

County of El Paso Texas
Grant Application Submission Approval Cover Page

Grant Administration Division Approval:	7/18/18 JV
County Commissioners Court Date Approval:	

Name of Grant: Letter of Intent Continuum of Care (COC) Homeless Assistance Programs		
Purpose of Grant: To provide Coordinated Assessment services within the County of El Paso		
Date: 7/17/2018	Announcement Date:	Submission Date: July 30, 2018
Name of Department/Division Requesting Grant: Community Services – General Assistance		
Point of Contact: Irene G. Valenzuela		Phone Number: 915-775-2708

Pre-Application Assessment Considerations:

(1) Financial

i. Financial Breakdown -

Request Amount:	\$198,187.01	
Match & Source:		
Cash:	\$1,572.91	
In-kind:	Internal Staff	\$39,322.82
Program Income		
Total Anticipated Project Cost:	\$198,187.01	

ii. Staffing Requirements (including salary and benefits increases for multi-year grants, personnel amount)

In-kind utilization of in-house staff to administer program. Coordinated Assessment funds will be utilized to sustain the salaries of three case workers that conduct needs assessments at designated sites within El Paso County assisting homeless individuals find appropriate supportive housing. Funds will also be used for operating costs such as marketing, equipment, supplies and mileage reimbursement for the Program Manager and Supervisor.

iii. Operational Needs (i.e., office space, equipment, etc.)
Cell phone and office equipment will be purchased with the grant funds.

iv. Grant Financial History (two year history, if applicable)
Grant first awarded in 2017 for \$160,000. It will be implemented in September 2018. No other history exists.

v. Sustainability Plan Documentation of a clear continuation plan (plans for sustaining grant funded programs if funding is reduced or terminated) prior to applying for grants, which reflect the potential for loss of grant funded position or program components.

Funds requested is a continuance of a current grant being administered. The current grant supports the salaries of 3 staff for the HUD mandated Coordinated

Assessment program. If the funds requested were to terminate, the County cannot continue to provide Coordinated Access services.

(2) Programmatic

- i. Alignment with County's strategic priorities and/or department/program plan
It meets the County's goal for a Vibrant Community
- ii. Provision of expansion of services to address critical needs
Service can only expand if additional funds become available to address the needs of the community.
- iii. Department's capacity to administer administrative aspects of the grant
The Department has long administered similar HUD grants.
- iv. Prior year grant performance data/accomplishments
Current grant will be implemented in September 2018. No data exists yet.