



INTERNAL USE ONLY
 Approved by: Erica Ortega
 Date Approved: 06/05/2020

**BUDGET AND FISCAL POLICY DEPARTMENT
 GRANTS ADMINISTRATION DIVISION**

GRANT APPLICATION SUBMISSION APPROVAL FORM

IMPORTANT: The requesting department/division shall complete this form and email to GrantsAdmin@epcounty.com along with the grant funding announcement, blank application, and all other forms to be completed or signed as part of the package.

DEPARTMENT INFORMATION			
Date:	05-29-2020		
Requesting Department/Division:	Community Services Department/Community Development Division		
Department/Division Contact (including name, title, phone, and email):	Irene G. Valenzuela, Executive Director, 915-775-2708, Igvalezuela@epcounty.com		
Commissioners Court Meeting Approval Date (prior or anticipated):	Anticipated for June 15, 2020 or sooner if possible. This is an emergency submittal.	Who from your department/division spoke or will speak at the Commissioners Court meeting to present and discuss this funding opportunity?	Name: Diana Marroquin Title: Program Manager Phone: 915-852-2656 Email: dmarroquin@epcounty.com
Are there additional documents that must be signed by the County Judge to include in this application? If so, please list the documents requiring signature(s).	Grant Application/Resolution		
GRANT OPPORTUNITY INFORMATION			
Grant Opportunity Title (as provided by Grantor organization):	Emergency Services-Help for Colonias Program		
Grantor Agency:	Texas Department of Agriculture (TDA)		
Is this a renewal grant? If so, please provide the CobbleStone grant number for the most recent grant and indicate how many years it has been awarded in the past.	New first-time and one-time Emergency Services-Help for Colonia Program TxCDBG grant funding due to COVID-19 conditions.		
Grant Announcement Date:	Initial informal notice via e-mail 05/04/20. Webex meeting with TDA 5/20/20; in attendance included Judge Samaniego, Commissioner Perez, Irene G. Valenzuela and Diana Marroquin. Additional information was provided via e-mail on May 22, 2020.		

Grant Due Date:	TDA does not have a date yet.				
Grant Period:	TDA has advised that preliminary contract terms may be six (6) to twelve (12) months.				
Grant Proposal Summary (one paragraph or less):	Special first time and one time emergency funding due to COVID-19 conditions. This funding is being apportioned equally to all Self Help Centers in the State of Texas (Total seven (7) Self Help Centers). The El Paso Self Help Center is operated by the County of El Paso-Community Services Department and program services are funded by the Texas Department of Housing and Community Affairs.				
GRANT FINANCES					
A. Grant Funding to be Requested:	\$230,000 (tentative)				
B. Required Match Contribution:	\$0.00	Cash Match:	\$0.00	In-Kind Match:	\$0.00
1. Match Source(s) Description:	N/A				
C. Anticipated Program Income (if applicable):	\$0.00				
D. Total Project Amount (A + B + C):	\$230,000 (tentative)				
FINANCIAL ASSESSMENT					
1) What are the staffing requirements or needs for this grant? Please include salary and benefit amounts and anticipated salary and benefit increases for multi-year grants.					
RESPONSE: Current staff will be utilized to administer program services under this allocation.					
2) What are the operational needs for this grant (i.e. supplies, equipment, office space, travel, etc.)?					
RESPONSE: Current equipment and supplies will be used to administer this grant funded program. Any additional cost may be expended through the allocation of funds; up to \$20,000 of program funds are allowed for the administration/operation of the program.					
3) Has this grant has been awarded in the past? If so, please provide the financial results of the most recently completed grant award cycle to include the award amount and the balance at the closing of the grant.					
RESPONSE: No, this is a first-time and one-time emergency funding made available through Texas Department of Agriculture-Emergency Services-Help for Colonias due to COVID-19.					
4) What is the sustainability plan for this grant and the services being provided if this funding is significantly reduced or is not awarded in future?					
RESPONSE: This is a first-time and one-time allocation due to COVID-19 conditions, upon depletion of grant funds program services will come to an end.					
PROGRAMMATIC ASSESSMENT					
1) Is this grant and its purpose(s) aligned with the County strategic plan? How will this grant benefit your department/division and communities in El Paso County?					
RESPONSE: Emergency grant funding will align itself with the County's Strategic Plan in the continuance in improving the quality of life of those low-income families residing in the rural areas of the county. The grant meets the county's goal to advance community support services.					
2) How will this grant allow you to expand or improve department/division services?					
RESPONSE: These emergency grant funds will allow us to expand assistance to low to very low income families residing in the rural areas of the county with emergency assistance that may include mortgage payment assistance,					

<p>utility expenses and/or assistance with food or other needs. The purpose is to assist those low to very low income families whose income has been significantly reduced as a result of social distancing and other public health restrictions issued due to COVID-19.</p>
<p>3) Please explain the capacity of your department/division to administer this grant.</p>
<p>RESPONSE: Community Development existing staff will administer this grant with no additional resources required.</p>
<p>4) Will this grant require the use of contractual services?</p>
<p>RESPONSE: No.</p>
<p>5) If this grant has been awarded in the past, what are some significant accomplishments or program highlights? You may use data to support your response.</p>
<p>RESPONSE: This is a first-time and one-time allocation due to COVID-19 conditions.</p>