30 days (until June 8, 2017) to comment.

Monday, May 29 MEMORIAL DAY HOLIDAY!

Thursday, June 8 Deadline (at 6:00 p.m.) for written comments on the 2017-2018 Annual Action Plan

Tuesday, June 13 At the regular City Council meeting at 300 N. Campbell, 1st Floor, City Council conducts a public hearing to receive comments and adopt a Final 2017-2018 Annual Action Plan

Wednesday, June 14 Planning Section prepares Project Eligibility Determination forms for all CDBG non-social service projects for review by Deputy Director & eventual submittal to Implementation, Housing & Neighborhood Services Sections for each project file.

Wednesday, June 14 Implementation Section submits service requests to Engineering for A/E Services for City public facilities after Council approval of 43rd Year Budget - requesting that Engineering hours (for A/E services) be reported per project and identified as such.

Monday, July 3 2017-2018 Annual Action Plan must be mailed out to HUD by this date.

Tuesday, July 4 FOURTH OF JULY HOLIDAY!

8/15/2016