

NOTICE OF FUNDING AVAILABILITY
CITY OF EL PASO
VETERANS PERMANENT SUPPORTIVE HOUSING

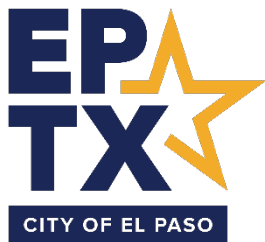


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OVERVIEW

Based on the 2020 Point In Time (PIT) survey, on any given day there are 55 homeless veterans in El Paso. Of those veterans experiencing homelessness, more than half (57%) reported having a mental health condition, 45% reported having an issue with substance abuse, 26% reported having a felony conviction, and 21% reported being homeless four or more times in the past 3 years. Each of these issues can make it more difficult for vulnerable veterans to find and/or maintain housing and employment. It is for that reason that wrap-around services tailored to the needs of each homeless veteran are a critical component of achieving housing stabilization and breaking the cycle of chronic homelessness. Through permanent supportive housing programs, veterans can receive the housing and wrap-around services they need to stabilize their lives.

Many homeless veterans have access to Veterans Affairs (VA) resources, including the HUD-VASH program that combines HUD housing vouchers with VA supportive services to provide a supportive, long-term housing solution for eligible veterans. *There is, however, a certain population of homeless veterans in El Paso that do not qualify for VA programs because of discharge designation or time in service. HMIS data indicates that approximately 40% of homeless veterans in El Paso are not eligible for VA services.*

All of the above challenges are exacerbated by the current COVID-19 pandemic and resulting economic downturn. The need for homeless services and housing solutions is now greater than ever, as homeless veterans are at great risk of contracting and spreading the virus. To address this challenge, the City of El Paso is seeking responses to this Notice of Funding Availability (NOFA) from nonprofit organizations with experience in homeless housing and case management services.

This NOFA is making available \$348,424.00 to fund a permanent supportive housing program for veterans experiencing homelessness who are not eligible for VA services.

CURRENT COMMUNITY CHALLENGES

The City of El Paso leadership and numerous community stakeholders have come together to create and implement a plan that provides response and recovery services to persons impacted by COVID-19. Through a community needs assessment and extensive outreach, The City has identified key issues in the community that have been exacerbated as a result of COVID-19. As part of the overall recovery plan, The City of El Paso has identified the following goals based on an extensive community needs assessment and stakeholder outreach:

- **Housing + Basic Needs:** Provide resources and protections, including rental and mortgage assistance, utility assistance, rapid rehousing, and permanent supportive housing in order to stabilize the housing situations of residents and to promote long-term ability of individuals and families to achieve their housing goals and to ensure those impacted by COVID-19 have access to basic needs and supportive services that are vital to one's health and wellbeing.

These goals are focused on aiding the most vulnerable in our community. They also highlight the increased potential for El Pasoans to be displaced. In an effort to offer both crisis response shelter and permanent housing solutions, the City of El Paso has already funded a COVID-19 temporary emergency shelter program, rental Assistance programs as well as other social service programs for individuals impacted by the pandemic.

As the crisis continues to evolve, so does our approach to finding permanent solutions that address our immediate need and advance our community toward a resilient recovery allowing us to be more prepared for future crises. This NOFA is a response to evolving needs regarding a vulnerable veteran population that is often difficult to house.

ELIGIBLE APPLICANTS

Non-profit service providers with direct experience in administering permanent supportive housing programs are eligible to apply. Applicants pursuing funding through this NOFA should first confirm eligibility with all applicable federal, state and local requirements. Available funding for the case management portion of the program is from the CDBG-CV grant, as such, applicants must ensure that they can adequately illustrate their program’s alignment with City-identified community needs as they relate specifically to COVID-19.

VETERANS PSH PROGRAM SCOPE

PROGRAM SCOPE

This NOFA combines affordable housing and supportive services to help vulnerable veteran households who do not qualify for VA benefits, and who are experiencing homelessness, to lead more stable lives. Applicants will need to develop a process for client selection and prioritization.

Available Funding

Rental Assistance Budget (HOME Funding)	\$233,424.00
Case management (CDBG-CV Funding)	\$85,000.00
Operations + Administration and/or Case Management (CDBG Funding)	\$30,000.00
Total	\$348,424.00

This NOFA is funded through multiple sources and federal requirements may vary with the two activity categories listed above. In a case where multiple funding sources are applied to an activity, the most stringent of requirements govern. HOME regulations apply to the rental assistance portion of the funding, whereas either CDBG or CDBG-CV regulations apply to case management, operations and administrative costs, whichever is more stringent.

Match Requirement

Applicants are required to provide at least a 6% cash or in-kind match of \$20,900. The source and amount of match must be included in the Proposal Budget Workbook.

Program Characteristics + Guiding Principles

The primary focus of proposals should be to enter clients into stable, permanent supportive housing, including the development of a self-sufficiency plan that provides the veteran household the support necessary to develop and maintain independent living skills and connects the veteran household with critical health, mental health and social services.

Outcomes should improve the client’s quality of life and contribute to the overall goal of self-sufficiency. A sense of stability is critical to the maintenance and improvement of the mental and emotional health status of this population.

Applications proposing strategic connections across multiple eligible activities, demonstrating enhanced capacity to ensure clients reach stability, will be prioritized.

Proposals will, in part, be scored on, and should specifically address, the following guiding principles:

- **Housing Difficult to House Veterans**
 - Project proposals should demonstrate processes for prioritizing homeless veterans who do not have access to, or have limited access to, other permanent supportive housing programs.
- **Professional Accreditation Standards**
 - Project proposals should incorporate and / or pursue a high level of professional accreditation standards for programs and assigned staff.
- **Evidence Based Decision Making**
 - Project proposals should demonstrate that program processes and strategies are based in valid, reliable, and replicable data and performance metrics and trends in client outcomes. If applicable, comparative best practices and research should also be incorporated to drive new initiatives and innovation.
- **Resilience**
 - Project proposals should demonstrate sustainable and adaptive practices.
- **Community Engagement and Education**
 - Project proposals should incorporate community engagement and outreach strategies focused on increasing community awareness of the program.
- **Long Term Program Sustainability**
 - Project proposals should demonstrate specific strategies for long term program deployment in terms of both fiscal sustainability and program adaptability. This principle is closely related to project resilience.

The program must address the following key deliverables:

Provide mid to long-term permanent supportive housing (rental assistance and case-management services) to at least 20 veterans/veteran households that are:

1. Economically impacted by COVID-19, and experiencing homelessness.
2. Proposals should prioritize veterans without access to VA benefits and other PSH programs, followed by veterans without access to VA benefits, but who do have access to other PSH programs.

REQUIRED PROGRAM COMPONENTS

At a minimum, proposed projects must incorporate the following program components:

- Case Managers funded under this proposal must have a master's degree in Social Work from a program that is accredited by the Council on Social Work Education (CSWE).
- Case manager to client ratio may not exceed 1/15.
- Proposals must prioritize veterans that do not qualify for VA programs and services.
- Applicants must describe how transportation assistance will be provided to clients who lack access to transportation.
- Applicants must detail all wrap-around services to be provided (ex. life skills, food access, mental healthcare, etc.).

- Applicants must describe a plan for sustainability of their program beyond the funds available in this NOFA. The sustainability plan must include a plan to fund the case management, operations, and administrative costs for a 2nd year of programming. (Note: The funding period under this NOFA is for 1 year with the potential of a second year of funding based on 1st year performance. At this time, the City has identified a second year of funding for only the rental assistance portion of the program.)

PROGRAM OUTCOMES

Applicants must identify in their proposals outcomes related to the spectrum of wrap-around services to be made available to clients. In addition to those outcomes, the applicant is required to establish/include the following additional outcomes, including baseline data for comparison:

- % reduction in chronically homeless veterans.
- % of clients who gain and maintain employment through the end of the program year.
- % of clients that maintain stable housing for at least 3 months following exit from the program. (It is understood that the purpose of this program is to permanently house clients, however, it is important that those who do exit the program maintain stable housing.)
- At least 80% of clients will maintain stable housing at the end of the program year (e.g clients will continue in the program the next year or will access other permanent housing.)

ELIGIBLE ACTIVITIES

The proposed program must include only eligible activities under the HOME, CDBG, and CDBG-CV grants as defined under 24 CFR Parts 92 and 570, and any additional HUD waivers and notices. Applicants are not required to include all eligible activities in their proposal. This NOFA is funded through multiple sources and federal requirements may vary across those sources. In a case where multiple funding sources are applied to an activity, the most stringent of requirements govern. HOME regulations apply to the rental assistance portion of the funding, whereas either CDBG or CDBG-CV regulations apply to case management, operations and administrative costs, whichever is more stringent.

Eligible activities include:

- Rental assistance for homeless veterans at 80% AMI or below
- Landlord fees (security deposits, etc.)
- Utility assistance
- Risk mitigation for damage to housing units
- Case management/navigation services
- Supportive social services as required by clients' conditions (ex. mental and medical health services, job training, etc.) and as eligible under local, state and federal regulations.
- Transportation assistance
- Food access
- Administrative costs (salaries, operational expenses, etc.) are eligible up to \$30,000, though applicants are encouraged to limit utilizing funds from this NOFA for administrative costs.

- HMIS activities related to the coordination with 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.

ELIGIBILITY CRITERIA FOR BENEFICIARIES

The minimum eligibility criteria for program beneficiaries is as follows:

- 80% or below AMI; and
- Served in a branch of the United States Armed Forces; and
- Meet the HUD definition of homeless; and
- Are not eligible to receive VA benefits.

DEFINITIONS + ACRONYMS

ACRONYMS

- **ADA** – Americans with Disabilities Act
- **AMI** – Area Median Income
- **CDBG** – Community Development Block Grant
- **CDBG-CV** – Community Development Block Grant - Coronavirus
- **CDC** – Center for Disease Control
- **CE** – Coordinated Entry System
- **CoC** – El Paso Continuum of Care
- **DCHD** – Department of Community and Human Development
- **FMR**- Fair Market Rent
- **HMIS** – Homeless Management Information System
- **HOME** – HOME investment Partnership Program
- **HUD** – U.S. Department of Housing and Urban Development
- **LMI** – Low to moderate income
- **NOFA** – Notice of Funding Availability
- **PSH** – Permanent supportive housing
- **VA** – U.S. Department of Veterans Affairs

DEFINITIONS

- **ACH** – Automated Clearing House. Computer based electronic network to make automated transactions.
- **Applicant** – lead entity contracting directly with the City of El Paso for ESG CV Phase II funds under this NOFA.

- **Contract** – means a legal instrument by which a non-Federal entity secures services needed to carry out the project or program under a Federal award.
- **Eligibility requirements** – are mandatory requirements for an application to be eligible for funding.
- **HEARTH Act** - Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.
- **Homeless Person** - Homeless person as defined by the HEARTH Act :
 1. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a 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 and local government programs); or (iii) Is exiting an institution where (s)he has 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. Individual or family who will imminently lose their primary nighttime residence, provided that: (i) 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 needed to obtain other permanent housing.
 3. Unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.
 4. Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing.
- **Partnership** – formal and/or informal agreements between two or more entities responsible for program implementation.
- **Recipient** – the City of El Paso who receives funds directly from the federal government through an executed grant agreement.
- **Service Provider** – an entity currently providing direct service to the homeless population.
- **Sub recipient** – organizations that receive funding from the Recipient (City of El Paso), and through a contract with the City provides direct client services.
- **Veteran** – An individual who served in any of the United States Armed Services, regardless of discharge designation or time in service.

AVAILABLE FUNDS

Funding of up to **\$348,424.00** is available through this NOFA. All awards are subject to the applicable funding restrictions contained in this NOFA. Up to \$233,424 is available for rental assistance (TBRA) and up to \$115,000 is available for case management, operations, and administration.

PERIOD OF PERFORMANCE

The period of performance for projects funded under the initial allocation of this NOFA is 365 days from the date of contract execution. As additional Federal funds become available, the City will review awardee program performance and consider renewal for a second year of program implementation.

FEDERAL, STATE + LOCAL REQUIREMENTS

Organizations who are awarded funding are required to abide by all federal, state and local regulations that apply specifically to the grant from which your award will be disbursed.

GOVERNING REGULATIONS

Community Development Block Grant – 24 CFR Part 570 Community Development Block Grants

Community Development Block Grant COVID Relief (CDBG-CV) – 24 CFR Part 570 Community Development Block Grants

HOME Improvement Partnership Program – 24 CFR Part 92

FEDERAL + STATE REGULATIONS

ADA and Historic Preservation. Applicant must comply with all City Codes, including City, State and Federal Americans with Disabilities Act (ADA) and historic preservation requirements.

Authority to Apply – A written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the CARES Funds application by Board President (or other authorized representative) must be submitted with the application.

Fair Housing Act - 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 DCHD-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.

Faith-Based Organizations - Faith-based organizations that are applying for funding must comply with HUD's Final Rule that became effective October 30, 2003, as amended. Refer to Attachment J of this document.

Jurisdiction. All programs, clients and/or improvements must be located within the city limits of El Paso, Texas.

Lobbying - Under Section 1352 of 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".

Persons/Households/Businesses Served. Applicants are required to provide the number of persons, households and/or businesses served for each program or project that is awarded funding. For projects that exceed a year, this requirement applies to *each* program year.

Federal Procurement Guidelines. Applicants must follow federal procurement rules, along with all applicable state and local requirements, when purchasing services, supplies, materials, or equipment with City of El Paso-awarded funding. Below is a summary of the most current federal procurement methods. Applicable federal regulations are contained in 2 CFR Part 200.320 Uniform Administrative Requirements.

- **Sealed bids (formal advertising).** This procedure should be used for all construction contracts or for goods costing more than \$100,000. Competitive sealed bidding requires publicly solicited sealed bids and a firm-fixed-price lump sum or unit price contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is lowest in price. The following requirements apply when this method of procurement is used:
 - **Publication Period:** The invitation for bids must be publicly advertised and bids solicited from an adequate number of suppliers. The publication should be published at least once in a newspaper of general circulation, providing sufficient time prior to bid opening. If the publication period is not of sufficient time to attract adequate competition, the bid may have to be re-advertised.
 - **Clear Definition:** The invitation for bids, including specifications and pertinent attachments, must clearly define the items or services needed in order for bidders to properly respond to the invitation.
 - **Public Opening:** All bids must be opened publicly at the time and place stated in the invitation for bids. The public is allowed at that time to review the bids.
 - **Selection and Contracting:** A firm-fixed-price contract award must be made by written notice to the responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs must be considered in determining which bid is lowest.
 - **Rejection of all Bids:** All bids may be rejected when sound documented reasons exist. Such documentation shall be made a part of the files.
- **Competitive proposals.** This procedure is used to purchase professional services where the total cost will exceed \$100,000. Under this procurement method, the applicant must publish a written request for submissions and then review these submissions based on established selection criteria; and the applicant must solicit proposals from an adequate number of qualified sources. There are two possible methods of soliciting proposals – a request for proposals (RFP) or a request for qualifications (RFQ). The following requirements apply when this method of procurement is used:
 - **Publication Period:** Proposals must be solicited from an adequate number of qualified sources and an advertisement must be published. RFPs/RFQs should be published in a sufficient timeframe before the proposals/qualifications are due.
 - **Clear Definition:** The RFP/RFQ must identify the general scope of work and all significant factors of evaluation, including price where appropriate, and their relative importance.
 - **Technical Evaluation:** The grantee must provide a mechanism for technical evaluation of the proposals received, determinations of responsible offers and the selection for contract award.

- **Award:** Award may be made to the responsible offers whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offers will be notified promptly. The contract can be either a fixed price or a cost reimbursement type.

Performance Outcomes + Units. Sub-recipient must have the capability to track measurable project outcome(s) over time and accurately report on the results. Projects funded will have a contractual obligation to meet projected outcomes.

Applicants are required to submit a statement explaining the expected outcome(s) of their projects and are required to address in their applications the outcome(s)/benefit(s) that will result from the project after completion. Outcomes must describe the impact that will result from the project, and are the benefits to individuals, families, organizations, and communities derived from construction of the project or participation in a program or service.

Race and Ethnicity. Applicants whose programs or projects qualify under the LMI national objective through the *limited clientele* category are required to provide race and ethnicity data for each person who is receiving direct assistance from CARES Funds.

System of Award Management (SAM). Applicants are required to submit a current verification from System of Award Management (SAM) clearing the agency of debarment from receiving federal funds. If considered for funding the City of El Paso staff will verify compliance with this requirement prior to execution of any contract.

Verification of non-profit status. Non-profit agencies must submit the Internal Revenue Service (IRS) letter certifying their 501(c) (3) status and the completed and signed Assurance of Applicant Eligibility for Non-Profit Organizations on page. Refer to Assurance B of this document.

Environmental Review. An environmental review must be performed before any funds, regardless of source, are committed to the project (24 CFR 58).

PERFORMANCE OUTCOMES

HUD requires reporting of activity outcomes using its Outcome Performance Measurement System 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.

For applicants under this NOFA, DCHD has implemented a performance measurement system that aligns with HUD's performance outcomes to gauge the success of awarded projects. Applicants are required to address in their applications the outcome(s)/benefit(s) that will result from the project. Outcomes describe the impact that will result from the project, and are the benefits to individuals, families and the overall community from implementation of the project. Those outcomes should be developed in the Outcome Statement Worksheet accompanying this NOFA, and should also be included in the Proposal Narrative as indicated in the Proposal Narrative Instructions.

LOCAL REQUIREMENTS

- **Acceptance of Grant Conditions and Terms.** Applicant must submit with their application an Acceptance of Grant Conditions and Terms form signed by an authorized representative of the applicant. Refer to Assurance A of this document.
- **Administrative Capacity.** Applicant must have demonstrated administrative and financial capacity to fully operate the project. A certified audit, covering a period ending on a date after January 31, 2018 must be submitted. This requirement may be waived for organizations or entities who expend less than \$750,000 in federal funds for the

audited year. Awarded allocation of funds are distributed on a reimbursement basis. All agencies except City Departments that are receiving funds must demonstrate the financial capacity to pay any project-related costs, including design, construction and/or operating, for a period of at least three months prior to reimbursement.

- **Completeness Check.** Applications and supporting documentation must be turned in by the respective deadline to be considered for funding. All required supporting documentation must be attached to the application to be considered complete.
- **Compliance with Existing Contracts.** Applicants who are currently receiving funds implemented by the City of El Paso must be in compliance with all terms of their contract, must not have any outstanding audit findings or monitoring findings as determined by the City, and must remain in good standing throughout the entire program year.
- **Conflict of Interest.** 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.
- **HMIS Participation.** Applicants whose program will house or primarily serve the homeless or at-risk homeless population, are required to participate in the Homeless Management Information System (HMIS) for the full term of the established agreement. **This includes all rental, mortgage and utility assistance programs.**
- **Ordinance 9779.** All facilities receiving funding from the City must be in compliance with Ordinance 9779, Non-Discrimination Against Persons with Disabilities. This means that the facility 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. As part of this requirement, applicants 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 the City of El Paso sub recipients. Refer to Assurance C and Assurance D of this document. For projects with multiple service locations, an Accessibility/Letter of Assurance must be provided for each site.
- **Policies and Procedures.** Applicants must provide a copy of the written program policies and procedures with submission of application.
- **Relocation Assistance.** 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 City of El Paso-funded project must be provided financial and advisory benefits as described in the 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 the City of El Paso staff if displacement or relocation is to occur to assure that this requirement is met and that adequate funds are included in the funding request.
- **Site Suitability.** Applicant must provide a Zoning Verification Letter provided by City of El Paso's Planning and Inspections Department (915) 212-0104, 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.
- A Zoning Verification Letter obtained within five (5) years from the start of the upcoming program year may be submitted with a cover letter signed by the Board Chair or Agency Director certifying that there have been no substantial changes in the program activities or the physical structure since the compliance letter was obtained.
- 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 the City of El Paso’s Planning and Inspections Department must be submitted prior to the City Council public hearing introducing the draft CARES Funds recommendation.

- 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.

APPLICATION SUBMISSION INSTRUCTIONS

The application and supporting documents for this NOFA must be downloaded from the City of El Paso website:

- <http://www.elpasotexas.gov/community-and-human-development/forms-and-notice>

Forms/ Assurances/ Certifications	Notes + Description
Acceptance of Grant Conditions and Terms	Refer to Assurance A of this document.
Assurance of Applicant Eligibility for Non-Profit Organizations	Refer to Assurance B of this document.
Assurance of Compliance with Ordinance No. 9779	Refer to Assurance C of this document.
Assurance of Accessibility and Self-Evaluation	Refer to Assurance D of this document.
Status of Zoning Verification Letter	<p>Submit Zoning Verification Letter or documentation explaining the appropriateness of zoning district designation of properties to be utilized in the project.</p> <p>A Zoning Verification Letter obtained within the past five (5) years may be submitted with a cover letter signed by the Board Chair or Agency Director certifying that there have been no substantial changes in the program activities or the physical structure since the compliance letter was obtained.</p>
List of Current Board of Directors	List must be certified by Board President or Board Secretary.
Certified Audit	Must cover a period ending on a date after January 31, 2019.
Approval by Board of Directors signed by Board President (or other authorized representative) authorizing submittal of application	An extension to submit this document after the application deadline may be requested if the applicant demonstrates good cause. For example, Board is not scheduled to meet until after the application deadline. If applicable.
Authorized Signatory Documentation	Approved documentation (e.g., minute action or letter from the Board) certifying whom from the applicant’s organization is the authorized signatory who can sign contracts on behalf of the agency.

Certificate of Account Status from the Texas Secretary of State	
Organizational By-Laws	
IRS 501 (c)(3) certification letter	

Application with all supporting documentation must be submitted electronically through a file sharing service (e.g. OneDrive, Drop Box, etc.). An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not deemed good cause. If you cannot submit your application electronically, you must ask in writing or by email for a waiver of the electronic grant submission requirements.

DCHD will not grant a waiver if your request is not submitted by **Monday, October 12, 2020 5:00 p.m. (MDT)** and if you do not demonstrate good cause. If DCHD waives the requirement, your paper application must be submitted before the deadline of this NOFA. To request a waiver, you must contact Housingprograms@elpasotexas.gov.

CONTENT + FORM OF APPLICATION SUBMISSIONS

The deadline for responses to this NOFA are **Monday, October 19, 2020 5:00 p.m. (MDT)** all applications must be submitted to Housingprograms@elpasotexas.gov

Incomplete applications will not be considered for funding.

All applications must include the items listed below, unless otherwise indicated. All required forms/assurances/certifications are due **Monday, October 19, 2020 5:00 p.m. (MDT)**.

The following forms are required for all project proposals:

Forms/Assurances/Certifications	Notes + Description
Proposal Narrative	Narrative instructions
Outcome Statement Worksheet	
Proposal Budget Workbooks	Please note there are multiple tabs in the Excel workbook. Applicants must submit 3 separate budgets, 1 each for CDBG, CDBG-CV and HOME (reference Available Funding table on page 4).
Partner Supplement	Required if applicable
Site Breakdown for Multi-Sites	Required if applicable
Job Descriptions	This applies if funding will be used for any percent of salaries for staff that are directly carrying out a program activity.

Please notify DCHD staff by emailing, housingprograms@elpasotexas.gov that your application has been stored with a file sharing service to include the link for access. DCHD must receive this email prior to the application deadline. Applications must be submitted electronically unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver for electronic submission.

Submittal of an application under this NOFA does not guarantee funding of your proposal. Please note that an application received after the application deadline regardless of cause, will not be considered for funding.

APPLICATION REVIEW INFORMATION

PROGRAM REVIEW + SCORING PROCESS

Applicants are required to submit a full application, including all required supplementary documentation indicated in this NOFA.

Eligibility and proposal evaluation will be conducted by a group of selected subject matter experts including City staff and designated members of the Veteran Affairs Advisory Committee (VAAC) as selected by the VAAC.

All reviewers will be required to sign a Conflict of Interest Disclosure affidavit. Upon review of the affidavit, the Director of Community and Human Development will determine if a conflict of interest exists.

APPLICANT ELIGIBILITY REVIEW

The Review Panel will determine the eligibility of each application based on the minimum requirements defined in this NOFA. The review will include

- Applicants must verify non- profit status for 501 c3
- Applicants must have demonstrated capacity in administering permanent supportive housing
- Confirmation of a complete application
- Submittal of required financial and administrative documentation
- Confirmation of application compliance with basic local, state and federal regulations
- Confirmation that application specifically addresses program outcomes as indicated in this NOFA.

PROGRAM EVALUATION

The Program Evaluation panel will review applications for quality, sustainability and ability to affect proposed outcomes. This review will include:

- Efficacy of proposed project related to the response and recovery to COVID-19.
- Capacity and prior experience in deploying services similar to the activities proposed in the application.
- Program will maximize benefits to those in the community who have been made most vulnerable as a result of COVID-19 and the economic impacts of the pandemic.
- Demonstrates best practices for its service delivery approach and methods.

- History of successful performance under DCHD and/or other federal and state funding.
- Project demonstrates prioritization of difficult to house homeless veterans.
- The Review Panel will score each proposal using the scorecard provided with the NOFA application. For each proposal, the individual score by each review panel member will be averaged to create the applicant's final score, which will be used as a platform for the budget discussion.

Please note that applicant final score informs award deliberation, however, it may not be the sole deciding factor.

Final recommendations will be developed as follows:

- The Review Panel will generate a proposed project award based on their evaluation of complete applications.
- The proposed budget recommendation will be shared with general public for comment during a 5-day public comment period.
- All project recommendations and comments will be presented to City Council who has the ultimate authority on project selection.

FUNDING + AWARD SCHEDULE

Action	Date
Release Notice of Funding Availability (NOFA)	Monday, September 21, 2020
Deadline to Submit Application(s)	Monday, October 19, 2020 5:00 p.m. (MDT)
Award Notification	Thursday, November 5, 2020
Presentation to City Council	Tuesday, November 10, 2020*

**Final presentation of funding recommendations to City Council is subject to change.*

PROGRAM COMPLIANCE + IMPLEMENTATION REQUIREMENTS

Program compliance and implementation requirements are those described under 24 CFR Parts 92 and 570. Applicants will be responsible for the implementation of additional waivers and notices issued by the Department of Housing and Urban Development in response to COVID-19 health crisis.

ELIGIBLE ACTIVITIES

Eligible activities are all those listed on page 6 of this NOFA.

INELIGIBLE ACTIVITIES

- 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

OTHER PROJECT COMPLIANCE + IMPLEMENTATION REQUIREMENTS

- **Administrative Capacity.** CDBG and HOME funds are distributed on a reimbursement basis. All agencies receiving funds must demonstrate administrative and financial capacity to fully operate the proposed project for a period of at least three months prior to reimbursement.
- **Policies and Procedures.** Applicants must certify they have written policies and procedures that comply with the requirements of 24 CFR parts 92 and 570. Additionally, a copy of the written policies and procedures of the program will be required with submission of application.
- **Budget Modifications.** If an award is granted, the City's prior written approval will be required for any changes exceeding 10% within the consultants' line item.
- **Contact Information.** At least three contact names, phone numbers and email addresses must be provided with each application. The agency's Executive Director must be one of these three contacts. Applicants are responsible for submitting updated contact information throughout the funding year.
- **Eligibility Guidelines.** Applicant must provide direct services to homeless individuals and families. Applicant is required to verify each client's eligibility status.
- **HMIS Participation.** Awarded applicant under this NOFA is required to participate and enter their data in the El Paso Homeless Management Information System (HMIS). Refer to the local requirements section of this document for detailed HMIS participation requirements.
- **Multiple Sites.** Each physical location where funded services are provided is considered to be a separate activity. Any project that provides services in more than one location must complete an Activity/Partner Supplement for each site. The budgets for combined sites or activities must align with the budget for the overall project.
- **Partnerships.** Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services.
- If any portion of the project will be carried out by a partner, contractor, consultant or other third party, the Activity/Partner Supplement of the application must be completed reflecting the role of the partner. This supplement will be provided as a module within the application.
- **Program Income.** Applicants are required to report program income with every reimbursement. Any generated Program Income must be spent on the Project and or Program.
- **Rental Assistance.** Applicants 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)
- **Quarterly Reporting to VAAC.** Awarded applicant is required to provide a quarterly update to the Veterans Affairs Advisory Committee (VAAC), beginning with the first quarter of calendar year 2021.

ADDITIONAL RESOURCES FOR APPLICANTS

- Home, Together: The Federal Strategic Plan to Prevent and End Homelessness
https://www.usich.gov/resources/uploads/asset_library/Home-Together-Federal-Strategic-Plan-to-Prevent-and-End-Homelessness.pdf
- National Alliance to End Homelessness: The Framework for an Equitable COVID-19 Homelessness Response
<https://endhomelessness.org/wp-content/uploads/2020/04/COVID-Framework-4.29.2020-1.pdf>
- National Alliance to End Homelessness: HEARTH Act Section by Section Analysis
<https://endhomelessness.org/resource/hearth-act-section-by-section-analysis/>
- HUD COVID-19 Response Resources for Homeless Assistance Providers
https://www.hud.gov/homelessness_resources

REFERENCES

- *HEARTH Act Section-by-Section Analysis*. (2009, June 17). Retrieved July 20, 2020, from <https://endhomelessness.org/resource/hearth-act-section-by-section-analysis/>
- *Home, Together: The Federal Strategic Plan to Prevent and End Homelessness*. (2018, October). Retrieved July 20, 2020, from https://www.usich.gov/resources/uploads/asset_library/Home-Together-Federal-Strategic-Plan-to-Prevent-and-End-Homelessness.pdf
- *The Framework for an Equitable COVID-19 Homelessness Response*. (2020, June 05). Retrieved July 20, 2020, from <https://endhomelessness.org/wp-content/uploads/2020/04/COVID-Framework-4.29.2020-1.pdf>