

RESOLUTION

WHEREAS, on March 11, 2021, the federal government enacted the American Rescue Plan Act (“ARPA”), which established the Coronavirus State Fiscal Relief Fund & Coronavirus Local Fiscal Relief Fund (“CSLFRF”) and appropriated \$150 billion to the Fund to be used to address the economic fallout caused by the COVID-19 pandemic; and

WHEREAS, the City is a recipient of \$154,365,135 under the ARPA funding grant; and

WHEREAS, on May 9th 2022 the City Council appropriated ARPA funds to be used by the City in accordance with the requirements stipulated by the CSLFRF, ARPA and federal guidelines; and

WHEREAS, the City desires to enter into a Subrecipient Agreement with Project Vida, Inc., a Texas Non-Profit Corporation (“Project Vida”), whereby Project Vida will administer ARPA Act funds to provide Microenterprise Technical Assistance to entities affected by the COVID-19 pandemic; and

WHEREAS, the City’s expenditure under this Agreement is, in the reasonable judgement of the City Council, a necessary expenditure incurred due to the public health emergency with respect to COVID–19, and which was not accounted for in the budget most recently approved as of the date of enactment of this section for the City; and

WHEREAS, the City’s expenditure under this Subrecipient Agreement is related to the provision of grants to reimburse small businesses for the costs of business interruptions caused by required COVID-19 closures.

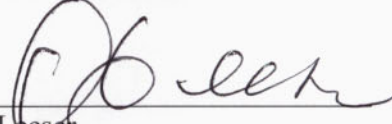
[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

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

That the City Manager be authorized to execute a Subrecipient Agreement by and between the City of El Paso and Project Vida, providing \$200,000 to Project Vida to administer ARPA Act funds to provide Microenterprise Technical Assistance to entities affected by the COVID-19 pandemic.


APPROVED this 31st day of January, 2023.

CITY OF EL PASO:



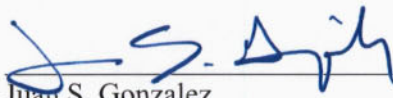
Oscar Leeser
Mayor

ATTEST:



Laura Prine
City Clerk

APPROVED AS TO FORM:



Juan S. Gonzalez
Senior Assistant City Attorney

APPROVED AS TO CONTENT:



Elizabeth K. Triggs, Director
Economic & International Development

THE STATE OF TEXAS)
)
COUNTY OF EL PASO)

SUB-RECIPIENT AGREEMENT
[ARPA – Economic Impacts]

This Sub-Recipient Agreement (“**Agreement**”) is made this 31st day of January, 2023 by and between the **CITY OF EL PASO**, a municipal corporation organized and existing under the laws of the State of Texas, hereinafter referred to as the “**CITY**”, and **Project Vida, Inc.**, a Texas Non-Profit Corporation (“**Sub-Recipient**” or “**Contractor**”).

RECITALS

WHEREAS, on May 9th 2022 the City Council appropriated ARPA funds to be used by the City in accordance with the requirements stipulated by the CSLFRF, ARPA and federal guidelines; and

WHEREAS, such funding may be used to provide loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees and mortgage, rent, utility, and other operating costs; and technical assistance, counseling or other services to support business planning; or other assistance as identified in the Final Rule to support impacted and disproportionately impacted small businesses; and

WHEREAS, the CITY intends to engage the Sub-Recipient to provide Microenterprise Technical Assistance, hereinafter referred to as the “**Scope of Work**” or “**Project**”, as further described in **Attachment “A”**; and

NOW, THEREFORE, for the consideration set forth in this Agreement and its attachments, the CITY and Sub-Recipient agree as follows:

ARTICLE I. ATTACHMENTS

1.1 The attachments listed herein and attached to this Agreement are incorporated herein by reference for all purposes.

Attachment “A”	Scope of Work (Project)
Attachment “B”	Budget
Attachment “C”	Insurance Certificates / Certifications
Attachment “D”	Additional Terms & Conditions (ARPA)

ARTICLE II. PROJECT

2.1 The CITY hereby agrees to retain the Sub-Recipient and the Sub-Recipient agrees to perform the services contemplated for the Project. The Project shall consist of the Sub-Recipient’s completion of the Scope of Services as further described in **Attachment “A”**.

2.2 During the term of this Agreement, Sub-Recipient will establish a contractual obligation to provide support services, as reasonably needed, at a business support center to be identified by CITY. Said business support center will be located within the geographic boundaries of the City of El Paso.

Sub-Recipient acknowledges that they will not be the exclusive support services provider; but will cooperate and support the CITY's efforts at the business support center through the Sub-Recipient's participation and providing various metrics as may be requested by the City.

ARTICLE III. SUB-RECIPIENT FEES AND PROJECT BUDGET

3.1 PAYMENT TO SUB-RECIPIENT. The CITY shall pay to the Sub-Recipient an amount not to exceed **\$200,000** for all services and reimbursables performed pursuant to this Agreement.

The parties agree and understand that all fees and compensation to the Sub-Recipient shall only become due and payable in accordance with the terms of this Agreement and the fees to be charged for the Project shall be pursuant to the Budget attached to this Agreement as **Attachment "B"**.

3.2 SUB-RECIPIENT'S SERVICES. The Services to be provided by the Sub-Recipient for this Agreement are attached hereto as **Attachment "A"**.

3.3 SUB-RECIPIENT'S INVOICES. The Sub-Recipient shall bill the CITY not more often than monthly, through written invoices. Invoices shall indicate the costs for outside consultants with copies of their invoices as back-up materials as well as other authorized direct costs for hourly rate contracts. All invoices shall be made in writing.

3.3.1 Each invoice shall contain a brief summary indicating, at a minimum, the total amount authorized for the Sub-Recipient, the current invoiced amount and the amount billed to date.

3.3.2 The CITY agrees to pay invoices for all services performed as soon as reasonably possible but not later than thirty (30) days from receipt. Upon dispute, however, the CITY may, upon notice to the Sub-Recipient, withhold payment to the Sub-Recipient for the amount in dispute only, until such time as the exact amount of the disputed amount due the Sub-Recipient is determined. The total amount paid to Sub-Recipient shall not exceed Sub-Recipient's fee proposal, except by written amendment to this Agreement, executed by both parties.

ARTICLE IV. PERIOD OF SERVICE AND TERMINATION

4.1 PERIOD OF SERVICE. The services called for by each phase shall begin upon the execution by all parties to this Agreement. The Sub-Recipient shall complete the requested services in accordance with the timeline(s) and schedule(s) outlined in **Attachment "A"**.

4.2 TERMINATION. This Agreement may be terminated as provided herein.

4.2.1 TERMINATION BY CITY. It is mutually understood and agreed by the Sub-Recipient and CITY that the CITY may terminate this Agreement, in whole or in part for the convenience of the CITY, upon **fourteen (14) consecutive calendar days'** written notice. It is also understood and agreed that upon such notice of termination, the Sub-Recipient shall cease the performance of services under this Agreement. Upon such termination, the Sub-Recipient shall provide one final invoice for all services completed and reimbursable expenses incurred prior to the CITY's notice of termination. CITY shall compensate Sub-Recipient in accordance with this Agreement; however, the CITY may withhold any payment to the Sub-Recipient that is held to be in dispute for the purpose of setoff until such time as the exact amount due the Sub-Recipient from the CITY is determined. Nothing contained herein, or elsewhere in this Agreement shall require the CITY to pay for any services that are not in compliance with the terms of this Agreement and its attachments.

4.2.2 TERMINATION BY EITHER PARTY. It is further understood and agreed by the Sub-Recipient and CITY that either party may terminate this Agreement in whole or in part. Such a termination may be made for failure of one party to substantially fulfill its contractual obligations, pursuant to this Agreement, and through no fault of the other party. No such termination shall be made, unless the other party being terminated is granted: a) written notice of intent to terminate enumerating the failures for which the termination is being sought; b) a minimum of **seven (7) consecutive calendar days** to cure such failures; and c) an opportunity for consultation with the terminating party prior to such termination. However, the CITY retains the right to immediately terminate this Agreement for default if the Sub-Recipient violates any local, state, or federal laws, rules or regulations that relate to the performance of this Agreement. In the event of termination by the CITY pursuant to this subsection, the CITY may withhold payments to the Sub-Recipient for the purpose of setoff until such time as the exact amount due the Sub-Recipient from the CITY is determined.

4.2.3 TERMINATION FOR FAILURE TO COMPLY WITH SUBCHAPTER J, CHAPTER 552, GOVERNMENT CODE. The requirements of subchapter J, Chapter 552, Government Code, may apply to this Contract. Sub-Recipient agrees that the Contract can be terminated if the Sub-Recipient or any of its vendor(s) knowingly or intentionally fails to comply with a requirement of that subchapter.

TERMINATION SHALL NOT BE CONSTRUED AS RELEASE. Termination by either party shall not be construed as a release of any claims that the terminating party may be lawfully entitled to assert against the terminated party. Further, the terminated party shall not be relieved of any liability for damages sustained by the terminating party by virtue of any breach of this Agreement.

ARTICLE V. INSURANCE AND INDEMNIFICATION

5.1 INSURANCE. The Sub-Recipient shall procure and maintain insurance coverage as required herein and attached in **Attachment "C"**. Sub-Recipient shall not commence work under this Agreement until the Sub-Recipient has obtained the required insurance and such insurance has been approved by the CITY. The Sub-Recipient shall maintain the required insurance throughout the term of this Agreement. Failure to maintain said insurance shall be considered a material breach of this Agreement.

5.1.1 WORKERS' COMPENSATION INSURANCE. The Sub-Recipient shall procure and shall maintain during the life of this Agreement, Workers' Compensation Insurance as required by applicable Texas law for all of the Sub-Recipient's employees to be engaged in work under this Agreement. The Sub-Recipient shall provide the following endorsement:

"The policy is endorsed to provide that insurer waives any right of subrogation it may acquire against the CITY, its partners, agents and employees by reason of any payment made on or account of injury, including death resulting therefrom, sustained by any employee of the insured."

5.1.2 COMMERCIAL LIABILITY, PROPERTY DAMAGE LIABILITY AND AUTOMOBILE LIABILITY INSURANCE. The Sub-Recipient shall procure and shall maintain during the life of this Agreement such Commercial General Liability, Property Damage Liability and Automobile Liability Insurance as shall protect the Sub-Recipient and the Sub-Recipient's employees performing work covered by this Agreement from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by the Sub-Recipient or by anyone directly or indirectly employed by the Sub-Recipient. The minimum limits of liability and coverages shall be as follows:

- a) **Commercial General Liability**
\$1,000,000.00 Per Occurrence
\$1,000,000.00 Products/Completed Operations
\$1,000,000.00 Personal and Advertising Injury
- b) **AUTOMOBILE LIABILITY Combined Single Limit**
\$1,000,000.00 per accident

5.1.3 OWNER AS ADDITIONAL INSURED. The CITY shall be named as an Additional Insured on all of the Sub-Recipient's Insurance Policies, with the exception of Workers' Compensation required by this Agreement.

5.1.4 PROOF OF INSURANCE. The Sub-Recipient shall furnish certificates showing the type of insurance coverages, limits on each insurance policy, class of operations covered under each insurance policy, effective dates and expiration dates of policies, insurance companies providing the insurance coverages, name of agent/broker and include confirmation of any endorsement(s) required in this Agreement.

5.1.5 GENERAL INSURANCE PROVISIONS. All certificates required herein shall be attached hereto and incorporated for all purposes as **Attachment "C"**. All certificates shall also include the name of the project on the corresponding insurance certificate.

5.2 INDEMNIFICATION. TO THE FULLEST EXTENT PERMITTED BY LAW, SUB-RECIPIENT SHALL INDEMNIFY HOLD HARMLESS, AND DEFEND CITY, AND CITY'S OFFICERS, DIRECTORS, PARTNERS, AGENTS CONSULTANTS, AND EMPLOYEES FROM AND AGAINST ANY CLAIMS, COSTS, LOSSES, AND DAMAGES (INCLUDING BUT NOT LIMITED TO ALL FEES AND CHARGES OF CONSULTANTS, SUBCONSULTANTS,

VENDORS, ATTORNEYS, AND OTHER PROFESSIONALS, AND ALL COURT, ARBITRATION, OR OTHER DISPUTE RESOLUTION COSTS) ARISING OUT OF OR RELATING TO THE PROJECT, PROVIDED THAT ANY SUCH CLAIM, COST, LOSS, OR DAMAGE IS ATTRIBUTABLE TO ANY NEGLIGENT ACT OR OMISSION, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR, VENDOR, OR SUPPLIER COMMITTED BY SUB-RECIPIENT OR SUB-RECIPIENT'S OFFICERS, DIRECTORS, PARTNERS, AGENTS, CONSULTANTS OR EMPLOYEES. THE SUB-RECIPIENT SHALL NOT BE RESPONSIBLE FOR ANY ACTS OF ANY OF THE CITY'S INDEPENDENT PROJECT MANAGERS.

TO THE EXTENT ALLOWED BY STATE LAW, THE CITY WILL BE RESPONSIBLE FOR ITS OWN ACTIONS.

ARTICLE VII. GENERAL PROVISIONS

7.1 CONTRACT TIME. Sub-Recipient understands and agrees to provide all professional services and deliverables requested herein, as expeditiously as is prudent and to use its best efforts to complete all phases of this Agreement within the time schedules indicated within Attachment "A".

7.2 ADDITIONAL TERMS AND CONDITIONS (ARPA). Sub-recipient agrees to comply and adhere to all terms and conditions associated with the CITY's receipt of ARPA funds. For Sub-recipient's ease of reference links and references to the additional Terms and Conditions are attached to this Agreement as **Attachment D**.

7.3 COPYRIGHT AND REPRODUCTION RIGHTS. Upon payment of amounts due, the concepts, design, and other documents prepared by the Sub-Recipient for this Project including, without limitation, those in electronic form (sometimes referred to as the "Instruments of Service") are the property of the CITY, who shall be vested with all common law and statutory rights. The CITY shall have the right to the use of the documents; provided however the Sub-Recipient shall have no liability for any use of one or more of the Instruments of Service by the CITY. The CITY shall have the consent of the Sub-Recipient, provided, however, the Sub-Recipient shall have no liability or responsibility for such use of the concepts, design, and other documents. The rights granted to the CITY herein for the use of the documents for additional projects shall not grant the CITY any right to hold the Sub-Recipient responsible for any subsequent use of the documents. The Sub-Recipient shall provide the CITY with copies of the Instruments of Service in both electronic form and in hard copy.

7.4 AUDITING RECORDS FOR THE SPECIFIC PROJECT. Sub-Recipient's records subject to audit shall include but not be limited to records which, have a bearing on matters of interest to the CITY in connection with the Sub-Recipient's work on this Project for the CITY and shall be open to inspection and subject to audit and/or reproduction by CITY's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of (a) Sub-Recipient's compliance with contract requirements, and (b) compliance with provisions for computing Direct Personnel Expense with reimbursables, if applicable.

Such records subject to audit shall also include those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement. In those situations where Sub-Recipient's records have been generated from computerized data, Sub-Recipient agrees to provide CITY's representatives with extracts of data files in computer readable format on data disks or suitable alternative computer data exchange format.

The CITY or its designee shall be entitled, at its expense, to audit all of the Sub-Recipient's records related to this Project, and shall be allowed to interview any of the Sub-Recipient's employees, pursuant to the provisions of this section throughout the term of this contract and for a period of **three (3) years** after final payment or longer if required by law or the additional Terms and Conditions referred to in Section 7.2 above. Such audits may require inspection and photo copying of selected documents from time to time at reasonable times (limited to Sub-Recipient's office hours) and places upon reasonable notice.

7.5 CONTRACTING INFORMATION

The Contractor must preserve all contracting information related to this Contract as provided by the records retention schedule requirements applicable to the City for the duration of this Contract. Contractor will promptly provide the City any contracting information related to this Contract that is in the custody or possession of the Contractor on request of the City. On completion of this Contract, Contractor will either provide at no cost to the City all contracting information related to this Contract that is in the custody or possession of the Contractor or preserve the contracting information related to this Contract as provided by the records retention requirements applicable to the City.

7.6 SUCCESSORS AND ASSIGNS. This Agreement shall be binding on the CITY and the Sub-Recipient, their successors and assigns. Neither party may assign, sublet, or transfer its interest in this Agreement without the written consent of the other.

7.7 VENUE. For the purpose of determining place of Agreement and the law governing the same, this Agreement is entered into in the City and County of El Paso, the State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the County of El Paso, Texas.

7.8 GOVERNING LAW. The Sub-Recipient shall comply with applicable Federal, State and local laws and ordinances applicable to the work contemplated herein.

7.9 CAPTIONS. The captions of this Agreement are for information purposes only, and shall in no way affect the substantive terms or conditions of this Agreement.

7.10 SEVERABILITY. Should any section, paragraph or other provision of this Agreement be found invalid, such invalidity shall not affect the remaining provisions of this Agreement.

7.11 NOTICES. Any notice, demand, request, consent or approval that either party may or is required to provide to the other shall be in writing and either personally delivered or sent via certified mail, return receipt, to the following addresses:

To the CITY:	The City of El Paso Attn: City Manager
	P. O. Box 1890
	El Paso, Texas 79950-1890

With a Copy to: The City of El Paso
Attn: Economic and International Development
P. O. Box 1890
El Paso, Texas 79950-1890

To the Sub-Recipient: Project Vida, Inc.
Attn: William Schlesinger, Co-Director
3607 Rivera Avenue
El Paso, Texas 79905

Changes may be made to the names and addresses noted herein through timely, written notice to the other party.

Applicant shall provide all required invoices and other required documentation to City electronically at the following address: EDcompliance@elpasotexas.gov

7.12 CONFLICTING PROVISIONS. Any provision contained in any Attachments to this Agreement, which may be in conflict or inconsistent with any of the provisions in this Agreement shall be void to the extent of such conflict or inconsistency.

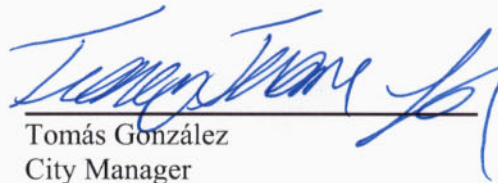
7.13 ENTIRE AGREEMENT. This Agreement, including attachments, constitutes and expresses the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, whether written or oral. This Agreement shall not be amended or modified, except by written amendment, executed by both parties.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

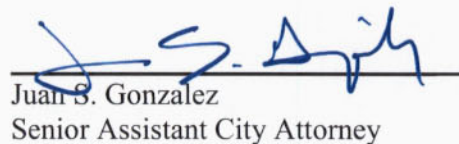
WITNESS THE FOLLOWING SIGNATURES AND/OR SEALS:

CITY:

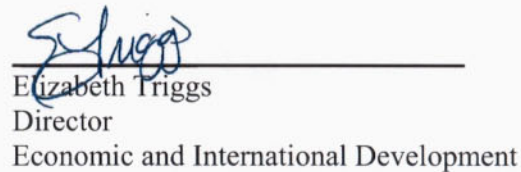
CITY OF EL PASO:


Tomás González
City Manager

APPROVED AS TO FORM:


Juan S. Gonzalez
Senior Assistant City Attorney

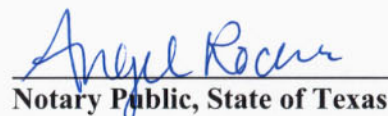
APPROVED AS TO CONTENT:


Elizabeth Triggs
Director
Economic and International Development

ACKNOWLEDGMENT

THE STATE OF TEXAS §
COUNTY OF EL PASO §

This instrument was acknowledged before me on this 2 day of February, 2023, by Tracey Jerome for
Tomás González, as **City Manager** of the **City of El Paso, Texas**.


Notary Public, State of Texas

My commission expires: 06 / 01 / 24



(Signatures continue on the following page)

SUB-RECIPIENT:
PROJECT VIDA, INC.

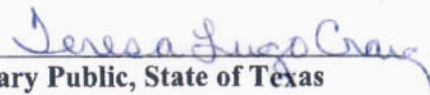


William Schlesinger
Director

ACKNOWLEDGEMENT

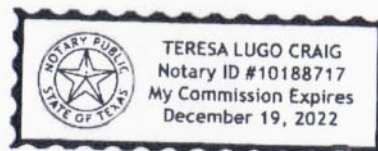
THE STATE OF TEXAS §
§
COUNTY OF EL PASO §

This instrument was acknowledged before me on this 19th day of September, 2022, by ____
William Schlesinger, as Director of Project VIDA, Inc..



Notary Public, State of Texas

My commission expires: 12 / 19 / 2022



ATTACHMENT “A”
SCOPE OF WORK



ADMINISTRATIVE OFFICE: 3607 Rivera Avenue, El Paso, TX 79905-2415
O: (915)465-1191 • F: (915)503-1014 • www.pvida.net

MICROENTERPRISE TECHNICAL ASSISTANT PROGRAM PROJECT VIDA

William Schlesinger, CEO

3607 Rivera Ave.

El Paso, TX 79905

Program Period Start: Spring 2023

Program Period End: Fall 2024

Project Vida (PV) supported by ARPA funding, will have the opportunity to serve more than **260 micro entrepreneurs**, create or retain 70 jobs, provide more than 12 workshops and events and support businesses to be able to obtain capital from different financial institutions and CDFI's. Based on its affiliate's successful Community Health Worker program, PV will do outreach to build relationships with a variety of microentrepreneurs in the City of El Paso. According to WalletHub, El Paso is the ninth-best city for Hispanic entrepreneurs (2019). The primary focus of recruitment for the proposed program is low-income and very low-income Hispanic persons that are self-employed, businesses that have not been able to obtain CARES grants, and persons who have viable plans to start a business. Because language is a significant barrier for local entrepreneurs, all services provided by MTAP are provided in English and Spanish.



A Project of The Cumberland Presbyterian Church and The Presbyterian Church [USA]



PROBLEM STATEMENT

El Paso's microenterprise and small businesses suffered a major loss of revenue stream due to COVID-19 due to required closures or limitations. For example, a local restaurant named Saul Junior owned by Carlos Chaparro had to let go three of his five employees due to sales decreasing to 50%. This resulted in a staffing reduction of 60%. For this, we had an impact in losses of microbusiness that needed to close their businesses forever and needed to look for different ways and resources to support the needs of the ones who were still struggling to operate and survive. The GO DIGITAL program with Cares funds was an opportunity to serve, teach and guide our clients into the digital era and resources that were available to them.

100% of the population currently served is low-income or very-low income, and 27.56% have incomes below the area median. Because many business owners or prospective owners lack education and business training, the program often works with business owners for more than a year, providing additional training to meet needs as the owner develops and expands their microenterprise. The proposed program will enhance, train, guide and provide resources to the microenterprises that exist in the City of El Paso.

PROGRAM DESCRIPTION

1) Organizational Experience & Capacity

PV's innovative and actionable strategy is based on the promotora/ community health worker model of outreach and relationship-building adapted for economic development. Some MTAP staff members have the experience of struggling as microenterprise owners themselves including with language and cultural barriers, so they readily identify with clients; and clients easily identify with them.

A study done by Hunt Institute at the University of Texas at El Paso on MTAP concluded that "Project VIDA's operating expenses were found to have a sizable impact on the local economy of El Paso County, Texas, increasing output by \$418,693.50 and labor income by \$247,116.60. However, these numbers do not represent the full impact of Project VIDA's technical assistance program in our region. Accounting for the incomes generated by the 137 microenterprises that received technical assistance from Project VIDA in FY 2020-2021 results in a gain in total output of \$4,758,685.00 and a gain in total labor income of \$1,461,155.70. We also find that these expenditures support an additional 198.7 jobs within our region. The report reviewed data from the 2020-2021 fiscal year. This evaluation of the impact of the program looked at the impact on El Paso County's economy, the increase in jobs created and retained over time, and the benefit cost ratio.

The study included the following chart that shows the economic impact of the technical assistance provided by MTAP to microenterprises.



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Table 4. Project VIDA Economic Impact: Most Impacted Sectors by Output

Sector Description	Total Employment	Total Labor Income	Total Output
Other support services	22.0	\$181,225.4	\$520,444.9
Retail - nonstore retailers	28.1	\$57,297.8	\$492,731.1
Other accommodations	45.0	\$235,151.3	\$442,819.6
All other industrial machinery manufacturing	18.0	\$43,487.9	\$288,020.5
Construction of other new nonresidential structures	15.0	\$81,196.3	\$273,722.9
Other real estate	3.7	\$23,675.5	\$182,161.6
Scientific research and development services	12.0	\$60,263.7	\$178,657.2
Individual and family services	8.2	\$100,589.8	\$141,473.5
Insurance agencies, brokerages, and related activities	1.4	\$24,441.5	\$128,949.6
Transit and ground passenger transportation	5.2	\$51,494.2	\$122,590.4

Source: Hunt Institute using IMPLAN.

MTAP has proven to be an effective support to the numerous micro-businesses in the City and County of El Paso. MTAP has developed an effective model of outreach to and engagement with microenterprise owners. Based on the community health worker/*promotora* model, which is described further below, MTAP staff gain trust and develop a relationship with microenterprise owners in order to introduce them to business literacy and skills based on the owner's readiness and needs of the business. Not only are microenterprises stabilized, but results demonstrate 1) improved business competence; 2) improvement in the financial situation of owners, employees, and their families; 3) entry into the mainstream economy; and 4) growth toward small business status – all of which help improve overall economic development in the El Paso area.

T1.2 - Success Indicator	Data Collection Method	FYE 2018/2019	FYE 2019/2020	FYE 2020/2021	TOTAL
Client seeking TA/Financing	Client files	614	1,085	618	2317
Clients Completing TA Program	Client files	160	237	137	534
New Business Starts	Client files	16	57	51	124
Successfully Obtained Microloan	Liftfund, People Fund, EPC	53	55	42 PPP	53
Grants	Recover Cares Program	0	0	212	212
Jobs Created/Retained	Client files	235	496	174	905



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Program data is collected from participant record files, and compiled in an Excel based data system which provides for confidentiality of personal and business information. MTAP tracks participants currently enrolled (new or existing businesses), program completion, finance application completed, loans awarded, jobs created or retained, and business revenue increased. Additional data is maintained in participant files. **(example of record included in this document as attachment)**

PROPOSED PROJECT

MTAP serves enterprising individuals who are ready to, have recently begun, or have established businesses, many times working out of their homes. The business owners identify a community need for a product or service that they can fulfill. Examples of this are persons who may start selling burritos out of their kitchen, people who start repairing/selling cars, and hairdressers. Many times, word-of-mouth grows their business, but the owners are not prepared to manage and expand their business. Many owners do not have the business knowledge, bookkeeping skills or an understanding of credit needed to grow their businesses, or they do not know how to start a business, what type of licenses, permits and registrations they need in order to establish their company. MTAP strengthens the knowledge and skills of business owners so that they are able to strengthen and expand their businesses.

MTAP's outreach staff members follow a community health worker, or *promotora*, approach. A Technical Assistance Specialist visits a community or visits small businesses and introduces him/herself to microenterprise owners. The Specialist begins with initial conversation to gain understanding of the business and then offers services to eligible participants based on the perceived needs of the business. Over time, the Specialist invites an owner to monthly meetings offered in Spanish and/or English, which provide information on business literacy topics as well as topics selected by owners. Monthly meetings also provide business-to-business networking that often results in new customers or suppliers for participants, and the opportunity to sell and promote their products and services in the event of Project Vida Market. Additional training is made available in both one-on-one sessions and topical seminars or workshops. Individualized technical assistance is the most time intensive component of the program, and not all business owners want or need that service. It typically occurs over many sessions and requires a significant time commitment by the participant. In the one-on-one sessions, the Specialist provides information about licenses, permit, name registration, ein importance, bookkeeping courses, and assists with the creation of business plan, financial forecast, marketing plan and advertising. There is no charge to participants for any service or component of MTAP.

The above approach is tailored to extremely low and low-income, primarily Spanish speaking, microenterprise owners served by MTAP. This seeks to mitigate the sense of isolation these owners often experience and to bridge cultural gaps inhibiting them from entering into relationships with more traditional business and financial organizations or institutions. Owners who have been unbanked, or unbankable, are shown ways to enter the formal economic system and to meet regulatory and tax requirements, without becoming overwhelmed by its complexity.



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Many microenterprise business owners borrow from business funds to meet family emergencies without a clear plan to recover from the resulting debt. Thus, they often lose non-family employees and suppliers when they are short of funds. Connecting owners to LiftFund, People Fund, El Paso Collaborative, credit unions, or banks and assisting them in the loan application process has helped many clients to obtain financing or lines of credit.

Monthly meeting themes are developed based on periodic surveys of owners enrolled in the program. Based on these surveys, the Economic Development Supervisor seeks volunteers and occasionally if they are funds pay for experts from the public and private sectors who can authoritatively address the chosen topics. Topics are published in advance and provided as part of outreach visits as well as communicated to businesses currently in the program. Monthly meeting topics selected by owners have included use of credit cards, taxes, saving, addressing bad checks, marketing techniques, and other issues of common concern.

Business financial literacy often begins with teaching basic accounting and cash flow principles using the Dome Book, a simplified manual ledger system. It is used as the entry point for businesses without the complexity or computer literacy necessary for computerized bookkeeping. The second step is a transition to computer-based bookkeeping using Dome Book software, which retains the simplicity and familiarity of the manual Dome Book yet moves the business to basic computer levels. The third step is the introduction of QuickBooks to those businesses prepared for a moderately complex and more powerful system.

The focus of all these activities is to provide business owners with the financial tools and controls to know where they are in “real time” and to avoid dependency on outside bookkeepers. MTAP staff members do not perform bookkeeping for clients but rather teach business owners bookkeeping skills, review their work periodically, and ensure that these entrepreneurs understand their own work. The Technical Assistant takes a personal interest in each business requiring assistance and continues contact for as long as the owner requests it.

MTAP provides the following technical assistance services based on interest and assessment of needs of program participants:

1. Monthly general business meetings
2. Marketing classes
3. Instruction on business start-up principles
4. Instruction on market analysis
5. Product development assistance
6. Assistance in obtaining licenses and permits
7. Basic accounting and recordkeeping (classes and individual assistance)
8. Business plan development
9. Assistance obtaining financing, as appropriate
10. Instruction on accessing and using credit
11. Packaging loan applications, as appropriate
12. Strategic planning assistance
13. Customer service and development of a sales strategy and program



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14. Use of technology in the workplace
15. Networking “*ferias*,” or business fairs
16. Project Vida Market event
17. Facebook Live Sessions

METHODOLOGY

Historically, the MTAP program has found that the best sources of referrals to the program are current or former clients. Traditional marketing methods such as mass media are minimally effective; because the persons that the program targets are often distrustful of government programs or are not reached by traditional media. Program staff members when calling on a business client will see other small businesses in the neighborhood and call on them to introduce MTAP. The program has built a reputation over the years among microenterprise owners which aids staff members in overcoming fears of new potential clients. Prospective clients are often isolated, reluctant to seek advice, and mistrustful of banks and public institutions. Many are also monolingual Spanish speakers.

While word-of-mouth referrals to MTAP are common, staff generally reaches out in LMI areas throughout the City of El Paso, Texas. Staff literally may knock on doors, introduce themselves and get to know the owner. Over time, they establish a relationship of trust with each potential client, and get to know the potential client’s business position and need for increased profitability. Establishing trust between the staff member and the potential client is key, as many LMI microenterprise owners are mistrusting of formal agencies and institutions, especially in the wider society.

If the client is interested in what MTAP offers and qualifies as LMI based on HUD guidelines, the staff member enrolls them in the program. Based on each client business’ individual needs, the array of services offered includes business-related consultation and counseling with start-up principles as needed; help with obtaining proper licenses and permits; business plan development; accounting training based on the client’s level of record-keeping and bookkeeping sophistication and readiness for advancement; market analysis and marketing, especially through digital platforms; product or service development; instruction on accessing and using credit; increased use of technology in the workplace; strategic planning; workshops and seminars presented by professionals with expertise in relevant business topics; networking business fairs and area meetings; and loan preparation and packaging when and as a client is ready to assume debt and loan repayment. Such clients are referred to local CDFIs including El Paso Collaborative for Community and Economic Development.



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T1.1 - Organizational Experience Workshop/Seminar/Course/TA	# of Disadvantaged Microentrepreneurs Served		
	FY2018/19	FY 2019/2020	FY 2020/2021
Technical Assistance and instruction provided individually or in small groups	177	308	137
Training on accounting software provided	160	237	137
Workshops and events participation	614	1085	588
Assistance with Business plans	159	237	137
Assistance with income taxes services (VITA program)	0	86	107
Total # of unduplicated Microentrepreneurs	614	1085	1580

Additionally, the significant history of the program, and results for microenterprise owners, has led to an excellent reputation in the community. Staff members are familiar with El Paso County neighborhoods and culture, understand challenges associated with microenterprises, and are provided with the tools and resources to become trusted advisors to microenterprise business owners and prospective owners. Additionally, all are fluent Spanish speakers. Besides the outreach, visits and word of mouth, we have close and strong relationships with our partners. For example, if any CDFI or credit union serves a client who did not meet their criteria, they refer this owner to us to create a plan and help him to become bankable.

Social media has been important these last years, and more with the COVID pandemic, for this reason, we do social media campaigns providing information about our services, events, workshops and transmit few of our interviews and training by Facebook.

T1.2 - Marketing Plan
Presentations at Chambers of Commerce, financial institutions, business associations, networking groups. At least 12 presentations will be made to groups during the program year.
Association newsletters, local newspapers, and radio stations occasionally cover events or the program.
LiftFund – Many business owners come to LiftFund for a loan and are referred to MTAP for technical assistance to prepare them
Partnerships with other associations, build relationships and key partnerships.
Mexican Consulate outreach programs and consular presence - refer individuals in need of business advice to MTAP for training with our Ventanilla de Asesoria Financiera
Build an online presence. Created social media campaigns, created digital and printing material, and shared information on our website.



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During the week, one staff will participate in our weekly meetings with the Ventanilla de Asesoría Financiera to do outreach, two staff will be doing outreach in the different areas of the City, and four days a week are generally focus in one-o-one TA's and other participations such as our networking and community fairs.

When we have the trust of the client who is interested in the program we create a specific program to be able to talk about the type of company she/he/they desires to open, registrations steps, the licenses and permits the person will need. After that we focus in the "idea" which guide us to the preparation of business plan, financial projections, and marketing plans. Our services go beyond of the previous explained, we also provided digital courses, computer literacy, we help businesses with the documents and filling for grants and loans; as well, we are partner with the IRS and assist with the EIN, ITIN and income taxes. And for last but not least, we organize networking, Vida Markets and specific trainings and workshops where we invite businesses to learn new abilities, obtain new skills and open their minds.

During a week, the MTAP staff will do an outreach of approximately 100 people, and in monthly basis enroll 16 microbusinesses. The hours of TA are based on the topics that they will focus, but the average of weekly hours invested in clients are 36 hours as minimum per staff.

T1.3 - Services to be Provided	Expected Outcomes	Total Clients to be Served
One on one technical assistance, group events, workshops on basic accounting and recordkeeping, marketing, product development, market analysis and business startup, financing, and e-commerce.	At least 75% of microenterprises assisted will demonstrate an increased knowledge of business management as measured by increased post-test scores.	195
Technical Assistance in obtaining financing, business plan development, instruction on accessing and using credit, packaging loan applications.	At least 25% of microenterprises provided T.A. will increase their employment levels, with 30 new jobs. At least 80% of assisted microenterprises will retain employees as a direct result of the assistance, with 40 employees retained.	70
Networking, business fairs, opportunities to connect with other microenterprise owners.	50% of microenterprise owners will indicate that they have developed new business relationships as a result of participation.	260
Outreach	People that will now about the resources, MTAP services and grants available for small/micro businesses.	500
At Clients to be Served over Award's Project Period:		260



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IMPLEMENTATION AND EVALUATION

Based on our timeline and experience of the program and needs that clients have, we will follow up the following implementation and strategy.

T1.4- Implementation Internal Task or Process	Due Date	Performance Threshold (i.e. what defines success)
Preparation for program implementation, including training staff members, providing training on procedures, content. Begin expanding outreach activities to recruit new clients.	Spring 23	5.50 FTE key staff will be trained and prepared with all the promotional material, enrollment, forms and information.
Recruitment of microenterprise owners through presentations and outreach visits to business owners.	Spring 23- Fall 24	100 new participants will be recruited with a total of 260 businesses enrolled and 500 participants served during the program year.
Provide group training sessions monthly on topics such as business management and accounting. The program will continue throughout the year to existing clients supported by matching funds. Services begin for new participants when they enter the program.	Spring 23- Fall 24	At least 12 monthly group training sessions will be held on topics such as credit cards, taxes, addressing bad checks, and marketing techniques for existing and new clients.
Meetings and fairs are provided at least quarterly for business networking and support.	Spring 23- Fall 24	Provide at least 8 events for networking among participants during the year. November 15 th 2022 will be the VIDA MARKET which will be held in the Library Esperanza.
Individual technical assistance provided to participants in small groups or individually at businesses.	Spring 23- Fall 24	260 owners will receive technical assistance, including instruction on Dome Books or QuickBooks.
Maintain client data in Excel data system, compiled from individual client files.	Spring 23- Fall 24	Maintain a database compiling accurate data on participants.

Computer and digital literacy	Spring 23- Fall 24	At least four workshops in digital and computer literacy will be held with a total participation of 30 small/micro businesses.
Evaluate output and outcome data.	Fall 24	Qualitative and Quantitative data compiled and presented in a report.

MILESTONES

Our milestones are based on our record experience of work in the field. We will knock doors, visit businesses and participate in community events, business fairs, networking events and presentations.

We calculated the number of clients served based on the participation that we have obtained this last year, plus calculating the social media efforts that we will do to obtain more traffic and make our program known.

In order to enroll or be named as a business who completes the program the business owner has to obtain the TA, obtain their business plan, financial forecast, marketing plan and obtain their dome book for their business. Workshops and presentations are not mandatory, but they will be invited.

T1.5 - Milestones					
	Q1	Q2	Q3	Q4	Project timeline
Mandatory Milestones					
# of Non-Disadvantaged Entrepreneurs Counseled	30	40	60	25	155
# of Disadvantaged Entrepreneurs Counseled	40	60	75	85	260
Milestones from Your Technical Proposal					
# of microenterprise owners starting to utilize Dome Books or QuickBooks	40	60	75	85	260
# of microenterprise owners applying for financing	8	20	16	12	56
# of microenterprise owners retaining or creating jobs	10	15	20	25	70
# of microenterprises who received one-on one TA	40	60	75	85	260
# of microenterprise who were helped with their business plans	40	60	75	85	260
# of microenterprises who participate in business events and workshops	30	60	80	100	270
# of microenterprise owners completing services	40	60	75	85	260



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BUDGET

1) Organizational Chart

Project Vida was incorporated in 1990 and initially began providing services to low-income citizens of South Central El Paso from the back room of a small adobe house. In 2003, recognizing the diversity of services being provided, the Project Vida Health Center and Project Vida Community Development Corporation were established as separate but linked nonprofits. Project Vida provides administrative, accounting and staffing for the other two nonprofit entities. Combined, the three organizations serve about 6,000 low income families in some of the nation's most impoverished neighborhoods. There are seven main divisions or programs that support different community needs: economic development, housing, health care, health education, homelessness, early childhood education, and after-school enrichment. Thus, MTAP clients have access to a variety of other services that may be needed by their own family members, or their employee's families through the three linked nonprofits.

10) Key Personnel

T1.11 - Key Personnel		Years TA	% of time
Name	Position / Title	Experience	to be spent on this project
Paloma Medina	Supervisor	4	25%
Erika Gardea	Technical Assistance Lead	3	25%
Ivanna Siller	Technical Assistance	3	30%
Mario Mendoza	Technical Assistance	16	100%
Angela Velazquez	Technical Assistance (new)	2	50
Martha Banos	Technical Assistance	4	30%

MTAP is supervised by Paloma Medina, Economic Development Supervisor, who has 4 years of experience in non-profit work and 2 years of experience working with microenterprises. She holds a Bachelor's Degree in Media Advertising with a Minor in Management from the University of Texas at El Paso, a Google Marketing Certification, VITA certification, a certification of Small Business Management sponsored by SBDC, EPCC AND SBA, and has 5 years of experience in Digital Marketing owning her own advertising agency.

Erika Gardea has a bachelor's degree in Human Resources from the University of Texas at El Paso, with 5 years of experience in accounting in the transportation industry, and 6 months supporting microenterprises in Project Vida. Erika has her own flower shop and just obtained her certification in Small Business Management sponsored by SBDC, EPCC, and SBA. Martha Banos is pursuing a bachelor's degree in Risk Management, has her own artsy business, currently



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obtained her certificate in Small Business Management sponsored by SBA, EPCC and SBDC, and has 4 years of experience helping small business owners. Ivanna Siller, is pursuing her bachelor's degree and education, she has her own microenterprise of jewelry, she has worked for others nonprofit organizations providing legal assistant and as kindergarten professor. Ivanna is in charge of our social media and computer literacy courses. Mario Mendoza has worked in the MTAP for 16 years and PV is his second home. His passion of helping the community providing TA and art lessons has giving him a list of 50 clients and many stories to share. Angela Velazquez is the recent hire that we believe that with her passion, experience in education will make an impact in our community. They understand the barriers and struggles that our city has gone through. And last, but not least, they own their own small business. Understanding the situation of each client that visits Project Vida goes through. Their lived experience and cultural backgrounds are extremely important to achieve our goals and build the trust and relationships with our clients. Each personal and professional background helps us to understand, support and succeed.

As can be seen from the above table existing staff members have significant experience providing the program and they bring significant business experience to program participants. All of them are bilingual, live in, love and know their community. All of them have significant knowledge of El Paso County and its low-income communities.

ARPA funding is a key resource that give us the opportunity to expand our services to areas of the City of El Paso that we have not be able to. Visit districts that we know that they are microenterprises, small business owners that needs the TA and assistance for grants/loans/capital opportunities. With this grant we will be able to hire a new member, contract experts in the business field that will help us to provide a quality of service and help more micro/small businesses to achieve their goals.

As our budget shows, this year PV obtained funding from SBA with Prime, Wellsfargo, GECU, Bank of America, El Paso Electric, United Way and PNC.

PV is committed to look for funding opportunities to sustain our program and to create new areas that we can keep innovating our curriculum. Looking always the needs of our microenterprises and the areas that we can support them.

MTAP-ARPA FUNDING	AMOUNTS
Funding requested	\$200,000
Program Cost	\$645,700
Admin fee	\$20,000
Admin fee %	10%

Admin fee can be pay by year. \$10,000 at the end of the first year and the other half at the end of the second year of the program.



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Demographics per Gender and Ethnicity

Total Number of Female: 168	
Age	Number of Persons per Age
18-24	7
25-34	16
35-44	37
45-54	63
55-64	36
65-100	9

Total Number of Male: 100	
Age	Number of Persons per Age
18-24	3
25-34	8
35-44	26
45-54	33
55-64	17
65-100	13

Ethnicity Number of Clients	
Hispanic	262
No Hispanic	6

Race Number of Clients	
White	264
Black/African American	1
Asian	2
American Indian/Alaskan Native	1
Native Hawaiian/Other Pacific Islander	0

Demographics per Family Size and Income

Family Size	No. of Clients
1	43
2	54
3	52
4	54
5	32
6	16
7	5
8	5
9	0
10	0

Income according to CD Contract Guidelines	Number of Clients
Extremely Low Income	131
Very Low Income	62
Low to Moderate Income	64
Non-Low/Moderate Income	4

Clients Disabled	Number of Clients
Yes	4
No	257

Female Headed Household Number of Clients	
Yes	101
No	160

Household Assistance	Number of Clients
Housing Authority (HUD) Section 8 Rent Subsidy	9
Supplementary Security Income (SSI)	10
Medicare or Medicaid	44
Food Stamps	30
No receiving benefits	214

Type of Business	Number of Clients
Corporation	14
Corporation S	1
General Partnership	10
Self-employed	2
LLC	37
Partnership	3
Proprietorship	13
Sole Proprietorship	173
Incorporated	7
Independent Contract	1

Household's total income	Number of Clients
\$0.00-\$12,800.00	94
\$12,801.00-\$14,600.00	14
\$14,601.00-\$16,450.00	16
\$16,451.00-\$18,250.00	11
\$18,251.00-\$19,750.00	3
\$19,751.00-\$21,200.00	8
\$21,201.00-\$21,350.00	0
\$21,351.00-\$22,650.00	5
\$22,651.00-\$24,100.00	9
\$24,101.00-\$24,400.00	1
\$24,401.00-\$27,450.00	16
\$27,451.00-\$30,450.00	20
\$30,451.00-\$32,900.00	7
\$32,901.00-\$34,100.00	4
\$34,101.00-\$35,350.00	6
\$35,351.00-\$37,800.00	5
\$37,801.00-\$39,000.00	1
\$39,001.00-\$40,200.00	5
\$40,201.00-\$43,850.00	5
\$43,851.00-\$48,700.00	14
\$48,701.00-\$52,600.00	9
\$52,601.00-\$56,500.00	2
\$56,501.00-\$60,400.00	3
\$60,401.00-\$64,300.00	3
\$64,301.00 and over.	0

Clients Business by City District		
City District	No. of Clients	
1	14	
2	37	
3	27	
4	14	
5	23	
6	25	
7	35	
8	43	
Canutillo	2	
Horizon	17	
Sparks	1	
Fabens	1	
Clint	2	
San Elizario	7	
Anthony, NM	1	
Montana Vista	1	
Socorro	11	

Clients Living in City District		
City District	No. of Clients	
1	15	
2	30	
3	28	
4	18	
5	29	
6	24	
7	36	
8	38	
Horizon	16	
San Elizario	8	
Socorro	9	
Canutillo	2	
Fabens	1	
Anthony, TX	0	
Anthony	1	
Sunland Park	0	
Montana Vista	1	
Sparks	1	
Clint	4	

Demographic per Industry Title		
(NAICS) Code	Industry Title	No. of Bus. Per Industry
11	Agriculture, Forestry, Fishing and Hunting	0
21	Mining	0
22	Utilities	1
23	Construction	12
31	Manufacturing	17
32	Manufacturing	2
33	Manufacturing	5
35	Industrial And Commercial Machinery And Computer Equipment	0
42	Wholesale Trade	11
44	Retail Trade	30
45	Retail Trade	21
48	Transportation and Warehousing	11
49	Transportation and Warehousing	1
51	Information	2
52	Finance and Insurance	4
53	Real Estate Rental and Leasing	6
54	Professional, Scientific, and Technical Services	22
55	Management of Companies and Enterprises	1
56	Administrative and Support and Waste Management and Remediation	14
61	Educational Services	2
62	Health Care and Social Assistance	21

71	Arts, Entertainment, and Recreation	11
72	Accommodation and Food Services	36
81	Other Services (except Public Administration)	30
92	Public Administration	0

Businesses that were Re-enrolled in 2021-2022	43
Businesses that were enrolled as "New Clients" in 2021-2022	218
Number of Job Retains in 2021-2022	54
Number of Full Employees 2021-2022	50
Number of Part-Time Employees 2021-2022	5
Number of New Jobs in 2021-2022	326
Number of Full Employees 2021-2022	246
Number of Part-Time Employees 2021-2022	84

How did client know about Project Vida?	
New Clients	218
Re-enrolled	43

Did client applied for a Loan and Grant?	
Yes	90
No	171

Tech Asesor	Number of Folders
Martha Banos	31
Erika Gardea	54
Maria Elena Garza	24
Maria Hultron	48
Mario Mendoza	34
Tania Bustillos	55
Reynaldo Beanez	3
Tony Murillo	1
Samantha Siller	11

Folders Reported Per Month	
September 2021	31
October 2021	25
November 2021	21
December 2021	19
January 2022	21
February 2022	24
March 2022	22
April 2022	18
May 2022	18
June 2022	18
July 2022	25
August 2022	19
Total:	261

Folders Reported Per Month

September 2021	31
October 2021	25
November 2021	21
December 2021	19
January 2022	21
February 2022	24
March 2022	22
April 2022	18
May 2022	18
June 2022	19
July 2022	
August 2022	
Total:	218

Re-enrolled	22
New Business	159
Number of Job	35
Full Time	
Part Time	
Number of New	232
Full Time	
Part Time	

Timestamp 7/8/2022 12:10:58	Tech Assessor Erika Gardea	Month July	MTAP Date Enrolled 7/6/2022
Is this a new business? Yes	Client's Name Judith Franco	Company's Name All Purpose Maids	Type of Business Sole Proprietorship
NAICS Code 561720	Type of Industry (According with NAICS code) 56 Administrative and Support and Waste Management and Remediation Services	Business Street Address 8857 Harding Way	Business -City or El Paso District El Paso District #7
Client's Home Street Address 8857 Harding Way	Business Zip Code 79907	Residence City or El Paso District El Paso District #7	Residence Zip Code 79907
Best Contact Phone Number 9152825746	E-Mail judithalmazan19@gmail.com	Gender Female	Age 35-44
How much is client annual income? \$25,000.00	According with HUD Income Limits, which is our client's Income Limit Category? Very Low Income	is client disabled? No	Ethnicity Hispanic
Race White	Is this a Female headed household? Yes	Family Size 3	is client receiving government subsidies? Food Stamps
Number of Job Retain- Part Time 0	Number of Job Retain - Full Time 0	Number of New Job - Part Time 0	Number of New Job- Full Time 1
How did client know about Project Vida MTAP Services? Referral	Did the Client apply for loan ? No, Yet	If client applied for a loan, please select the options that he/she used: EPC, Lift Fund	Did the Client apply for a grant? No
If yes, which grant did client apply for?	Is Client using social media? Facebook	Technical Assistance Survey (Please select in what areas your business needs assistance) Accounting, Business Bank Account, Business Plan, Advertising and Marketing Strategies, Loans and Grants, EIN Number	



Fiscal Year 2022-2023

Business Name:

Business is (select on Currently in Operation New, Still in Development) Type of Industry:

NAICS: _____ Email Address: _____ Business Phone : (_____) _____ Type of

Business: sole proprietorship () self-employment () LLC () Corporation () other: _____ Business

Address: _____

S
Client Name: _____

District

_____ Client _____

Address: _____ Gender: _____
Street City Zip Code District

No Hispanic

Is the client a veteran

Male Ethnicity: Hispanic
Female
LGBTQ+

Race:

or active military?

Is the client disabled?

No

Islander Other Multi-Racial
Veteran

Yes

White

Black/African American

No

Asian

Active Military Not Applicable

Is this a Female Headed
Household? Yes

American Indian/Alaskan Native

Native Hawaiian/Other Pacific

Income: Please circle the amount which best describes your household's total income for the year. (This includes the combined income of all family members who live in the home, regardless of whether they contribute to household bills.)

0 - \$12,800	\$22,651- \$24,100	\$39,001- \$40,200
\$12,801 - \$14,600	\$24,101- \$24,400	\$40,201- \$43,850
\$14,601 - \$16,450	\$24,401- \$27,450	\$43,851- \$48,700
\$16,451 - \$18,250	\$27,451- \$30,450	\$48,701- \$52,600
\$18,251 - \$19,750	\$30,451- \$32,900	\$52,601- \$56,500
\$19,751 - \$21,200	\$32,901- \$34,100	\$56,501- \$60,400
\$21,201 - \$21,350	\$34,101- \$35,350	\$60,401- \$64,300
\$21,351 - \$22,650	\$35,351 - \$37,800	\$64,301 and over
	\$37,801- \$39,000	

Number of family members living in your
household (please check one):

Income (SSI) Food Stamps Income certification

and signature on reverse side of form

1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__

9__ 10__ Please circle any of the following
assistance your household currently receives:

For Agency Use Only

Annual Income \$ _____

Housing Authority (HUD) Section 8 Rent Subsidy

Medicare or Medicaid Supplementary Security

Date in process	Date acquired	Copy
		Registered business name county courthouse
		Texas Comptroller Sales Tax
		City License:
		Other
		Business Plan
		Financial Projections
		Social Media Courses

(Additional household information may be entered at margins)

I hereby certify that all information within this certification is true and correct to the best of my knowledge. I understand that I am applying for federal assistance intended to benefit only low- and moderate-income persons. I am aware that making a false statement to obtain benefits to which I am not entitled may subject me to both civil and criminal penalties, as well as forfeiture of my benefits. I authorize that information on this document be verified with the employers or other income sources later and authorize said employers or other sources to release this information.

client if over 18 or parent/legal guardian Date Signed _____ *Signature of*



A “microenterprise” is a business having five or fewer employees, at least one of whom is the owner. Eligibility for the program includes the owner, Prospective owner, or 51% of the participants of the business qualifying under current HUD income guidelines for CDBG benefits.

[illegible]

ATTACHMENT “B”
BUDGET

Project Budget / Expense Summary

Agency Name

Project Vida

Project Name: MTAP


Line Item Expense Category			Budget Year 2022-2023	
			Total	Budget
Salaries			\$	141,250.56
Fringe benefits			\$	23,942.57
Contract services			\$	2,400.00
Rent				
Communications				
Utilities & occupancy expenses			\$	-
Equipment rental & maintenance			\$	-
Equipment purchases			\$	-
Mileage reimbursements			\$	5,000.00
Postage & shipping			\$	-
Printing & publications			\$	2,000.00
Supplies			\$	3,300.00
Local conferences & meetings			\$	-
Insurance			\$	-
Travel - long distance			\$	-
Other Expenses			\$	22,106.87
Total Project Expenses	\$	-	\$	-
			\$	200,000.00

Fiscal Federal Funding Accountability and Transparency Act (FFATA) CERTIFICATION

The certifications enumerated below represent material facts upon which DSHS relies when reporting information to the federal government required under federal law. If the Department later determines that the Contractor knowingly rendered an erroneous certification, DSHS may pursue all available remedies in accordance with Texas and U.S. law. Signor further agrees that it will provide immediate written notice to DSHS if at any time Signor learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. **If the Signor cannot certify all of the statements contained in this section, Signor must provide written notice to DSHS detailing which of the below statements it cannot certify and why.**

Agreement/Amendment: _____

Legal Name of Contractor: Project Vida	FFATA Contact # 1 Name, Email and Phone Number: Bill Schlesinger w.schlesinger@pvida.net (915) 490-6148
Primary Address of Contractor: 3607 Rivera Avenue El Paso, TX 79905	FFATA Contact #2 Name, Email and Phone Number: Marianna Arroyo m.arroyo@pvida.net (915) 465-1191 ext. 201
ZIP Code: 9-digits Required www.usps.com <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">7</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">9</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">9</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">0</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">5</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">-</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">2</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">4</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">1</div> <div style="border: 1px solid black; padding: 2px 5px;">5</div> </div>	DUNS Number: 9-digits Required www.sam.gov SAM UEI: GVUMJQWLLK44 <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px;"></div> </div>
State of Texas Comptroller Vendor Identification Number (VIN) 14 Digits As a non-profit Project Vida does not have this. Our Texas ID is 17424816795 <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px 5px;"></div> </div>	

Printed Name of Authorized Representative Bill Schlesinger	Signature of Authorized Representative 
Title of Authorized Representative Co-Director	Date 10/5/2022

Fiscal Federal Funding Accountability and Transparency Act (FFATA) CERTIFICATION

As the duly authorized representative (Signor) of the Contractor, I hereby certify that the statements made by me in this certification form are true, complete and correct to the best of my knowledge.

Did your organization have a gross income, from all sources, of less than \$300,000 in your previous tax year? ☐ Yes ☒ No

If your answer is "Yes", skip questions "A", "B", and "C" and finish the certification.

If your answer is "No", answer questions "A" and "B".

A. Certification Regarding % of Annual Gross from Federal Awards.

Did your organization receive 80% or more of its annual gross revenue from federal awards during the preceding fiscal year? ☒ Yes ☐ No

B. Certification Regarding Amount of Annual Gross from Federal Awards.

Did your organization receive \$25 million or more in annual gross revenues from federal awards in the preceding fiscal year? ☐ Yes ☒ No

If your answer is "Yes" to both question "A" and "B", you must answer question "C".

If your answer is "No" to either question "A" or "B", skip question "C" and finish the certification.

C. Certification Regarding Public Access to Compensation Information.

Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

If your answer is "Yes" to this question, where can this information be accessed?

If your answer is "No" to this question, you must provide the names and total compensation of the top five highly compensated officers below.

For example:

*John Blum:500000;Mary Redd:50000;Eric Gant:400000;Todd Platt:300000;
Sally Tom:300000*

Provide compensation information here:

ATTACHMENT “C”
INSURANCE CERTIFICATES / CERTIFICATIONS

Client#: 1141712

PROJEVID

ACORD™**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)
6/30/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Southwest CL El Paso 303 N. Oregon, Ste 310 El Paso, TX 79901 915 544-3111		CONTACT NAME: Tracy Rosales PHONE (A/C, No, Ext): 915-534-9468 E-MAIL ADDRESS: Tracy.Rosales@usi.com FAX (A/C, No):	
INSURED Project Vida & PV Community Development 3607 Rivera Ave. El Paso, TX 79905		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Co. NAIC # 18058 INSURER B: Texas Mutual Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2393166	03/21/2022	03/21/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2393166	03/21/2022	03/21/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	0001286934	04/26/2022	04/26/2023	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy(s) includes an additional insured endorsement that provides additional insured status to the Certificate holder only with regard to the above referenced.
 3612-3616 Pera, 4875 Maxwell, 3531 Rivera. 30 Day NOC.

CERTIFICATE HOLDER**CANCELLATION**

City of El Paso Public Facilities Compliance Monitor 300 N. Campbell El Paso, TX 79901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ATTACHMENT “D”
ADDITIONAL TERMS & CONDITIONS (ARPA)

The subrecipients must abide by the following, as may be updated and revised.

- A) **Social Security Act Title VI Sections 602 and 603, Enacted March 11, 2021.**
- B) **Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds**
- C) **2022 State and Local Fiscal Recovery Fund Compliance Supplement**
- D) **Coronavirus State and Local Fiscal Recovery Funds Final Rule Frequently Asked Questions**

In addition to the above requirements, subrecipients must comply with the April 1, 2022 Final Rule for the Coronavirus State & Local Fiscal Recovery Funds. An overview of the federal agency requirements in the Final Rule is attached for ease of use of the subrecipients.



Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule

U.S. DEPARTMENT OF THE TREASURY

January 2022