

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

DEPARTMENT: Community and Human Development
AGENDA DATE: August 25, 2015
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 42nd Year (FY 2016-2017) Community Development Block Grant (CDBG) Program, the FY 2016-2017 Emergency Solutions Grant (ESG) Program and the FY 2016-2017 Housing Opportunities for Persons with AIDS (HOPWA) Program; adopt a policy for the utilization of CDBG Unprogrammed Funds; and to establish various deadlines for the submission of all 2016-2017 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 2016, with City Council's adoption of the Annual Action Plan for FY 2016-2017. The planning process will begin on **September 1, 2015**, 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 #6 and #7, the targeted areas for FY 2016-2017, 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. Previously, the targeted districts would have received 90% of the remaining CDBG funds, with 10% being used to fund eligible improvements in the Downtown area. However, during the August 3, 2015 Special Legislative Review Committee meeting, City Council voted to eliminate the 10% Downtown Project Allocation after FY 2015-2016. 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 \$3.7 million

will be available for new CDBG projects in the 42nd Year for both Districts #6 and #7. It is essential that City Council continue to adopt policies that will provide for the most judicious use of these federal funds.

Unprogrammed Funds: The Department of Community and Human Development maintains an Unprogrammed Funds account in which the balance changes periodically. The account serves three vital purposes:

- (1) When project accounts are closed out, unspent CDBG funds are deposited into this account. Moving the funds into this account enables the funds to be used for other eligible CDBG activities – ongoing or new.
- (2) The account is used as a reserve account for all the funded and active public facility projects that the Department manages, which totals millions of dollars. All funded public facility projects are based upon City Engineering Department's cost estimates. Actual bid awards may be higher and this account is used to fund projects whose costs may have been underestimated. It is also used to fund large change orders that built-in project contingency accounts will not cover, or other unforeseen changes in the project scopes or budgets. Based upon prior history and experience, a balance of approximately \$300,000 is recommended to be kept in this account at all times to safely manage and administer all ongoing and newly funded CDBG activities.
- (3) The account is used as a tool to manage the CDBG spend rate. The City is required to spend its CDBG entitlement grant in timely manner. HUD conducts a spend rate calculation at the end of each June and the City must not have more than 1.5 times its current entitlement grant in its letter of credit. When the funds in this account accumulate over the \$300,000 recommended amount, it is used to fund eligible mid-year projects that are "construction-ready" or quick to spend, or community-wide projects that serve low- and moderate income clientele or populations.

It is recommended that the following policies once again be adopted regarding the use of CDBG Unprogrammed Funds (**Attachment A**):

- An account balance of approximately \$300,000 should be maintained at all times.
- The Department of Community and Human Development will notify City Council when funds need to be allocated for HUD spend rate purposes. Any proposed, mid-year project must adhere to the Citizen Participation requirements mandated by HUD and meet all CDBG-eligibility requirements.
- Projects considered for funding should be: (1) shovel-ready and/or quick spending; or (2) community-wide in nature and provide an essential service or fill a vital gap; or (3) any other eligible activity or improvement that Council deems necessary for the betterment of the community.
- At a minimum, two reports on the balance in the account will be provided to the City Council per fiscal year.

COMMUNITY DEVELOPMENT BLOCK GRANT

CDBG Public Services

The FY 2016-2017 CDBG Public Services process remains unchanged from last year. A summary of the most recent changes are detailed below:

- Applicants will be required to submit a letter from the City Development Department stating that the activities requested for funding are in compliance with municipal zoning regulations for that address.
- FY 2013-2014 began a two-year funding cycle for most Public Services projects. For FY 2016-2017, projects funded under the Children and Youth Services and the Elderly and Persons with Disabilities Services Categories will receive a one-year contract with semi-automatic one year renewal. The Medical and Mental Health Services and Homeless, Emergency Shelter and Housing Services Categories will not be competing. Projects currently funded under these service categories will receive semi-automatic renewal in FY 2016-2017. Additionally in FY 2016-2017, projects competing for funding under the Job Training and Education and First Time Homebuyer Counseling set-asides will receive a one-year contract with one year semi-automatic renewal. Renewal is not based on an amount of funding, but rather a percent of funding proportional to the first year of funding. For example, if an applicant is awarded an amount equal to 5% of their Service Category allocation in the first year, the renewal amount would be for 5% of the second year's allocation. This could result in an increase or a decrease. Contract goals will be adjusted proportionally. The conditions for grant renewal are:
 1. All contract goals must be met and the grantee must be in good standing with the City.
 2. The minimum initial award will be \$30,000; the minimum renewal amount will be \$25,000. If CDBG Public Services is cut to the extent that any renewal agreement would be for an amount less than

\$25,000, those agreements will not be renewed and the available dollars will be competed for in that service category.

- In order to promote funding to new agencies, a \$60,000 Incubator Grant will continue to be set-aside 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.
- A Proposal Review Committee will be established for each service category. Staff will make every effort to establish committees with the desired composition; however, necessary substitutions may be made. Desired composition is a Community Development staff person, a City staff person (Police, Health, Parks, etc), an applicant from a different service category, and a member of the public. 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 Community Development 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 Community Development 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.
- This review method will be implemented for CDBG Public Services, Incubator Grant, Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) applications.
- The Appeals Process was revised to permit appeals only on issues having to do with the funding process and adherence to policies. Requests for reconsideration of funding recommendations are to be presented to the full Steering Committee at the regular Steering Committee budget hearing.
- The lobbying prohibition was changed to reflect the legal language used in Community Development Public Services contracts.

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. The funding percentages recommended below determining the amount that each service category will receive is primarily based upon trends in public service funding. The recommended percentages are unchanged from last year:

	<u>42nd Year</u>
Children and Youth Support and Development Services	30%
Medical and Mental Health Services	25%
Seniors and Persons with Disabilities Services	24%
Homeless, Emergency Shelter and Housing Services	21%

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

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.

A **\$60,000 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 B**) and the Public Services Application (**Attachment C**).

A **\$30,000 competitive** set-aside from CDBG Public Services funding is once again recommended to fund one First Time Homebuyer Counseling project (**Attachment D**). It is essential for any client desiring to participate in the City's First Time Homebuyers Program (funded by the HOME entitlement grant) to attend a homebuyer educational training program. This set-aside will ensure that the link to the City's program is maintained.

A **\$30,000 competitive** set-aside from CDBG Public Services funding is once again recommended to fund one Job Training and Education project (**Attachment E**). This set-aside will ensure the continuation of at least one economic development-related public service activity --- a high priority in the City's 2015-2020 Consolidated Plan.

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 F**). The eligible applicant selected for funding will base their services on the results of the Analysis of Impediments to Fair Housing Choice Study developed by Southwest Fair Housing Council of Tucson, Arizona. Fair Housing funds are considered an administrative activity and count against the City's 20% CDBG administrative cap.

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. Also, agencies receiving set-asides for multiple programs must adhere to the \$30,000 grant minimum.

The deadline for submittal of the Letters of Intent will be **September 10, 2015** and the deadline for eligible public service proposals to be submitted will be **October 26, 2015**.

CDBG City Department, Microenterprise Technical Assistance, Volunteer Housing Rehabilitation, Non-Profit/Governmental Entity Public Facility and Citizen Request Form (Attachments G thru K)

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

City Departments (Attachment G) – The maximum amount of projects requested per City Department is six (6); and projects must be located in District #6 or District #7.

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

Volunteer Housing Rehabilitation (Attachment I) – Homes rehabilitated must be located in either District #6 or District #7.

Non-Profit/Governmental Entity Public Facility (Attachment J) – Project must be located in District #6 or District #7.

Citizen Request Form (Attachment K) – Request must be located in either District #6 or District #7.

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 42nd Year.

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:

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 B**). The ESG application (**Attachment L**) 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.

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 B**) and to fill out an application (**Attachment M**). 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.

PLANNING SCHEDULE

As mentioned previously, the solicitation of proposals for the 42nd Year CDBG Program Year and the FY 2016-2017 ESG and HOPWA Programs will begin on **September 1, 2015**. A preliminary Planning Schedule is attached for your information (**Attachment N**). Your attention is called to the following four deadlines:

September 10, 2015 (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 22, 2015 (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 26, 2015 (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 10, 2015 (at 6:00 p.m.) – Final date that 42nd Year (FY 2016-2017) City Department, Fair Housing, Volunteer Housing Rehabilitation, Microenterprise Technical Assistance and Non-Profit/Governmental Entity Public Facility application packets may be submitted to the Department of Community and Human Development.

It is recommended that no extensions be granted to these deadlines. Maintaining the deadlines are important because the City is required to submit its FY 2016-2017 Annual Action Plan to HUD in early July 2016.

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 2016-2017 CDBG/ESG/HOWPA policies and procedures were presented to the Community Development Steering Committee on August 20, 2015. City Council will be informed during the August 25, 2015 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

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

That City Council adopt policies and procedures for the 42nd Year (FY 2016-2017) Community Development Block Grant (CDBG) Program, the FY 2016-2017 Emergency Solutions Grant (ESG) Program, and the FY 2016-2017 Housing Opportunities for Person with AIDS (HOPWA) Program, and for the utilization of CDBG Unprogrammed Funds; all such policies and procedures attached hereto as Exhibits A through M; that City Council establish September 10, 2015 as the deadline for the submission of Letters of Intent from CDBG Public Service, ESG and HOPWA agencies; that City Council establish October 22, 2015 as the deadline for submission of all citizen and City Representative requests; that City Council establish October 26, 2015 as the deadline for submission of all CDBG Public Service, ESG and HOPWA application packets; and that City Council establish December 10, 2015 as the deadline for the submission of all FY 2016-2017 City Department, Fair Housing, Microenterprise Technical Assistance, Non-Profit/Governmental Entity Public Facility and Volunteer Housing Rehabilitation application packets.

ADOPTED this ____ day of _____, 2015.

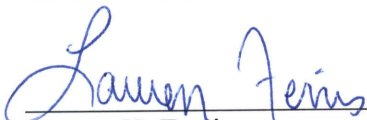
CITY OF EL PASO:

Oscar Leaser
Mayor

ATTEST:


Richarda Duffy-Momsen
City Clerk

APPROVED AS TO FORM:



Lauren K. Ferris
Assistant City Attorney

APPROVED AS TO CONTENT:



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

CDBG UNPROGRAMMED FUNDS POLICY

Unprogrammed Funds: The Department of Community and Human Development maintains an Unprogrammed Funds account in which the balance changes periodically. The account serves three vital purposes:

- (1) When project accounts are closed out, unspent CDBG funds are deposited into this account. Moving the funds into this account enables the funds to be used for other eligible CDBG activities – ongoing or new.
- (2) The account is used as a reserve account for all the funded and active public facility projects that the Department manages, which totals millions of dollars. All funded public facility projects are based upon City Engineering Department's cost estimates. Actual bid awards may be higher and this account is used to fund projects whose costs may have been underestimated. It is also used to fund large change orders that built-in project contingency accounts will not cover, or other unforeseen changes in the project scopes or budgets. Based upon prior history and experience, a balance of approximately \$300,000 is recommended to be kept in this account at all times to safely manage and administer all ongoing and newly funded CDBG activities.
- (3) The account is used as a tool to manage the CDBG spend rate. The City is required to spend its CDBG entitlement grant in timely manner. HUD conducts a spend rate calculation at the end of each June and the City must not have more than 1.5 times its current entitlement grant in its letter of credit. When the funds in this account accumulate over the \$300,000 recommended amount, it is used to fund eligible mid-year projects that are "construction-ready" or quick to spend, or community-wide projects that serve low- and moderate income clientele or populations.

The following policies are adopted regarding the use of CDBG Unprogrammed Funds:

- An account balance of approximately \$300,000 to be maintained at all times.
- The Department of Community and Human Development will notify City Council when funds need to be allocated for HUD spend rate purposes. Any proposed, mid-year project must adhere to the Citizen Participation requirements mandated by HUD and meet all CDBG-eligibility requirements.
- Projects considered for funding should be: (1) shovel-ready and/or quick spending; or (2) community-wide in nature and provide an essential service or fill a vital gap; or (3) any other eligible activity or improvement that Council deems necessary for the betterment of the community.
- At a minimum, two reports on the balance in the account will be provided to the City Council per fiscal year.

FY 2016-2017 CDBG PUBLIC SERVICES, ESG & HOPWA LETTER OF INTENT

Letter of Intent packets are available from September 1, 2015 through September 10, 2015. **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 10, 2015.** 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 28, 2015 (for CDBG Public Services), on September 29, 2015 (for ESG), and/or on October 5, 2015 (for HOPWA) at which time you'll be given the complete application packet(s). **The full applications are due October 26, 2015.** Please make certain the contact information is correct.

Agency Name			
Agency Address			
Director's Name			
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 <input type="checkbox"/> CDBG Children & Youth Services <input type="checkbox"/> CDBG Seniors & Persons w/Disabilities Services <input type="checkbox"/> Emergency Solutions Grant <input type="checkbox"/> Housing Opportunities for Persons with AIDS <input type="checkbox"/> CDBG First Time Homebuyer Counseling <input type="checkbox"/> CDBG Job Training and Education <input type="checkbox"/> CDBG Incubator for New Services (Only agencies that are not funded in the 41st Year 2015-2016 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.		

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 10, 2015:

- | | |
|---|---|
| _____ IRS 501 (c) 3 Ruling Letter | _____ Current Articles of Incorporation, including any amendments |
| _____ Current Bylaws, including any amendments | _____ Current list of Board of Directors |
| _____ Audit covering a period ending on a date no earlier than January 31, 2014 | |

Required attachments for the Proposal, due October 26, 2015:

- _____ 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



42nd YEAR (FY 2016-2017) 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 26, 2015 at 6:00 p.m.

FORTY-SECOND YEAR (2016-2017)

CDBG PUBLIC SERVICES

FUNDING REQUEST

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, including decent housing and suitable living environments, and the expansion of economic opportunities, principally for persons of low and moderate income. The City of El Paso expects to receive approximately \$6.2 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 42nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2016. 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 Department of Community and Human Development is soliciting funding proposals from interested public and non-profit entities for the use of these funds.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Public Service project proposed for Community Development (CD) funding. CD Public Service funds will be allocated to agencies using this application process. Letter of Intent format sheets are available in the Community and Human Development office, City 3, 801 Texas Avenue, 3rd Floor, from 8 a.m. September 1, 2015 through 6 p.m. September 10, 2015. Letter of Intent packets are due in the Community and Human Development Department, City 3, 3rd Floor by 6:00 p.m. September 10, 2015. Eligible applicants are then invited to the RFP training on September 28, 2015 where complete application packets will be provided. Applications are due October 26, 2015. **Late or incomplete submissions of the Application will not be considered for funding.**

PROJECT ELIGIBILITY

Federal eligibility requirements:

- Applicant's project must provide direct services to clients who qualify under HUD Section 8 income guidelines and who reside within the limits of the City of El Paso. Funded agencies will be required to verify each client's residence and eligibility. HUD has determined that the following populations meet income guidelines and are presumed eligible: elderly persons (aged 62 and older), severely disabled adults, homeless persons, abused children, battered spouses, persons living with AIDS, migrant farm workers, and illiterate adults.
- Applicant must be a governmental agency or have non-profit tax-exempt status under Section 501(c) (3) of the Internal Revenue Service Code at the time of application.
- Applicant must provide services that are non-religious in nature and scope.

Local eligibility requirements:

- **The minimum funding for a project will be \$30,000.**
- Applicant must comply with City of El Paso Ordinance 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 3, 2016. 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, 2014.
- 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 City Council's Priorities for CDBG Public Service Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. Applicants must state their intent to partner with another agency in the Letter of Intent. However, the identification of the partnership and plan of action for the partnership must be outlined in the full CDBG application when it is submitted to the Community and Human Development office. If any portion of the project will be carried out by a partner, contractor, consultant or other third party, the supplementary pages of the application must be completed reflecting the role of the partner. If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- Each physical location where funded services are provided is considered to be a separate activity. Therefore any project which will provide services in more than one location must complete an Activity/Partner Supplement for each site. The budgets listed for the combined sites must match the budget for the project.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through the Department of Community and Human Development and 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.
- 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 Children and Youth Services and the Seniors and Persons with Disabilities Service Categories will receive a one-year contract with semi-automatic renewal this year.

The Homeless, Emergency Shelter and Housing Services Category and the Medical and Mental Health Services Projects will not be competing this year. Projects currently funded under these service categories will receive semi-automatic renewal.

	Applications Required	Semi-Automatic Renewal (Incubator Grant available for New Agencies)
40 th Year 2014-2015	Children and Youth Services Seniors and Persons with Disabilities Services	Homeless, Emergency Shelter and Housing Medical and Mental Health Services
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

Renewal will not be based on an amount of funding, but rather a percent of funding proportional to the current (2015-2016) 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 and the grantee must be in good standing with the City.
2. The minimum initial award will be \$30,000; the minimum renewal amount will be \$25,000. If CDBG Public Services is cut to the extent that any renewal agreement would be for an amount less than \$25,000, those agreements will not be renewed and the available dollars will be competed for in that service category.

In order to promote funding to new agencies, a \$60,000 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. Technical assistance is available upon request from CD staff.

CATEGORIES OF PUBLIC SERVICE	DISTRIBUTION OF FUNDS
Children and Youth Services Service Category less the following non-competitive set-asides -Parks Sun Country \$65,000 -Parks Neighborhood Youth Outreach \$30,000	30%
Services to Seniors and Persons with Disabilities Service Category less the following set-asides -Parks Disability Exercise Program \$30,000 (non-competitive)	24%
Medical and Mental Health Service Category*	25%
Homeless, Emergency Shelter and Housing Services Service Category* less the following competitive set-aside -First Time Homebuyer Program \$30,000	21%
Less the following competitive set-asides -Job Training and Education \$30,000 -Incubator Grant \$60,000	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. Agencies receiving set-asides for multiple programs must adhere to the **\$30,000 grant minimum**.

CITY COUNCIL'S PRIORITIES FOR CDBG PUBLIC SERVICE ALLOCATIONS

City Council has based the priorities below on the premise that

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

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

Health Priorities:

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

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

Seniors and Disabled Priorities:

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

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

Children and Youth Priorities:

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

- Provide safety net services and offer family security such as after-school programs, gang prevention activities, drug awareness and treatment projects, specialized services for foster children, court advocacy, and supportive services for basic needs such as clothing in the least restrictive, most inclusive environment.

- Enhance education through career awareness programs, tutoring, apprenticeship, job training and preparation, and intergenerational mentoring.
- Offer supervised and structured personal development through licensed childcare, diverse education, recreation, community improvement and physical and mental health programs.

Homeless, Emergency Shelter and Housing Priorities:

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

- Provide safety net services including emergency shelter, transitional housing, special needs housing, and supportive services for basic needs such as food, transportation, health care, and other needs that lead to self-sustainability.
- Offer job training, preparation, education, and support services to obtain and sustain employment for economic security.
- Promote advocacy, public policy, financial leveraging, and community collaboration which advance "Opening Doors: The Federal Strategic Plan" to prevent and end homelessness.
- Provide comprehensive housing counseling and education services to first-time homebuyers or at-risk homeowners facing homelessness due to mortgage default and possible foreclosure.

VALUES FOR PROPOSAL CONSIDERATION

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

CONTINUUM VALUES

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

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

PROJECT VALUES

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

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

AGENCY VALUES

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

1. Commit adequate resources, infrastructure and capacity to support the project (past and present).
2. Demonstrate responsible fiscal and project management.
3. Show capacity, ability and/or history to meet contract obligations.
4. Demonstrate economic viability and efficiency.
5. Have planned and/or implemented a system to document client eligibility.

6. Document client satisfaction.
7. Participate in applicable community coalitions and efforts.
8. Demonstrate sound fiscal history and annual audited financial statements.
9. Demonstrate feasibility and impact of proposed outcomes and cost effectiveness of the program including leveraging of funds with CDBG dollars.

TRAINING

Workshops will be held to provide training for completion of the application and understanding of CDBG requirements. Workshops will provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within their 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.**

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|---|--|-----------------------------|
| * | RFP Training (new grantees and those needing detailed instruction) | September 28, 2015 9am-Noon |
| * | RFP Training (experienced grantees, primarily question & answer) | September 28, 2015 2pm-5pm |

A supplementary training for completion of the application will be held on October 13, 2015 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. City staff person (Police, Health, Parks, etc.)
3. Applicant from a different service category
4. Member of the public

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 jjimenezcp@elpasotexas.gov

For additional information regarding Ordinance No. 9779, you may contact the ADA Accessibility Coordinator, Office of Accessibility & ADA, City 2, 218 S. Campbell, 2nd Floor, El Paso, TX, 79901, telephone number (915) 212-1816.

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 26, 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

FIRST TIME HOMEBUYER COUNSELING AND EDUCATION PROGRAMS PROPOSAL PACKET

**42nd YEAR (FY 2016-2017)
SEMI-AUTOMATIC FOR 43rd Year 2017-2018**



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

Closing Date: October 26, 2015 at 6:00 p.m.

FORTY-SECOND YEAR (2016-2017) CDBG PUBLIC SERVICES FIRST TIME HOMEBUYER COUNSELING & EDUCATION PROGRAM

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 \$6.2 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 42nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2016. 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 Department of Community and Human Development is soliciting funding proposals from interested public and non-profit entities for the use of First Time Homebuyer Counseling and Education Program (FTHB) funds. In addition, the successful applicant will be provided a \$360 incentive through the HOME Investment Partnership Program for each First Time Homebuyer Counseling and Education Program (FTHB) client that enters into a contract under the First Time Homebuyers Program. The incentive funds would be considered program income funds that are to be used for the operation of the FTHB program. FTHB funds are designated for programs beginning on September 1, 2016 and ending on August 31, 2017.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each First Time Homebuyer Counseling and Education Program (FTHB) project proposed for Community Development (CD) funding. First Time Homebuyer Counseling and Education Program funds will be allocated to agencies using this application process. Letter of Intent format sheets are available in the Community and Human Development Department, City 3, 801 Texas Avenue, 3rd Floor, from 8 a.m. September 1, 2015 through 6 p.m. September 10, 2015. Letter of Intent packets are due in the Community and Human Development Department, City 3, 3rd Floor by 6:00 p.m. September 10, 2015. Eligible applicants will be invited to the RFP training on September 28, 2015 where complete application packets will be provided. Applications are due October 26, 2015. **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 Presumed Benefit criteria and who reside within the limits of the City of El Paso. Funded agencies will be required to verify each client's residence and eligibility. HUD has determined that the following populations meet income guidelines and are presumed eligible: elderly persons (aged 62 and older), severely disabled adults, homeless persons, abused children, battered spouses, persons living with AIDS, migrant farm workers, and illiterate adults.
- Applicant must be a governmental agency or have non-profit tax-exempt status under Section 501(c) (3) of the Internal Revenue Service Code at the time of application.
- Applicant must provide services that are non-religious in nature and scope.

Local eligibility requirements:

- **The minimum funding for a project will be \$30,000.**

- Applicant must comply with City of El Paso Ordinance 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 3, 2016. 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, 2014. 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 funds may not exceed 90% of the project cost—at least 10% of the project cost must be secured in cash.
- Funded applicants will be required to annually report sources and amounts of all funds expended on the program, and to demonstrate compliance with the 90% cap.
- CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project. At least 50% of staff hours funded by the City must be spent in the provision of direct services to eligible clients.
- FTHB is a homebuyer educational training program for clients who desire to participate in the City's First Time Homebuyers program funded by the HOME Investment Partnership program. The First Time Homebuyers Program assists low and moderate income individuals and families in achieving their goal of homeownership as well as to promote affordability. Homebuyer education classes to be conducted under the FTHB are to include, but not limited to, preparing for homeownership; available financing; credit analysis; loan closing; homeownership responsibilities; home maintenance; and loan servicing.

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

- Applicants must demonstrate compliance with City Council's Priorities for CDBG Public Service Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. Applicants must state their intent to partner with another agency in the Letter of Intent. However, the identification of the partnership and plan of action for the partnership must be outlined in the full CDBG application when it is submitted to the Community and Human Development Department. 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 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 the First Time Homebuyer Counseling & Education Program. The successful applicant will receive a one-year contract in FY 2016-2017 with a semi-automatic renewal in FY 2017-2018.

Renewal is not based on an amount of funding, but rather a percent of funding proportional to the current 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 and the grantee must be in good standing with the City.
2. The minimum initial award will be \$30,000; the minimum renewal amount will be \$25,000. If CDBG Public Services is cut to the extent that any renewal agreement would be for an amount less than \$25,000, those agreements will not be renewed and the available dollars will be competed for that service category.

PUBLIC SERVICE SET-ASIDES

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 **\$30,000 grant minimum**.

CITY COUNCIL'S PRIORITIES FOR HOMELESS, EMERGENCY SHELTER & HOUSING PUBLIC SERVICE ALLOCATIONS

City Council has based the priorities below on the premise that

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

Therefore, the Mayor and City Council established the following priorities for consideration of funding for First Time Homebuyer Counseling projects. Economic development and self-sustainability is a goal held prominently by the City of El

Paso and its public, private, and non-profit partners. As such, CDBG Public Service funding priorities will recognize a holistic and results-oriented approach to attaining that goal.

Homeless, Emergency Shelter and Housing Priorities:

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

- Provide safety net services including emergency shelter, transitional housing, special needs housing, and supportive services for basic needs such as food, transportation, health care, and other needs that lead to self-sustainability.
- Offer job training, preparation, education, and support services to obtain and sustain employment for economic security.
- Promote advocacy, public policy, financial leveraging, and community collaboration which advance Opening Doors: The Federal Strategic Plan to prevent and end homelessness.
- Provide comprehensive housing counseling and education services to first-time homebuyers or at-risk homeowners facing homelessness due to mortgage default and possible foreclosure.

VALUES FOR PROPOSAL CONSIDERATION

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

CONTINUUM VALUES

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

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

PROJECT VALUES

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

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

AGENCY VALUES

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

1. Commit adequate resources, infrastructure and capacity to support the project (past and present).
2. Demonstrate responsible fiscal and project management.
3. Show capacity, ability and/or history to meet contract obligations.
4. Demonstrate economic viability and efficiency.
5. Have planned and/or implemented a system to document client eligibility.
6. Document client satisfaction.

7. Participate in applicable community coalitions and efforts.
8. Demonstrate sound fiscal history and annual audited financial statements
9. Demonstrate feasibility and impact of proposed outcomes and cost effectiveness of the program including leveraging of funds with CDBG dollars

TRAINING

Workshops will be held to provide training for completion of the application and understanding of CDBG requirements. Workshops will provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within their 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 & 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 28, 2015 9am-Noon
- * RFP Training (experienced grantees, primarily question & answer) September 28, 2015 2pm-5pm

A supplementary training for completion of the application will be held on October 13, 2015 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. City staff person (Police, Health, Parks, etc.)
3. Applicant from a different service category
4. Member of the public

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. The 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:

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

For additional information regarding Ordinance No. 9779, you may contact the ADA Accessibility Coordinator, Capital Improvement Department, City 2, 218 S. Campbell, 2nd Floor, El Paso, TX, 79901, telephone number (915) 212-1816.

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 26, 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**

CDBG PUBLIC SERVICES JOB TRAINING & EDUCATION



42nd YEAR (FY 2016-2017) 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 26, 2015 at 6:00 p.m.

FORTY-SECOND YEAR

(FY 2016-2017)

CDBG PUBLIC SERVICES

JOB TRAINING AND EDUCATION FUNDING REQUEST

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, including decent housing and suitable living environments, and the expansion of economic opportunities, principally for persons of low and moderate income. The 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 \$6.2 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 42nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2016. 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 Department of Community and Human Development is soliciting funding proposals from interested public and non-profit entities for the use of these funds.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Job Training and Education project proposed for Community Development (CD) funding. Job Training and Education funds will be allocated to a single agency using this application process. Letter of Intent format sheets are available in the Community and Human Development office, City 3, 801 Texas Avenue, 3rd Floor, from 8 a.m. September 1, 2015 through 6 p.m. September 10, 2015. Letter of Intent packets are due in the Community and Human Development Department, City 3, 3rd Floor by 6:00 p.m. September 10, 2015. Eligible applicants are then invited to the RFP training on September 28, 2015 where complete application packets will be provided. Applications are due October 26, 2015. **Late or incomplete submissions of the Application will not be considered for funding.**

PROJECT ELIGIBILITY

Federal eligibility requirements:

- Applicant's project must provide direct services to clients who qualify under HUD Section 8 income guidelines and who reside within the limits of the City of El Paso. Funded agencies will be required to verify each client's residence and eligibility. HUD has determined that the following populations meet income guidelines and are presumed eligible: elderly persons (aged 62 and older), severely disabled adults, homeless persons, abused children, battered spouses, persons living with AIDS, migrant farm workers, and illiterate adults.
- Applicant must be a governmental agency or have non-profit tax-exempt status under Section 501(c) (3) of the Internal Revenue Service Code at the time of application.
- Applicant must provide services that are non-religious in nature and scope.

Local eligibility requirements:

- **This application is for funding of a single project in the amount of \$30,000.**
- Applicant must comply with City of El Paso Ordinance 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 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 3, 2016. 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. This cover letter must be submitted with the funding application. 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 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, 2014.
- No more than 90% of the overall program cash cost may be requested from the Department of Community and Human Development. The combined total of all CDBG and City-administered ESG funds may not exceed 90% of the project cost—at least 10% of the project cost must be secured from a source other than the Department of Community and Human Development. Funded applicants will be required to annually report sources and amounts of all funds expended on the program, and to demonstrate compliance with the 90% cap.
- CDBG allocations are distributed on a reimbursement basis. Therefore, agency receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. No services will be considered for unit-based billing, funded project will be based on reimbursement of actual expenses.
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project.
- At least 50% of staff hours funded by the City must be spent in the provision of direct services to eligible clients.

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

- Applicants must demonstrate compliance with City Council's Priorities for CDBG Public Service Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. Applicants must state their intent to partner with another agency in the Letter of Intent. However, the identification of the partnership and plan of action for the partnership must be outlined in the full CDBG application when it is submitted to the Community and Human Development Department. 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 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.

FUNDING CYCLE

Projects funded will receive a one-year contract with semi-automatic renewal. Renewal funding and the amount of funding available will be contingent on the amount of CDBG Public Services funding. 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 and outcome measures must be met and the grantee must be in good standing with the City.

2. The minimum initial award will be \$30,000, the minimum renewal amount will be \$25,000. If CDBG Public Services funding is cut to the extent that any renewal agreement would be for an amount less than \$25,000, this agreement will not be renewed.

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

City Council has based the priorities below on the premise that

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

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

Job Training and Education Priorities:

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

- Provide direct economic advancement through job training, education, development, and preparation for eligible individuals, with a focus on aptitude and interest.
- Provide direct economic advancement through placement of eligible individuals in permanent living-wage jobs.
- Create formal linkages between training programs and business seeking specific skills.

PROJECT DESIGN

Programs funded under this grant will be expected to perform and report on three areas of service:

1. Job training and/or education for eligible individuals. Training and education for portable, in-demand jobs will be given priority.
2. Placement of eligible individuals into permanent living wage jobs. Documentation of job titles and salaries. Placement with an affiliated agency associated with the recipient of the funds will not be considered job placement.
3. Follow-up at least quarterly (each three months) with placed individuals to ensure continued employment or further placement as needed for two years.
4. Additional supportive services are allowable under this grant only if they are demonstrated to be directly related to job training, education, and placement.

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 & 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 28, 2015 9 a.m.-Noon
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REVIEW AND SCORING PROCESS

A Proposal Review Committee will be established consisting of:

1. CD staff person
2. City staff person
3. Applicant from a different service category
4. Member of the public

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 in the service category being reviewed. All review team members will be required to sign a Conflict of Interest Disclosure affidavit.

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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 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. The 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 budget recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds. Proposals will be evaluated using the following criteria:

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

PROJECT OUTCOME(S)

In addition to the provision of training and education, Job Training and Education projects must demonstrate meaningful outcomes in terms of achieving long-term employment in living-wage jobs for those served. The Outcome Statement should include the number of clients to receive job training and/or education, the number or percentage of clients to be placed into permanent, living-wage jobs, and the frequency and method of follow-up to ensure retention. The funded project will have a contractual obligation to meet projected outcomes. Further technical assistance on this subject will be provided upon request.

APPEALS

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

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LOBBYING

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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".

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CONTACT INFORMATION

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

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

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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 26, 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

City of El Paso, Texas

**FAIR HOUSING ACTIVITIES
PROPOSAL PACKET**

42nd Year (FY 2016-2017)



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

CLOSING DATE: Thursday, December 10, 2015, at 6:00 p.m.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FORTY-SECOND YEAR (FY 2016-2017) FUNDING APPLICATION

Fair Housing Activities Proposal **Application Instructions**

The City of El Paso expects to receive approximately \$6.2 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 42nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2016. 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.

All 42nd 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 10, 2015, in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Thursday, December 10, 2015, will not be considered for 42nd Year funding.

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

TUESDAY, SEPTEMBER 22, 2015, at 3:00 P.M.
Trost Conference Room
City 3, 801 Texas Avenue, Basement, 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 42nd 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, 2014,** must be submitted. Because CDBG allocations are distributed on a reimbursement basis, all agencies receiving funds must demonstrate the financial capacity to pay any project-related costs for a period of at least three months prior to reimbursement.
- **Applicants who are currently receiving CDBG funds and applying for additional funds** must be in compliance with all terms of their contract and must not have any outstanding audit findings or monitoring findings as determined by the City or HUD.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

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

COMPLIANCE WITH GOVERNMENTAL REGULATIONS

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

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 Patricia A. White, Housing Programs Manager or Rhoda W. Tillman, CDBG Contracts Administrator, 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 42nd Year of the CDBG Program is September 1, 2016 to August 31, 2017. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2017. 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, 2017.

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 10, 2015, 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 10, 2015, 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, February 3, 2016. 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 42ndth 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 3, 2016, City Council is tentatively scheduled to adopt a Proposed Annual Plan for (FY 2016-2017). 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 14, 2016.

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

Patricia A. White, Housing Programs Manager or
Rhoda W. Tillman, CDBG Contracts Administrator
Department of Community and Human Development
Telephone No. (915) 212-0139

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

ADA Accessibility Coordinator
Capital Improvement Department
City 2, 218 South Campbell, 2nd Floor, El Paso, TX, 79901
Telephone number (915) 212-1816.

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 10, 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

Please do NOT submit instruction pages i through vi

CITY DEPARTMENT PUBLIC FACILITY APPLICATION



42nd YEAR (FY 2016-2017) 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 10, 2015, at 6:00 p.m.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FORTY-SECOND YEAR (FY 2016-2017) FUNDING APPLICATION

CITY DEPARTMENT PUBLIC FACILITY PROJECTS

The City of El Paso expects to receive approximately \$6.2 million in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 42nd Program Year of the CDBG Program which will begin on September 1, 2016. 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 \$3.7 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 #6 (Claudia Ordaz) or Representative District #7 (Lily Limón). Maps of the areas are attached.

All 42nd 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 10, 2015 in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Thursday, December 10, 2015, will not be considered for 42nd Year funding.

EACH CITY DEPARTMENT IS LIMITED TO A TOTAL OF SIX (6) 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 16, 2015 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 10, 2015, no later than 6:00 p.m.** There will be no extensions of this deadline. Applications lacking the required information by the Thursday, **December 10, 2015, deadline** will not be considered for 42nd 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 11, 2016.

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 measurable. 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 42nd Year of the CDBG Program is September 1, 2016 to August 31, 2017. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2017.

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 11, 2016.

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 10, 2015** 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 11, 2016. 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 10, 2015** 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 **February 2, 2016**. 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 42nd 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 3, 2016, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2016-2017. 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 14, 2016.

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 ADA Accessibility Coordinator, Capital Improvement Department, City 2, 218 South Campbell, 2nd Floor, El Paso, TX, 79901, at telephone number 212-1816.

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 10, 2015. APPLICATIONS AND ALL REQUIRED ATTACHMENTS (EXCLUDING PROJECT COST ESTIMATES FROM THE CAPITAL IMPROVEMENT DEPARTMENT THAT ARE DUE BY CLOSE OF BUSINESS ON THURSDAY, FEBRUARY 11, 2016) 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

Please do NOT submit instruction pages i through viii

ECONOMIC DEVELOPMENT MICROENTERPRISE TECHNICAL ASSISTANCE PROJECT



42nd YEAR (2016-2017) 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 10, 2015 at 6:00 p.m.

FORTY-SECOND YEAR (2016-2017) CDBG FUNDING REQUEST Microenterprise Technical Assistance

The City of Paso expects to receive approximately \$6.2 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 42nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2016. 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 42nd Year (2016-2017) CDBG funds.

All 42nd 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 10, 2015 in order to be considered for funding. There will be no extensions of this deadline. Applications **lacking the required information** as of Thursday, December 10, 2015 deadline, **will not be considered for 42nd 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 15, 2015 at 2:00 P.M.
Trost 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 Subrecipients.
- **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 3, 2016. 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, 2014**, 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 42nd Year (2016-2017) Program is September 1, 2016 to August 31, 2017. 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, 2017.

City Council has adopted the following policies and procedures to assure that proposed 42nd 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.

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.

COMPLETENESS AND SUPPORTING DOCUMENTATION
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All supporting documentation must be submitted with the applications by the December 10, 2015 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, February 2, 2016. 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 42nd 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 3, 2016, City Council is tentatively scheduled to adopt a Proposed Annual Plan for FY 2016-2017. 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 14, 2016.

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
or e-mail GarciaRX1@elpasotexas.gov

For additional information regarding Ordinance No. 9779, you may contact the ADA Accessibility Coordinator, Capital Improvement Department, City 2, 218 S. Campbell, 2nd Floor, El Paso, TX, telephone number (915) 212-1816.

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 10, 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**

City of El Paso, Texas

**VOLUNTEER HOUSING
REHABILITATION PROGRAM**

PROPOSAL PACKET

42nd Year (FY 2016-2017)



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

CLOSING DATE: Thursday, December 10, 2015, at 6:00 p.m.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FORTY-SECOND YEAR (FY 2016-2017) FUNDING APPLICATION

Volunteer Housing Rehabilitation Program Application Instructions

The City of Paso expects to receive approximately \$6.2 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 42nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2016. 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 \$3.7 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds. Applicants will be required to provide a minimum of 10% of the cost of the CDBG project in cash from a non-CDBG funding source. Applicants may also choose to provide a greater percentage of the project cost in order to make the project more appealing; nevertheless, other factors are also taken into consideration in recommending that projects be funded.

All 42nd 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 10, 2015, in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Thursday, December 10, 2015, will not be considered for 42nd Year funding.

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

Tuesday, September 22, 2015, at 2:00 p.m.
Trost Conference Room
City 3, 801 Texas Avenue, Basement, 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 42nd 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 #6 and District #7**. 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, 2014,** must be submitted. Because CDBG allocations are distributed on a reimbursement basis, all agencies receiving funds must demonstrate the financial capacity to pay any design/construction-related costs for a period of at least three months prior to reimbursement.
- **Applicants who are currently receiving CDBG funds and applying for additional funds** must be in compliance with all terms of their contract and must not have any outstanding audit findings or monitoring findings as determined by the City or HUD.

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

HUD requires reporting of outcomes using its Performance Outcome Measurement System for projects that are funded in order to report accomplishments on a national level. Outcomes are the resulting benefit(s) of the project and should be measureable. Therefore, applicants are required to submit a statement explaining the expected outcome(s) of their projects. (See Attachment C, page 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 Patricia A. White, Housing Programs Manager or 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 42nd Year of the CDBG Program is September 1, 2016 to August 31, 2017. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2017.

City Council has adopted the following policies and procedures to assure that proposed 42nd 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 10, 2015, 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 10, 2015, 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, February 2, 2016. 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 42nd 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 3 2016, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2016-2017. 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 14, 2016.

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

Patricia A. White, Housing Programs Manager or
Rhoda W. Tillman, CDBG Contracts Administrator
Department of Community and Human Development
Telephone Number (915) 212-0139

For additional information regarding Ordinance No. 9779, Non-Discrimination Against Persons with Disabilities, please contact the ADA Accessibility Coordinator, Capital Improvement Department, City 2, 218 South Campbell, 2nd Floor, El Paso, TX, 79901, telephone number (915) 212-1816.

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 10, 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

Please Do NOT submit instruction pages i through vi

Non-Profit / Governmental Entity Public Facility Application



42nd Year (FY 2016-2017) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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

CLOSING DATE: Thursday, December 10, 2015 at 6:00 p.m.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FORTY-SECOND YEAR (2016-2017) FUNDING APPLICATION

Public Facility Application Instructions

The City of Paso expects to receive approximately \$6.2 million in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the 42nd Program Year of the CDBG Program, which will begin on September 1, 2016. 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 \$3.7 million will be available for new projects. The City's Department of Community and Human Development (DCHD) is soliciting funding proposals from interested public and private entities for the use of these funds. Applicants will be required to provide a minimum of 10% of the cost of the CDBG project in cash from a non-CDBG funding source, which will be placed in an escrow account at the time of the closing of the CDBG documents should the project be funded. Applicants may also choose to provide a greater percentage of the project cost in order to make the project more appealing; nevertheless, other factors are also taken into consideration in recommending that projects be funded.

Projects **MUST** be located within Representative District #6 (Claudia Ordaz) or Representative District #7 (Lily Limón). Maps of the areas are attached.

All 42nd 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 10, 2015 in order to be considered for funding. There will be **no extensions** of this deadline. Applications lacking the required information as of Thursday, December 10, 2015, will not be considered for 42nd Year funding.

The DCHD will conduct a mandatory training workshop for Public Facility applicants on:

Tuesday, September 15, 2015 at 9:00 a.m.
Community Development, Trost Room
City 3, 801 Texas Avenue, Basement, 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.

COMMUNITY SUPPORT

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

ELIGIBLE APPLICANTS AND ACTIVITIES

Applicants that may apply for funding:

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

Eligible projects include:

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

Eligible real property pertaining to project requests:

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

APPLICANT REQUIREMENTS

The City will require that all applicants 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 18.
- **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 19, and Accessibility/Letter of Assurance, page 20; and submit the completed Guidelines/Self-Evaluation for Community Development and City of El Paso Subrecipients, page 21, Attachment A.
- **Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity** who is also currently a member of the Community Development Steering Committee.

- **Applicant must have demonstrated administrative capacity** to carry out the project. A **certified audit, covering a period ending on a date after January 31, 2014,** must be submitted. Because CDBG allocations are distributed on a reimbursement basis, all agencies receiving funds must demonstrate the financial capacity to pay any design/construction-related costs for a period of at least three months prior to reimbursement.
- **Applicants who are currently receiving CDBG funds and applying for additional funds** must be in compliance with all terms of their contract and must not have any outstanding audit findings or monitoring findings as determined by the City or HUD.
- **Applicant must agree to open the public facility for use by the general public during all normal hours of operation** upon completion of the public facility improvement project, if funding is approved. Reasonable fees may be charged for the use of the facilities assisted with CDBG funds, but charges such as excessive membership fees, which have the effect of precluding low- and moderate-income persons from using the facilities, are not permitted.
- **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. (See Assurance B on page 9)

PERFORMANCE OUTCOME MEASUREMENT SYSTEM

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

COMPLIANCE WITH NATIONAL OBJECTIVES

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

- **Area Benefit** - May be established if the public facility improvement will be used for a purpose that benefits all the residents of a particular service area in which at least 51% of the residents have low- or moderate-income. Applicants seeking to qualify a project as area benefit should contact the 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.

IMPORTANT! Applicants should consult with Kevin Pitts, Roxanne Varela, or Monica Vela Grant Planners, at the DCHD (915) 212-0138 **well in advance of the submission deadline** to see if the proposed project meets the preliminary eligibility criteria.

FINANCIAL TERMS

Applicants may request the following types of loans, but the City of El Paso maintains the discretion to approve, modify, or reject the financing terms proposed by the applicant:

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

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

EVIDENCE OF PROJECT VIABILITY

The time frame for the 42nd Year of the CDBG Program is September 1, 2016 to August 31, 2017. In order to comply with expenditure requirements imposed by HUD, all projects should be substantially completed by August 31, 2017.

City Council has adopted the following policies and procedures to assure that proposed 42nd Year projects are feasible and can be substantially completed during the program year:

Required Cash Match

Applicants must provide a minimum 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. Unforeseen changes which increase the total project costs exceeding the amount of the loan agreement will require an amendment as well as additional matching funds.

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

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

Site Control

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

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

All Applicants: If the real property is under lease, a copy of the lease agreement must be provided to verify that the property is leased for the term of the Forgivable Loan Agreement (FLA). If property is to be acquired through a lease arrangement, the proposed lease agreement must be included with the CDBG application.

Zoning

The applicant must provide a Zoning Verification Letter from Linda Castle, Senior Planner, City of El Paso Planning Department (915) 212-1611, certifying the appropriateness of the zoning for the proposed project. Projects without the appropriate zoning at the time of application submission **will be ineligible for funding.** (Refer to page 5, question 13.)

Environmental Considerations

In order to comply with HUD requirements, 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.

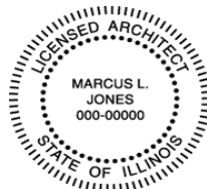
Based on the age of the facility, a lead clearance and/or asbestos survey may be required. If either has been completed, please include with the application.

Project Approach/Alternatives

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

Project Cost Estimates

All public facility projects involving rehabilitation or new construction will be required to be estimated and designed by an architect or engineer licensed in the State of Texas. The project cost **estimate** (not the cover letter) must be **stamped** with the official seal of the architect or engineer licensed in the State of Texas. Examples:



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

The CDBG fund award must be collateralized with the value of the property to be improved or constructed and/or other source of acceptable collateral (other property or assets). **The value of the collateral must be greater or equal to the total CDBG final award.** For real property to be improved, a preliminary report on the present value of the property in the form of a Market Analysis, Certified Audit Report or a Report from the El Paso Central Appraisal District (EPCAD) must be included with the CDBG application. A full appraisal and title search of the property to be improved or constructed will be required prior to execution of the loan or loan/grant between the applicant and the City.

Applicants will be expected to provide proof with the application that adequate collateral to support the CDBG fund award is available if the CDBG request is approved. Adequate collateral may be provided in the form of a Promissory Note secured by a Deed of Trust for real property, or by an Escrow Agreement for the term of the Payback/Forgivable Loan. Applicants must provide documentation, by December 10, 2015, that the proposed collateral will be equal in value to the proposed CDBG investment and that the particular collateral has “Board” approval either through minutes or a signed Board letter.

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

Schedule/Timetable

Applicants must provide a preliminary schedule of tasks involved in carrying out the proposed project that indicates that the CDBG project can be substantially completed by August 31, 2017. Should the CDBG funds be awarded, a project schedule will be incorporated in the Loan

Agreement. Failure to comply with the schedule could result in the revocation of the funding award by the City Council. In the event of revocation of the funding by the City Council, the applicant agrees and acknowledges that the applicant will not be entitled to any costs or damages from the City.

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

Task Schedule Example	
Task	Completion Date
City sends CDBG loan and escrow documents to agency for review	8/31/2016
Agency completes review of City's CDBG loan documents	9/01/2016
Agency provides all required documents for closing purposes	9/01/2016
Closing occurs - execution of Forgivable Loan Agreement	9/01/2016
Agency completes contract w/ architect or engineer in consultation w/ City Engineer and CD staff	10/01/2016
Agency completes project design in consultation with City engineer and CD staff	01/01/2017
City prepares bid documents for contractor for demolition and renovation	02/15/2017
City completes and agency participates in contractor selection.	04/01/2017
City completes final contract negotiations.	04/15/2017
City initiates demolition and renovation, or new construction	05/01/2017
City completes project	09/01/2017

Acceptance of Terms and Conditions

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

OTHER PROJECT COMPLIANCE AND IMPLEMENTATION ISSUES

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

Tenant Displacement - In accordance with the City's Anti-Displacement Strategy, projects that involve the displacement of low- and moderate-income tenants should be avoided. If displacement is unavoidable, all tenants who are permanently or temporarily displaced as a result of a 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 Engineering and Construction Department to ensure that the general contractor and subcontractors pay the required wages.

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

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

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".

COMPLETENESS AND SUPPORTING DOCUMENTATION

All supporting documentation must be submitted with the applications by the December 10, 2015 deadline. Incomplete applications will not be considered for funding. The Completeness Checklist (Attachment F, page 36) will be used to review applications.

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

After the December 10, 2015 deadline for the submission of proposals, the DCHD 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, February 2, 2016. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified that their applications will not be considered for funding.

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

CITY COUNCIL ACTION

City Council will make the final decision regarding the projects to be funded in the 42nd Year (2016-2017) 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 3 2016, City Council is tentatively scheduled to adopt a Proposed Annual Action Plan for 2016-2017. The Proposed Annual Action 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 Action Plan on Tuesday, June 14, 2016.

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

Kevin Pitts, Roxanne Varela or Monica Vela, Grant Planners
Telephone No: (915) 212-0138

For additional information regarding Ordinance No. 9779, Non-Discrimination Against Persons with Disabilities, please contact the ADA Accessibility Coordinator, Capital Improvement Department, City 2, 218 South Campbell, 2nd Floor, El Paso, TX, 79901, telephone number (915) 212-1816

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

DEADLINE FOR SUBMISSION OF PUBLIC FACILITIES COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING APPLICATIONS IS **6:00 P.M. ON THURSDAY, December 10, 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

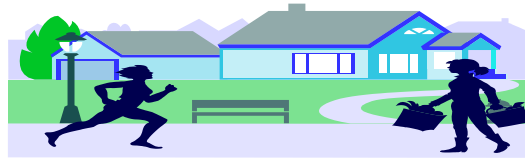
Please do NOT submit instruction pages i through ix

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

42nd YEAR (FY 2016-2017)

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 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 #6 or District #7*

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 (*please contact the Streets Department at 212-0151*); or
- For traffic signs, traffic controls, speed bumps, etc. (*please contact the Streets Department at 212-0151*); or
- To report litter, trash accumulation, weeds, abandoned homes, violations on private property, etc. (*please contact the Environmental Services Compliance Division at 212-0134*).

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 22, 2015

Contact Roxanne Varela at (915) 212-1660 or email varelarw@elpasotexas.gov or Monica Vela at 212-1651 email velamx@elpasotexas.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 22, 2015

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 no later than December 3, 2015.

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 #6 OR District #7

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

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

**FY 2016-2017
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 26, 2015 at 6:00 p.m.

FY 2016-2017 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 \$590,000 in FY 2016-2017 **Emergency Solutions Grant (ESG) funds**. The contract period is from September 1, 2016 to August 31, 2017. 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 allowed to provide a 100% match from a Community Development funding source for the Emergency Solutions Grant (ESG) funds being requested.**

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Emergency Solutions Grant (ESG) project proposed for Community Development (CD) 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 Department, City 3, 801 Texas Avenue, 3rd Floor, from 8 a.m. September 1, 2015 through 6 p.m. September 10, 2015. Letter of Intent packets are due in the Community and Human Development Office, City 3, 3rd Floor by 6:00 p.m. September 10, 2015. Eligible applicants are then invited to the RFP training on September 30, 2015 where complete application packets are provided. Applications are due October 26, 2015. **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 or Rapid Re-housing assistance, 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.
- Applicant agencies 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))
- Applicant agencies should ensure that program participants are enrolled in all applicable mainstream resources. Applicant agencies must carefully assess how ESG funds can be used in conjunction with other funds to prevent homelessness and rapidly re-house homeless persons, and plan a coordinated approach to serving similar target populations. Federal agencies that received funding for serving persons who are homeless or unstably housed include the U.S. Department of Health and Human Services, Education, Homeland Security, and Labor.
- Applicant agencies must develop and implement procedures to ensure that confidential information obtained pursuant to the ESG Program is maintained and access is restricted in accordance with the requirements of the Texas Public Information Act.
- Applicant agencies who serve families with children are prohibited from denying admission to families based on the age or gender of a child under age 18 years of age.
- 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 \$30,000.**

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 3, 2016. 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, 2014.
- Funded applicants will be required to annually report sources and amounts of all funds expended on the program.
- ESG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement. No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.
- Budget line item amounts must be reasonably proportional to the City's programmatic share of the project. At least 50% of staff hours funded by the City must be spent in the provision of direct services to eligible clients.
- Applicants must be participants in the Homeless Management Information System (HMIS). The Grantee must comply with the Standards for Participation of the El Paso Coalition for the Homeless. The City will rely upon the El Paso Coalition for the Homeless to determine compliance with this requirement.

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

- Applicants must demonstrate compliance with City Council's Priorities for ESG Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. Applicants must state their intent to partner with another agency in the Letter of Intent. However, the identification of the partnership and plan of action for the partnership must be outlined in the full ESG application when it is submitted to the Community and Human Development Department. 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 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.**

ESG PROGRAM OBJECTIVES

The Emergency Solutions Grants Program is designed to be part of a continuum of care to enable homeless individuals and families to move toward independent living as well as to prevent homelessness. The ESG program provides funding to:

- (1) Engage homeless individuals and families living on the street;
- (2) Improve the number and quality of emergency shelters for homeless individuals and families;
- (3) Help operate these shelters;
- (4) Provide essential services to shelter residents,
- (5) Rapidly re-house homeless individuals and families, and
- (6) Prevent families/individuals from becoming homeless.

DEFINITION OF HOMELESSNESS

The HEARTH Act updated the McKinney Vento definition of homelessness, Final Rule, 12/05/12.

A Homeless individual or family is defined as:

- (1) *An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:*
 - (i) *An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;*
 - (ii) *An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or*
 - (iii) *An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;*
- (2) *An individual or family who will imminently lose their primary nighttime residence, provided that:*
 - (i) *The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;*
 - (ii) *No subsequent residence has been identified; and*
 - (iii) *The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;*
- (3) *Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:*
 - (i) *Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);*
 - (ii) *Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;*
 - (iii) *Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and*

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

ESG FUNDING ALLOCATIONS

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

Allocation of Funding	Activities
60%	Activities related to Street Outreach and Emergency Shelter such as engagement, case management, emergency health services, emergency mental health services and transportation and/or child care, education services, employment assistance and job training, legal services, life skills training and substance abuse treatment.
32.5%	Activities related to Rapid Re-housing for persons who are homeless and/or Homelessness Prevention for persons who are at-risk of being homeless in order to help them stabilize themselves in their current housing or some other alternative housing setting. Both components are to include housing relocation and stabilization services and short- and/or medium-term assistance to individuals and families.
\$30,000 of 32.5% HMIS set-aside (Non-competitive)	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.
7.5%	City of El Paso - Administrative Costs

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 **\$30,000 grant minimum**.

ELIGIBLE PROGRAM PARTICIPANTS

There are two eligible target populations identified for ESG funds: persons who are homeless and persons at-risk of homelessness. Applicant agencies are responsible for verifying and documenting the individuals that are homeless or at-risk of homelessness that qualifies them for receiving assistance. Applicant agencies are

required to evaluate and certify the eligibility of program participants every three (3) months for all persons receiving short to medium term rental assistance. If a household or individual needs more intensive services or long-term assistance, or is not at-risk of homelessness, applicant agencies should link them to other appropriate available resources. Individuals and families seeking Homelessness Prevention or Rapid Re-housing assistance must at least meet the following minimum requirements:

- 1) Have at least an initial consultation with a Case Worker or other authorized representative of the program who can determine if the individual or family is at-risk of becoming homeless or is homeless and meets three conditions:
 - a. Income below 30% Area Medium Income (AMI);
 - b. Lacks insufficient financial resources or support networks to prevent homelessness (e.g., termination notice, unemployment compensation statement, bank statement, health care/utility bill showing arrears); and
 - c. Meets 1 of 7 risk factors:
 - Persistent housing instability (2 or more moves within 60 days) due to economic reasons;
 - Living in the home of another because of economic hardship;
 - Housing loss within 21 days (including housing provided by family or friends);
 - Living in a rented hotel or motel (cost not covered by charitable organization or government program);
 - Living in a severely over-crowded unit as defined by U.S. Census Bureau;
 - Discharged from an institution (including prisons, mental health institutions, hospitals) in which the person has been a resident for more than 180 days; and/or
 - Living in housing associated with instability and increased risk of homelessness.

Sub-populations

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

ELIGIBLE ACTIVITIES

Emergency Solutions Grants (ESG) program funds may only reimburse costs directly related to the following eligible activities: 1) Street Outreach, 2) Emergency Shelter, 3) Homelessness Prevention, 4) Rapid Re-Housing, and 5) HMIS costs. **Indirect Costs** may be used to pay indirect costs in accordance with OMB Circular A-87 (2 CFR part 225) or A-122 (2 CFR part 230), as applicable. Indirect costs may be applied to each eligible activity using the direct cost base specified in the approved cost allocation plan.

1. Eligible Costs for Street Outreach

Services provided to unsheltered individuals including services provided to special populations (homeless youth, victims of domestic violence and related crimes and threats, and people with HIV/AIDS).

Engagement – 24 C.F.R. § 576.101(a)(1)

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

Case Management – 24 C.F.R. § 576.101(a)(2)

The costs of assessing housing or service needs, arranging, coordinating, monitoring the delivery of individualized services including:

- Using a centralized or coordinated assessment system
- Initial evaluation including verifying and documenting eligibility
- Counseling

- Developing, securing, and coordinating services including Federal, state, and local benefits
- Monitoring / evaluating participant progress
- Providing information and referral to other providers
- Developing an individualized housing and service plan
- Salaries of staff conducting case management

Emergency Health Services – 24 C.F.R. § 576.101(a)(3)

The costs of outpatient treatment of medical conditions provided by licensed medical professionals operating in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. Eligible treatment consists of:

- Assessing participant's health problems and developing a treatment plans
- Assisting participants to understand their health needs
- Providing or helping participants to obtain appropriate emergency medical treatment
- Providing medication and follow-up services.

Emergency Mental Health Services – 24 C.F.R. § 576.101(a)(4)

The costs of outpatient treatment of urgent mental health conditions by licensed mental health professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility, including:

- Crisis interventions
- The prescription of psychotropic medications
- Explanation about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

Transportation – 24 C.F.R. § 576.101(a)(5)

The costs of travel by outreach workers, social workers, medical professionals, or other service providers during the provision of services of eligible street outreach services, including:

- The costs of transporting unsheltered people to emergency shelters or other service facilities
- The cost of a program participant's travel on public transit
- Mileage allowance for service workers to visit program participants
- Purchasing or leasing a vehicle for staff use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle
- Costs of staff to accompany or assist participants to use public transportation

Services Special Populations – 24 C.F.R. § 576.101(a)(6)

The costs of otherwise eligible Street Outreach services that have been tailored to address the needs of the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless, including:

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation

2. Eligible Costs for the Emergency Shelter Component

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 related crimes and threats, and people with HIV/AIDS).

Essential Services

Case Management – 24 C.F.R. § 576.102(a)(1)(i)

The costs of assessing, arranging, coordinating and monitoring individualized services including:

- Using a centralized or coordinated assessment system
- Initial evaluation including verifying and documenting eligibility
- Counseling
- Developing, securing, and coordinating services including Federal, state, and local benefits
- Monitoring and evaluating participant progress
- Providing information and referral to other providers

- Developing an individualized housing and service plan
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking
- Developing an individualized housing and service plan
- Salaries of staff conducting case management.

Child Care – 24 C.F.R. § 576.102(a)(1)(ii)

The cost of licensed child care for participant with children under the age of 13, or disabled children under the age of 18, including:

- Child care costs
- Meals and Snacks
- Comprehensive and coordinated sets of appropriate developmental activities

Education Services – 24 C.F.R. § 576.102(a)(1)(iii)

The cost of Instruction or training to enhance participants' ability to obtain and maintain housing: literacy, English as a Second Language, GED, consumer education, health education, and substance abuse prevention, including:

- Educational services / skill-building
- Screening, assessment and testing
- Individual or group instruction
- Tutoring
- Provision of books, supplies and instructional material
- Counseling
- Referral to community resources

Employment Assistance and Job Training – 24 C.F.R. § 576.102(a)(1)(iv)

The cost of services assisting participants to secure employment and job training programs, including:

- Classroom, online and/or computer instruction
- On the-job instruction
- Services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential.
- Job finding, skill-building
- Reasonable stipends in employment assistance and job training programs
- Acquisition of vocational licenses and/or certificates.
- Books and instructional material
- Counseling or job coaching
- Employment screening, assessment and testing
- Structured job-skills and job-seeking skills
- Special training and tutoring, including literacy training and pre-vocational training
- Referral to community resources

Outpatient Health Services – 24 C.F.R. § 576.102(a)(1)(v)

The costs of outpatient treatment of medical conditions are allowable, to the extent that other appropriate health services are unavailable within the community. These services must be provided by licensed medical professionals and they include:

- Assessing participant's health problems and developing a treatment plans
- Assisting participants to understand their health needs
- Providing or helping participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
- Providing medication and follow-up services
- Providing preventive and non-cosmetic dental care

Legal Services – 24 C.F.R. § 576.102(a)(1)(vi)

The costs of necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing, including:

- Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- Filing fees and other necessary court costs
- Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing:

- Child support
- Guardianship
- Paternity
- Emancipation
- Legal separation
- Resolution of outstanding criminal warrants
- Appeal of veterans and public benefit claim denials
- Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking

Life Skills Training – 24 C.F.R. § 576.102(a)(1)(vii)

The costs of critical life management skills necessary to assist program participants function independently in the community, including:

- Budgeting resources
- Managing money
- Managing a household
- Resolving conflict
- Shopping for food and needed items
- Improving nutrition
- Using public transportation
- Parenting

Mental Health Services – 24 C.F.R. § 576.102(a)(1)(viii)

The costs of direct outpatient treatment of mental health conditions by licensed mental health professionals, including:

- Crisis interventions
- Individual, family or group therapy sessions
- Prescription of psychotropic medications
- Explanation about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

Substance Abuse Treatment Services – 24 C.F.R. § 576.102(a)(1)(ix)

The costs of substance abuse treatment services provided by licensed or certified professionals, designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behavior, including:

- Client intake and assessment
- Outpatient treatment for up to thirty days
- Group and individual counseling
- Drug testing

Transportation – 24 C.F.R. § 576.102(a)(1)(x)

The costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services and cost of staff travel to support provision of essential services, including:

- The cost of a program participant's travel on public transit
- Mileage allowance for service workers to visit program participants
- Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes and maintenance for the vehicle
- Travel costs of staff to accompany or assist participants to use public transportation

Services to Special Populations – 24 C.F.R. § 576.102(a)(1)(xi)

The costs of otherwise eligible Essential Services that have been tailored to address the needs of the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS in emergency shelters, including:

- Case Management
- Child Care
- Education Services
- Employment Assistance and Job Training
- Outpatient Health Services
- Legal Services
- Life Skills Training

- Mental Health Services
- Substance Abuse Treatment
- Transportation

Shelter Operations – 24 C.F.R. § 576.102(a)(3)

The costs to operate and maintain emergency shelters and provide other emergency lodging when appropriate.*

- Maintenance (including minor or routine repairs)
- Shelter rent or lease payments (Facility mortgage payments are not eligible)
- Security services
- Fuel
- Equipment
- Insurance (property and liability) related to facility
- Utilities
- Food for meals provided on site to shelter residents
- Shelter furnishings (beds, tables etc..)
- Supplies necessary for the operation of the emergency shelter, including office and/or computer equipment
- *Hotel or motel voucher for family or individual in cases when no appropriate emergency shelter is available.

3. Homelessness Prevention (for persons at-risk of homelessness); and

4. Rapid Re-housing (for homeless persons)

The costs allowed for Homelessness Prevention and Rapid Re-Housing are the same: housing relocation and stabilization services and short-term and medium-term rental assistance. Since the activities for both components are the same, it is the participant's eligibility conditions that distinguish them.

Housing Relocation and Stabilization Services (HRSS)

HRSS - Financial Assistance Costs – 24 C.F.R. § 576.105(a)

- Last month's rent
- Rental application fees
- Security deposits
- Utility deposits
- Utility payments
- Moving Costs

HRSS: Housing Services Costs – 24 C.F.R. § 576.105(b)

Housing Search and Placement costs – 24 C.F.R. § 576.105(b)(1)

- Assessment of housing barriers, needs and preferences
- Development of an action plan for locating housing
- Housing search
- Outreach to and negotiation with owners
- Assistance with submitting rental applications and understanding leases
- Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness
- Assistance with obtaining utilities and making moving arrangements
- Tenant counseling

Housing Stability Case Management – 24 C.F.R. § 576.105(b)(2)

The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability including:

- Using the centralized or coordinated assessment system
- Conduct the initial evaluation
- Counseling
- Developing, securing and coordinating services including Federal, state, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and service plan
- Conducting re-evaluations

Mediation – 24 C.F.R. § 576.105(b)(3)

The costs of mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside, including:

- Time and/or services associated with mediation activities

Legal Services – 24 C.F.R. § 576.105(b)(4)

The costs of legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing, including:

- Hourly fees for legal advice and representation
- Fees based on the actual service performed (i.e., fee for service), but only if the cost would be less than the cost of hourly fees
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- Filing fees and other necessary court costs
- Employees' salaries and other costs necessary to perform the services, if the legal services provider and performs the services itself
- The costs of providing services necessary to resolve a legal problem that prevents a participant from obtaining or maintaining permanent housing including legal representation and advice for the following matters
 - Landlord/tenant matters
 - Child support
 - Guardianship
 - Paternity
 - Emancipation
 - Legal separation
 - Resolution of outstanding criminal warrants
 - Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
 - Appeal of veterans and public benefit claim denials

Credit Repair - 24 C.F.R. § 576.105(b)(5)

The costs of services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report problems, including:

- Credit Counseling
- Other services necessary to assist programs participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems.

Short-term and medium-term rental assistance - 24 C.F.R. § 576.106

- Short-term rental assistance (up to 3 months of rent)
- Medium-term rental assistance (up to 24 months of rent)
- Payment of rental arrears (one-time payment up to 6 months, including any late fees on those arrears)

5. Homeless Management Information Systems Costs - 24 C.F.R. § 576.107

The costs of contributing data to the CoC's HMIS. Victim service providers and legal service providers may use ESG funds to pay the costs of establishing and operating a comparable database.

Hardware, Equipment and Software costs, including:

- Purchasing or leasing computer hardware
- Purchasing software or software licenses
- Purchasing or leasing equipment, including telephones, faxes and furniture

Staffing: Paying salaries for operating HMIS, including:

- Data collection
- Completing data entry
- Monitoring and reviewing data quality
- Completing data analysis
- Reporting to the HMIS Lead
- Training staff on using the HMIS or comparable database
- Implementing and complying with HMIS requirements.
- Training and Overhead costs, including:
 - Obtaining technical support
 - Leasing office space

- Paying charges for electricity, gas, water, phone service and high-speed data transmission necessary to operate or contribute data to the HMIS
- Paying costs of staff to travel to and attend HUD sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
- Paying staff travel costs to conduct intake
- Paying participation fees charged by the HMIS Lead.

INELIGIBLE ACTIVITIES

Ineligible Expenses

- 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

MATCH REQUIREMENT

ESG applicant agencies must match their award amount with **100% amount or greater amount of resources other than ESG funds**. Therefore, ESG applicant organizations must demonstrate access to resources that may be used as match. Matching funds used for this ESG project may not be used to match any other CD project or grant.

CITY COUNCIL PRIORITIES FOR ESG ALLOCATION

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

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

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

ESG:

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

- Provide services only to those individuals meeting HUD's homeless definition.

- Provide safety net services including emergency shelter, transitional housing, special needs housing, and supportive services for basic needs such as food, transportation, health care, and other needs that lead to self-sustainability.
- Offer job training preparation, education, and support services to obtain and sustain employment for economic security.
- Prevent homelessness through services which assist with rent, utilities, and other essential expenses.
- Promote advocacy, public policy, financial leveraging, and community collaboration which advance "Opening Doors: The Federal Strategic Plan" to prevent and end homelessness.

• VALUES FOR PROPOSAL CONSIDERATION

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

CONTINUUM VALUES

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

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

PROJECT VALUES

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

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

AGENCY VALUES

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

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

TRAINING

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 30, 2015, from 9:00 a.m. to Noon.**

A supplementary training for completion of the application will be held on October 13, 2015 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. City staff person (Police, Health, Parks, etc.)
3. Applicant from a different service category
4. Member of the public

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.

PROPOSED OUTCOME(S) & CONTINUUM OF CARE (CoC) PERFORMANCE STANDARDS

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
or E-mail: Jimenezcp@elpasotexas.gov

For additional information regarding Ordinance No. 9779, you may contact the ADA Accessibility Coordinator, Capital Improvement Department, City 2, 218 S. Campbell, El Paso, TX, 79901, telephone number (915) 212-1816. **Applicants should submit an original and one copy of materials requested on pages 1 through 18 of the application section and one copy of required attachments, along with a completed checklist.**

DEADLINE FOR SUBMISSION OF ESG FUNDING APPLICATIONS IS **6:00 P.M. ON MONDAY, OCTOBER 26, 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, 3rd Floor, El Paso, Texas 79901**