

**CITY OF EL PASO**  
**DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT (DCHD)**  
FY 2023-2024 DCHD PUBLIC SERVICES  
**REQUEST FOR FUNDING APPLICATION INSTRUCTIONS**

**Deadline:** Proposals are due by **5:00 P.M. (Mountain Time), on Tuesday, February 21, 2023**  
via the DCHD Online application system.

Application link: <https://elpasotx.seamlessdocs.com/f/lvnfs7anhqfx>

**Application Process**

- If you have any questions about completing any part of the application, please contact DCHD grant administrators at [DCHDServices@elpasotexas.gov](mailto:DCHDServices@elpasotexas.gov).
- DCHD offers supplemental trainings and individual technical meetings upon request. If you are interested in additional assistance, please contact at [DCHDServices@elpasotexas.gov](mailto:DCHDServices@elpasotexas.gov)
- Please make sure you read the **49<sup>th</sup> Year Policies and Procedures** document prior to submitting an application. *By submitting a DCHD application, you are agreeing to abide by all the guidelines presented in the 49th Year Policies and Procedures document.*
- Applications not submitted according to guidelines and/or omit any of the required attachments may be rejected as ineligible.
- DCHD regards your proposal in part as a test of management capacity. Applications that are well written using correct grammar and spelling and contain no mathematical errors reflect well on the management of your organization.

**Online Application System**

- DCHD grant administrators will send you a link to the online application. *Please use Internet Explorer or Firefox web browsers.* Click on the link and create an account.
- Only one account per agency will be allowed. Please use your **agency's official email** to create your account. (Ex. xxxxx@elpasotexas.gov)
- The application **must** be submitted by the person who is legally authorized to sign documents on behalf of the organization (Ex. Executive Director).
- If the legally authorized representative chooses to authorize another staff person to submit the application on his/her behalf, an "Authorization to Submit Online Application Form" must be attached in the "Other Attachments" section.
- One application must be submitted **per** proposed project. *The online application system will allow you to save and track the completion of your application(s).*
- If you have any questions regarding the **online submission process**, please contact DCHD grant administrators at [DCHDServices@elpasotexas.gov](mailto:DCHDServices@elpasotexas.gov).

**Forms and Proposal Narrative**

- The Legal Name is the organization's full name as it appears on the Articles of Incorporation. It should include "Inc." or any other applicable words.
- In your narrative section, provide a clear, comprehensive description of your proposed project and answer all the questions in the Proposal Narrative Instructions Page.
- The Proposal Narrative may be no more than nine single-sided pages in length. Pages should be numbered.

- The Proposal Narrative text must be single spaced, Times New Roman font 12 points, with a one-inch margin on all four sides.
- The Proposal Narrative text must include section headings (Example: Problem Statement).
- If you are using acronyms, please define them.
- Make sure to follow the directions on the Outcome Statement Worksheet to develop your Outcome Statement. If selected for funding, your Outcome statement will be included in your contract.

### **Proposal Budget**

- Use MS Excel format to submit your budget forms.
- The budget forms are not subject to the same font and margin rules as the narrative.
- Use whole numbers in figuring your budgets.
- If services will be provided in different locations, please do not forget to complete the Multi-Site page (Write N/A if your project has only one site).
- Make sure you submit a Partner Supplement Form for every partner that is projected to receive \$5,000 or more in DCHD funding.

### **Attachments**

The following attachments are required for **All** applicants. Please do not forget to include them.

1. Proposal Narrative (Answer all the questions and attach your pdf file.)
2. Proposal Budget Workbook (MS Excel Format)
3. Job Descriptions (Attach Job Descriptions-specify if the positions will be funded with DCHD funding)
4. Partner Supplement Form for all partners (if applicable)
5. Assurance A – Acceptance of Grant Conditions and Terms of CDBG, HOPWA and ESG
6. Assurance C – Assurance of Compliance with Ordinance No. 9779
7. Assurance D – Accessibility / Letter of Assurance and Self-Evaluation  
*-Please make sure you submit an ADA Self-Evaluation form for every site (physical location) where the project will be held, as well as your administrative office. If you have questions about the ADA forms, please contact Maricruz Chavez, the City's Accessibility and ADA Coordinator at (915) 212-1681 or [ChavezMX3@elpasotexas.gov](mailto:ChavezMX3@elpasotexas.gov).*
8. Letter confirming attendance to the Mandatory Training Workshop by appropriate personnel.
9. Zoning Conformance Letter–Zoning Verification Letter are good for five years if no signification changes have occurred.
10. List of Current Board of Directors (Certified by Board President and Secretary)
11. Written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the DCHD grant application by Board President (or other authorized representative)
12. Certified audit, covering a period ending on a date after January 31, 2021.

The following attachments are required for **Non-Profits only**. Please do not forget to include them.

13. Assurance B – Assurance of Applicant Eligibility for Non-Profit Organizations (MUST SUBMIT)
14. Certificate of Status from the Texas Secretary of State
15. Organizational By-Laws
16. IRS 501 (c)(3) certification letter