

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

**DEPARTMENT:** Community and Human Development

**AGENDA DATE:** November 10, 2009

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

**DISTRICT(S) AFFECTED:** All Districts

**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.**

Authorize the City Manager to: (1) sign and submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for a two-year, Homeless Housing and Services Program (HHSP) grant in the amount of \$1,626,459; (2) sign all contracts and documents with the agencies approved for HHSP funding, as specified in **Attachment A**, as well as amendments to such contracts which add or reduce funding when such amendments are consensual, including the de-obligation of funds by mutual termination; and (3) take any actions necessary to accomplish the intent of this resolution, and well as sign all Certifications, Performance Reports, and any agreements or related documents for TDHCA or agency HHSP activities upon approval by the City Attorney's Office and Director of Community and Human Development.

**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?**

Funding for the Homeless Housing and Services Program (HHSP) was established by the Texas Legislature during the 81<sup>st</sup> Regular Session, and was earmarked for the eight largest cities in Texas as a flexible source of funds to address each community's homeless needs. A total of \$1,626,459 was specifically dedicated and made available to the City of El Paso.

The City received the official application submission packet from TDHCA on September 25, 2009, and thus, was faced with an extremely short timeline to decide on the best use of the funds, develop a viable application, submit all pertinent documents to City Council, and comply with the TDHCA application deadline of November 18, 2009.

On September 24, 2009, the Department of Community and Human Development (CD) held a meeting with homeless service providers to obtain their ideas as to the most logical and best use of these funds. An HHSP Request for Proposal (RFP) application (**Attachment B**) was developed based upon: (1) the input gathered from the agency meeting, and (2) CD's administrative capacity to effectively manage the grant. On October 13, 2009, the City released the HHSP RFP to all homeless service providers. On October 16, 2009, CD Staff provided a non-mandatory, technical assistance workshop to all interested HHSP applicants. The deadline to receive all HHSP applications was October 21, 2009.

After this item is approved by City Council, the City will enter into contractual agreements with the agencies identified in **Attachment A** for utilization of the HHSP funds for the period of December 1, 2009 to May 31, 2011.

**PRIOR COUNCIL ACTION:**

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

Yes, City Council annually approves the activities to be funded under the City's Emergency Shelter Grant Program, a federal entitlement grant that's subcontracted to homeless service providers.



**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?**

The City of El Paso will be able to request up to 25% of the total allocation (\$1,626,459) upon execution of the contract with TDHCA. Total funds released under the contract may not exceed 50% of the total allocation prior to September 1, 2010. After September 1, 2010, the City may request the third installment of 25%. The final 25% will be released approximately six months later or when appropriate expenditure reports have been submitted, whichever comes first. Project accounts will be established after all contracts are executed. Budget transfers to appropriate the funds will be required.

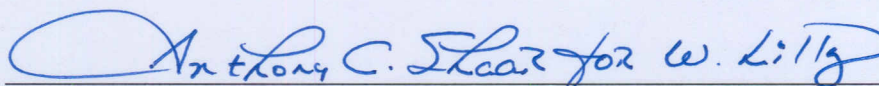
**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**

N/A

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

**DEPARTMENT HEAD:**



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

## RESOLUTION

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

That the City Manager be authorized to sign and submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for a two-year, Homeless Housing and Services Program (HHSP) grant in the amount of \$1,626,459. The grant will fund, until May 31, 2011, eligible operation and direct service costs of non-profit, homeless service providers in the El Paso community; and

That the City Manager be authorized to sign all contracts and documents with the agencies approved for HHSP funding, as specified in **Attachment A**. The City Manager is authorized herein to sign amendments to such contracts which add to or reduce funding when such amendments are consensual, including the de-obligation of funds by mutual termination; and

That the City Manager be authorized to take any actions necessary to accomplish the intent of this resolution and be authorized to sign all Certifications, Performance Reports, and any agreements or related documents for TDHCA or agency HHSP activities upon approval by the City Attorney's Office and Director of Community and Human Development Department.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

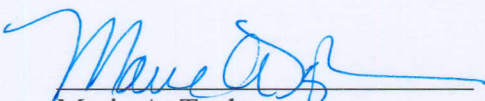
CITY OF EL PASO

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

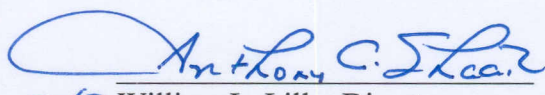
ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Marie A. Taylor  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
for William L. Lilly, Director  
Community and Human Development

# HOMELESS HOUSING & SERVICES PROGRAM (HHSP) BUDGET - \$1,626,459

## November 10, 2009

Attachment A

	APPLICANT/ADDRESS	PROJECT NAME – DESCRIPTION	CLIENTS SERVED	TARGET POPULATION	PROPOSAL SCORE	REQUESTED AMOUNT	PROPOSED BUDGET
1	Center Against Family Violence Confidential Location	<u>Emergency Shelter for Survivors of Domestic Violence</u> – Provision of immediate safety to families experiencing domestic violence. The shelter is available 24/7 as is the Crisis HopeLine for those seeking assistance and guidance. Adequate food, shelter, clothing and other personal needs are met immediately, while longer terms needs such as safety planning, advocacy, legal assistance and counseling are provided once the family has stabilized. HHSP funds will be used to pay the salaries and fringe benefits of one Advocate, one Kitchen Aide, one Driver and 75% of one Maintenance Specialist; as well as maintenance, travel, audit, equipment maintenance for staff, operations, supplies, equipment and furnishings and maintenance to assure a safe, healthy and nurturing environment, with the long-range goal of self-sufficiency for families. Project will serve 1,200 clients for this period.	1,200	Women, Children and Men	90	\$300,000	\$150,925
2	Child Crisis Center of El Paso 2100 N. Stevens Street El Paso, Texas 79930	<u>Emergency Shelter for Children</u> – Provision of emergency shelter for children ages newborn through 13 years of age. HHSP funds will be used to pay the salaries and fringe benefits of two Child Care Specialists who will provide direct services for children in care. Project will serve 550 unduplicated children for this period.	550	Children	84	\$68,181	\$35,015
3	El Paso Alliance Inc. P.O. Box 9669 El Paso, Texas 79995	<u>Sendero Al Bienestar II</u> – Provision of clinical treatment, residential recovery center services and ongoing engagement to prevent homelessness and addiction for up to 36 persons over the project period. HHSP funds will be used to pay the salaries and fringe benefits for a Program Manager, Data Coordinator, Chief Recovery Ally and Recovery Ally; maintenance and operational costs.	36	Persons Suffering from Drug &/or Alcohol Addiction	82	\$148,745	\$75,297
4	El Paso Center for Children 2200 N. Stevens Street El Paso, Texas 79930	<u>Runaway Shelter</u> – Provision of supportive services to 225 runaway and homeless youth, ages 13-17, over the project period. Services will include food, clothing, daily transportation to and from their home schools, and other health, hygiene and daily living supplies. HHSP funds will be used to pay for client transportation (\$25,897), food (\$19,800), clothing (\$8,100) and personal hygiene supplies (\$1,800).	225	Youth	100	\$55,597	\$55,597
5	El Paso Human Services Inc. 1001 Montana Avenue El Paso, Texas 79902	<u>Homeless Services Program</u> – Provision of life skills, job skills, finance management skills and other supportive services to homeless clients to facilitate the attainment of employment and increase the client's ability to obtain and maintain stable housing. HHSP funds will be used to pay for salaries and fringe benefits for a Program Coordinator, Case Manager and Job Coach; travel; audit; facility rent; insurance; utilities; office supplies; financial management training; and equipment and furnishings.	30	Young Persons Ages 16 to 25	64	\$154,629	\$0
6	La Posada Home, Inc. 1020 N. Campbell Street El Paso, Texas 79902	<u>Campbell Street</u> – Provision of high quality, comprehensive services to at least 120 clients that advance homeless families rights and services during the transition from homelessness to self-sufficiency. HHSP funds will be used to fund salary portions of the Executive Director, two Caseworkers, a Client Advocate and 100% of one Night-time Service Coordinator Aide; food; and personal hygiene products.	120	Families	97	\$56,925	\$56,925

	APPLICANT/ADDRESS	PROJECT NAME – DESCRIPTION	CLIENTS SERVED	TARGET POPULATION	PROPOSAL SCORE	REQUESTED AMOUNT	PROPOSED BUDGET
7	La Posada Home, Inc. 1020 N. Campbell Street El Paso, Texas 79902	<u>TLC Bassett</u> – Provision of high quality, comprehensive services to at least 100 clients that advance homeless families rights and services during the transition from homelessness to self-sufficiency; as well as enhance the community response to homelessness by improving the conditions of its shelter. HHSP funds will be used to fund salary portions of a Caseworker, two Part-time Client Monitors and one Client Monitor; building repairs; utilities; and food.	100	Families	97	\$50,982	\$50,982
8	Opportunity Center for the Homeless 1208 Myrtle Avenue El Paso, Texas 79901	<u>Women in Transition – Shelter Resource Center</u> – Provision of short and long term services to homeless women, many of whom have been abused, living with mental health disorders, substance abuse and limited educational abilities. HHSP funds will be used to pay 72% of salaries and fringe benefits of a Project Coordinator and Case Manager and 70% of three Shelter Staff; maintenance; contract services with Dame La Mano and Reynolds House; utilities; and food.	325	Women	86	\$169,341	\$85,595
9	Opportunity Center for the Homeless 1208 Myrtle Avenue El Paso, Texas 79901	<u>Magoffin Avenue – SRO Frail and Elderly</u> – Provision of shelter to frail and elderly homeless persons and those living with a medical condition that limits their abilities through private rooms, common recreational areas, laundry rooms and a centralized kitchen/dining area. Residents are provided case management and supportive services. HHSP funds will be used to fund 72% of salaries and fringe benefits for a Project Coordinator and 50% of two Resident Support Staff; and utilities.	25	Frail and Elderly	Ineligible	\$52,797	\$0
10	Opportunity Center for the Homeless 1208 Myrtle Avenue El Paso, Texas 79901	<u>Magoffin Avenue – Safe Haven</u> – Provision of private and semi-private rooms, round the clock supervision, meals, access to mental health counseling services, medication assistance program, life skills training and safe environment for homeless persons living with a mental disorder. HHSP funds will be used to fund the salary and fringe benefits of one Project Coordinator and 25% of one Case Manager; utilities; client assistance; and equipment and furnishings.	75	Men and Women with Mental Disorders	95	\$87,680	\$65,760
11	Opportunity Center for the Homeless 1208 Myrtle Avenue El Paso, Texas 79901	<u>Men's Emergency Shelter – Day Resource Center Project</u> – Provision of emergency night shelter to homeless men and youth males as a means of assuring their safety and well being through food, clothing, access to showers, counseling, educational programs and a wide array of social service programs. HHSP funds will be used to fund 72% of the salary and fringe benefits of a Re-entry Specialist, 66% of a Youth Outreach Worker, 60% of a Mental Health Outreach Worker, and 50% of a Shelter Attendant; maintenance and general repairs; food; and washers and dryers for the laundry room.	2,100	Men & Male Youth	97	\$181,270	\$181,270
12	Project Vida Inc. 3607 Rivera Avenue El Paso, Texas 79905	<u>Roots and Wings TLC</u> – Provision of transitional housing, case management, child care, after school and mental health and primary health services to homeless families with children. HHSP funds will be used to fund 65% of the salary and fringe benefits of a Case Manager, and 100% of an Assistant Case Manager; repairs; insurance; utilities; family supplies; clothing; and transportation.	70	Single Parent Families	92	\$91,260	\$68,445



	APPLICANT/ADDRESS	PROJECT NAME – DESCRIPTION	CLIENTS SERVED	TARGET POPULATION	PROPOSAL SCORE	REQUESTED AMOUNT	PROPOSED BUDGET
13	Rescue Mission of El Paso 1949 West Paisano Drive El Paso, Texas 79922	<u>Homeless Shelter and Rehabilitation Services</u> – Provision of food, shelter and rehabilitative services to at least 1,050 homeless persons (single men and women with children), including drug and alcohol counseling, job placement counseling, and assistance in obtaining educational advancement and medical and psychiatric treatment. HHSP funds will be used to pay the salaries and FICA for a Vocational Rehabilitation Coach, Job Training Coach, five Residential Aides, and a Chef; insurance; utilities; garbage disposal fees; and equipment and furnishings.	1,050	Single Men and Women with Children	91	\$297,387	\$223,040
14	Salvation Army 4300 E. Paisano Drive El Paso, Texas 79905	<u>Homeless Family Shelter</u> – Provision of meals, basic necessities and support services to residents of the shelter. Shelter includes a “Family Emergency Shelter Program” for families with short stays, typically less than 3 months, and an “Extended Shelter Program” for families that need additional time. HHSP funds will be used to pay 67.23% of the salary and fringe benefits for a Social Services Director, 91.55% of a Caseworker, 11.12% of the Shelter Director, and 100% of Housekeeping; repairs; insurance; utilities; and supplies.	950	Families	99	\$259,237	\$259,237
15	Sin Fronteras Organizing Project 201 E. Ninth Avenue El Paso, Texas 79901	<u>Centro de los Trabajadores Agricolas Fronterizos</u> – Provision of adequate shelter to homeless farm workers, including services such as food, clothing, personal hygiene articles, GED education and vocational training, new employment opportunities and support services need to satisfy their basic human needs. HHSP funds will be used to pay the salary and fringe benefits of a Cook and a Farm Worker Service position; maintenance; travel; audit; supplies; repairs; insurance; utilities; food; postage; printing & publications; and equipment and furnishings.	100	Farm Workers	93	\$250,000	\$187,500
16	YWCA 1918 Texas Avenue El Paso, Texas 79901	<u>Sara McKnight TLC</u> – Provision of a transitional living shelter and supportive services, including case management, educational/job skills training and children’s support services to women, with or without children. HHSP funds will be used to pay 7% of the salary and fringe benefits of a Supportive Services Supervisor, 25% of a Family Advocate, 3% of an Education and Career Advocate, 100% of a Yzone Instructor, 15% of an Operations Supervisor, 37% of Shift Advocates, 90% of Vocational Training Services for Volunteers, 90% of Youth Services Volunteer Stipends; facility lease; and utilities.	213	Women & Women with Children	92	\$174,495	\$130,871
						\$2,398,526	\$1,626,459

**NOTE:**

1 – 5 rated projects received 100% of their original request.

6 – 10 rated projects received 75% of their original request.

11 – 14 rated projects received approximately 50% of their original request.

El Paso Human Services proposal was not recommended due to it’s proposal being a mix of eligible and ineligible clients, combined with a small number of clients to be served, making this project infeasible.

Opportunity Center’s SRO Frail Elderly proposal was determined to serve an ineligible facility.

**City of El Paso  
Department of Community  
and Human Development**



**Homeless Housing and Services Program  
December 1, 2009 to May 31, 2011**

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

**Closing Date: October 21, 2009 at 5:00 p.m.**

## INTRODUCTION

The Primary objective of the Texas Homeless Housing and Services Program (HHSP) is to support organizations serving their community whose mission includes serving homeless individuals and families with appropriate services targeted towards eliminating or preventing the condition of homelessness. **The contract period for grants under the HHSP will be December 1, 2009 through May 31, 2011.** Grantees will be expected to spend their funds appropriately, expediently and fully, or the funds will be reallocated to ensure full utilization. **The program requires a 10% cash or in-kind match.**

This package has been designed to obtain all the information necessary for a complete, fair analysis of each project proposed for HHSP funding. Funds will be allocated to agencies using this application process. **Applications are due October 21, 2009 by 5pm. Late or incomplete submissions of the Application will not be considered for funding.**

## TECHNICAL ASSISTANCE

A technical assistance workshop will be held to provide assistance in understanding the application and the HHSP requirements. **Attendance is not required to be considered for funding.** Workshop will be held on Friday, October 16, 2009, from 1:00 p.m. to 4:00 p.m. in the 8<sup>th</sup> Floor CD Conference Room in City Hall. **If you require any special accommodation during the training, please contact us as soon as possible so we can make any necessary arrangements.**

## ELIGIBLE APPLICANTS

This application packet is limited to non-profit, homeless service providers, with current membership in the El Paso Coalition for the Homeless.

## FUNDING AMOUNTS

The funding award range for each HHSP applicant is **\$50,000 to \$300,000 per facility.** However, partnering with an agency for the provision of services is allowed. In this case, a lead agency may partner and subcontract with up to three different agencies for services provided at each of the individual agency locations in the submittal of their \$50,000 to \$300,000 request. If an agency chooses not to partner, it must submit a separate application for each of its facilities. The maximum funding award for any application is \$300,000, whether it's for a single facility or a partnership. Any applications received that fall below or above the stated range will automatically be disqualified from funding consideration. The City anticipates awarding funding to a **maximum** of ten (10) agencies, and reserves the right to negotiate final budgets with recommended agencies to achieve the total HHSP amount of \$1,626,459 being granted to the City by the State of Texas.

## PROJECT ELIGIBILITY

Applicants must meet all of the following eligibility requirements in order for their proposal to be considered.

- Applicant must be a current member of the El Paso Coalition for the Homeless.



- Applicant must have resolved all Department unresolved audit findings, questioned or disallowed costs, and be in good standing on current funding agreements.
- Required Attachments:
  - IRS 501 (c) 3 Ruling Letter
  - Current Articles of Incorporation, including any amendments
  - Current Bylaws, including any amendments
  - Current list of Board of Directors
  - Signed Letter of Assurance
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779, all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the HHSP 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 HHSP funded programming.
- Applicant must demonstrate adequate management capacity. All applicants must submit with the HHSP funding request a certified audit covering a period ending on a date after January 31, 2008.
- A 10% match to the requested amount must be provided in cash or in-kind. The source and use of these matching funds must be reported. **Community Development Block Grant funds are allowable match funds for HHSP funding.**
- HHSP allocations will be distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to fully operate the proposed project for a period of one month prior to reimbursement. No services will be considered for unit-based billing, all funded projects will be based on reimbursement of actual expenses.
- 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.

**NOTE: Any agency that has submitted the above "required" attachments to the Department of Community and Human Development, as part of the 2010-2011 Community Development Block Grant or Emergency Shelter Grant funding process, is not required to resubmit any duplicative materials with their HHSP application.**

## ELIGIBLE ACTIVITIES

Allowable activities must serve the Defined Target Populations specified below and serve homeless persons as specified below. Allowable activities shall include operational and direct services costs as specified in this application. Construction, rehabilitation and homeless prevention activities will not be considered. Final determination of an allowable activity is at the sole discretion of the Department and will be determined prior to execution of any contract.

## CLIENT ELIGIBILITY

### Homelessness:

For the purpose of the HHSP, the term Homeless shall mean individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- a. Individuals (including children and youth) and families who are sharing the housing of other persons due to loss of housing, economic hardship, domestic violence, chronic or major health issues, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- b. Individuals and families who have 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;
- c. Individuals and families who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. Migratory families who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in a, b, and c above.

**Income Requirements for Assistance:**

This grant is to provide services exclusively to persons who meet the definition of homeless as stated above and are therefore presumed to be eligible. To accomplish this eligibility requirement of "Presumed Benefit" criteria, the GRANTEE shall maintain records of documentation establishing that this service is used by persons who are homeless. Services must be provided directly to or on behalf of specific identified eligible clients. Eligibility documentation must be included in each client's file and updated every twelve months. Eligibility documentation forms will be provided.

<b>ELIGIBLE COSTS</b>
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**A. Eligible Operations Costs:**

- Rent
- Utilities
- Direct Service Staff Salaries
- Supplies
- Equipment purchase

**B. Eligible Direct Service Costs:**

- Case Management
- Counseling cost
- Job Training
- Drug or Alcohol rehabilitation costs
- Local Transportation Assistance

<b>SCORING PROCESS</b>
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Community Development (CD) staff developed a scoring tool for use in evaluating projects requesting funding. This scoring tool below will be utilized by CD staff as the basis for recommending agencies for funding:

Points	Grant Priorities
35	<u>Organizational Capacity:</u> <ul style="list-style-type: none"> <li>- Demonstrates experience and expertise in providing services for the homeless;</li> <li>- Proposal demonstrates that project has qualified staff on board to carry out responsibilities, including current resumes and job descriptions; and</li> <li>- Successful performance of previous/current awards from the City.</li> </ul>
25	<u>Preparation of HHSP Application:</u> <ul style="list-style-type: none"> <li>- Agency's ability to follow application instructions;</li> <li>- Clarity of narrative;</li> <li>- Clear and achievable outcomes;</li> <li>- Evaluation plan in place to determine project success and make needed improvements;</li> <li>- Excessive typographical errors or misspellings;</li> <li>- Budget items explained and justified;</li> <li>- All numbers add up.</li> </ul>
40	<u>Profile of Proposed Services:</u> <ul style="list-style-type: none"> <li>- Describes the homeless population the project proposes to serve;</li> <li>- Explains why funding is needed;</li> <li>- Describes how the needs of the homeless will be addressed through the proposed project; and</li> <li>- Provides sufficient details on methods to be used.</li> </ul>
100	

## PERFORMANCE AND EVALUATION

Monitoring and evaluation of service provision and operating funds will be identified and included in contracts with eligible entities. Data gathered will include: the number of individuals projected to be served; the number, demographics of actual individuals served; the types of services they receive; and status (e.g., housed or homeless) at exit of program. Detailed reports of expenditures with supporting invoices will be required. Payment will be on the basis of reimbursement of actual expenditures, and payment may be withheld in the event of low performance. In addition, the source and amount of match funds must be reported and the use documented. For activities requiring funds greater than the funds utilized from HHSP, include other sources of funding to be used and the anticipated uses of all funds. If other grant funds are to be used please detail the source and the grant timeline for these funds if known.

## 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 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 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 State or local eligibility requirements is not subject to appeal. However, if an applicant feels that the determination of ineligibility was based on a misunderstanding, they may contact CD staff and request a meeting to further discuss the matter. Such a request must be delivered to CD in writing within three (3) working days of receiving the disqualification notice, in order to allow the project to be re-integrated into the application process if appropriate.

## 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 \(915\) 541-4246, Fax 541-4370](#)  
[or e-mail \[jimenezcp@elpasotexas.gov\]\(mailto:jimenezcp@elpasotexas.gov\)](#)

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

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

DEADLINE FOR SUBMISSION OF HHSP APPLICATIONS IS **5:00 P.M. on October 21, 2009.** APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED FOR FUNDING. APPLICATIONS MUST BE DELIVERED TO THE FOLLOWING ADDRESS:

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