



City of El Paso

Grants Management Manual Pre-Award and Post-Award Procedures

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Prepared by:
Financial Services Department
Grants Services Division and
Financial Accounting and Reporting Division



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Note: The administrative policies and procedures outlined in this manual supersede all previous administrative policies and procedures in place prior to February 28, 2006, that may have been included in memorandums, emails or other means of communication. All questions or conflicts with divisional procedures need to be directed to the Grants Services Division of the Financial Services Department at (915) 541-4445.



**City of El Paso
Grants Management Manual
Pre-Award and Post-Award Procedures**

Purpose of Manual

This manual outlines the administrative policies and procedures with respect to grants and related activities for the City of El Paso (the “*City*”). These policies are approved by the City Manager.

The policies and regulations for grants set forth in this manual shall apply to all activities financed by any funds for which the City has fiduciary or oversight responsibility including state, federal or private grants unless the terms of the said grant require differently.

This is a two-tiered manual presented as follows:

Tier 1 Grant Application Process (provide guidance through the development of a grant application)

Tier 2 Post-Grant Management Process (assist in the management of the grant once award has been received).

This manual focuses on the most common situations encountered while going through the grant development process and once an award is received. The Appendix includes examples of forms and procedures used at the City of El Paso. This manual can be accessed electronically via the City’s website under the Financial Services Department:

(http://www.elpasotexas.gov/financial_services/departments_head_reference_materials.asp)



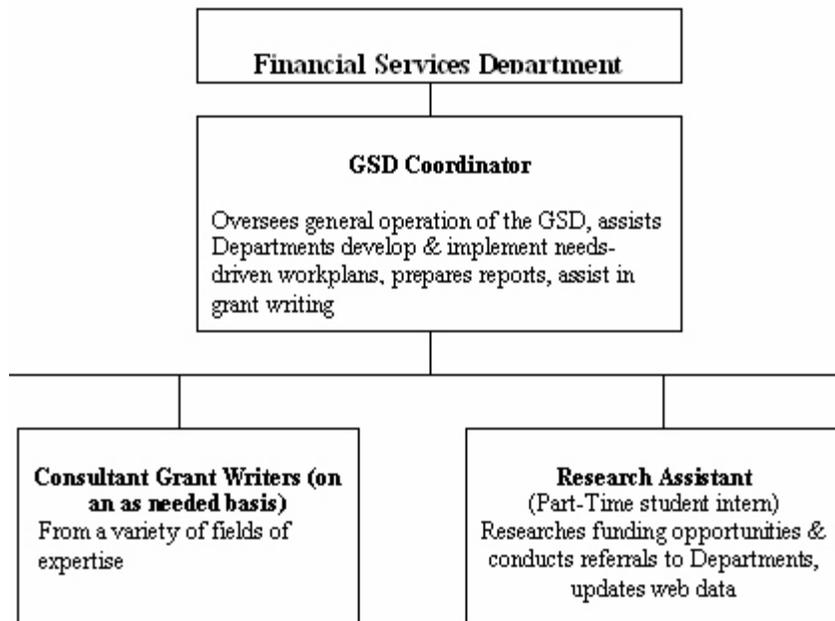
Tier I: Grant Application Process

The **Grants Services Division (GSD)**, formerly known as the Grants Office, is a division of the Financial Services Department providing grant-related services to City Departments. The GSD was restructured in 2005 by the City Manager to coordinate and maximize grant-writing efforts, increase City Departments' capacity to write highly fundable applications and increase revenues and services for the City of El Paso.

The Organizational Chart below provides the structure of the GSD.

FINANCIAL SERVICES DEPARTMENT GRANTS SERVICES DIVISION (GSD)

ORGANIZATIONAL CHART



1.0 DEPARTMENTAL ASSISTANCE

1.1 Grant Development

The GSD will assist in developing a grant idea into a completed proposal by:

- Identifying potential funding sources for the proposed project from state and federal agencies, private foundations and corporations.
- Providing support and guidance throughout the grant-writing process including helping to write and/or edit a grant proposal
- Identifying and facilitating grant-writing team
- Assisting in the development of an accurate proposal budget

- Ensuring the proposal contains all signatures, assurances and certifications required by the funding source
- Providing guidance in submitting the proposal to the funding agency
- Providing training opportunities that will help the Departments' capacity building needs in the following areas:
 - a) grant writing, program and budget development
 - b) starting and monitoring a newly funded project
 - c) use of the grant networking system as supplied by eCivis.
- Supplying easy access to support documents and information including demographical data and other required forms though the GSD webpage (www.elpasotexas.gov/financial_services/default_gsd.asp).

1.2 Identifying and Setting Funding Goals

The GSD will assist Departments identify their funding needs and work with Departments to develop grant funding goals. Staff at the Grants Services Division will meet with Department staff to discuss programs/services and collectively outline a plan to identify funding priorities within the Department. Once a plan has been outlined, a Funding Needs Matrix will be developed to use as guidance by the GSD staff to help pursue appropriate funding opportunities. A sample of the **Funding Needs Matrix** can be found in the Appendix section of this manual. The Funding Needs Matrix can also be found in the GSD webpage on the following weblink:

www.elpasotexas.gov/financial_services/forms_gsd.asp

1.3 Providing Support/Technical Assistance

GSD will assist Departments on an as-needed basis with topics such as grant writing help and/or editing, program and budget development, researching data, compiling necessary forms and/or documents, assist in the preparation of the grant application for signatures and help route it through the appropriate process. GSD will assist in the development of a start-up plan and monitor a newly funded project. GSD will also review grants for accuracy.

1.4 Assistance in the Preparation of a Budget to Accompany the Grant Application

GSD staff will assist with the budget development process for the grant application as it relates to fringe benefit rates, indirect costs rates, job specifications and any budgetary stipulations as legislated by the City's governing council. Department/Project Managers may receive technical assistance for starting up newly funded projects and for resolving program and contract issues to remain in compliance with the City and grantor's administrative rules.

1.5 Centralized Source of Information

Through the GSD's webpage, Departments will be able to obtain valuable information to support their grant writing efforts such as demographical data, reports, fact sheets, proposal checklists, sample application formats and standard City documents required by funding agency, such as City financial and annual reports, organizational charts, DUNS number and City's federal employer ID number. **Additional relevant information can be found on Pages 16 and 17 of this manual.** Detailed demographical information can be found on the following link on the City's website at: <http://www.elpasotexas.gov/demographics.asp>

2.0 REQUESTS FOR SERVICES

Requests for services from GSD staff can be obtained through the following procedures: _

- 2.1 Fill out the Request for Services/Technical Assistance Form found in the Grants Services Division webpage. One can also download the **Request for Services/Technical Assistance Form** found in PDF, Word and On-Line formats on the GSD webpage.
- 2.2 Email to the GSD at grants-1@elpasotexas.gov

3.0 ADDITIONAL SERVICES OFFERED THROUGH THE GSD

3.1 eCivis Grants Locator Network

The City of El Paso subscribes to eCivis Grants Network. A searchable grants database, eCivis has data tailored to meet the needs of City Departments. The GSD utilizes eCivis Grants Network to identify funding opportunities which best match the needs of the Department. Grant Alerts are referred to Departments on a daily basis. City Departments may designate a staff person(s) to have direct access to eCivis Grants Network by requesting it directly to Nancy Melendez-Forbes at 541-4445. eCivis resources include:

- Federal, state and foundation grant information located in one database.
- Search by category, keyword, agency, etc.
- Download grant application forms, guides and instructions.
- Grant-writing information is available such as notice of funding availability (NOFA), information on funding agency and/or foundation, previously funded programs (very helpful in terms of determining what is a fundable program by the grantor agency), recent legislature on funding priorities. eCivis information can be found on the GSD webpage.

3.2 On-Call Grant Writers

The GSD hires, on a contractual basis, on-call grant writers. The GSD follows HR procedures to attract qualified individuals who respond to the City's job vacancy announcements. Resumes are collected, reviewed and applicants are interviewed by a team of peer grant writers. The GSD hires grant writers with diverse areas of expertise, experience and background providing the City Departments with multiple levels of skills and knowledge.

3.3 Grant Information & Referral

The GSD employs a part time student/intern who is responsible for researching, identifying and making grant referrals. The student/intern will match the grant to specific Departments, and through eCivis, electronically refer grant funding information to the grants contact person at the specific Departments. This component augments the Department's ability to be informed of funding opportunities early enough to maximize timely grant submissions.

3.4 Community Outreach

GSD offers eCivis Grants Network to the community to enhance the City's economic base and bring needed services to El Paso. Not-for-profit or Community Based Organizations (CBOs) will receive this service free of any charge to them by completing and returning an agreement that must be signed by the organization's director or CEO. GSD staff will review and approve the agreement and send a request to eCivis for a username and password for the CBO. GSD staff will meet with CBOs, at their requests, to discuss collaborative efforts between the CBO and the City. City Departments will be approached once a determination has been made regarding which Department would best serve in this collaboration.

3.5 Partnership Opportunities

At times, funding for a specific City project is not made available to local government, but would qualify under another agency or institution such as a Community Based Organization, a school, college/university, etc. In such cases, the City will seek out potential partnerships in order to qualify and pursue the funding opportunity to fund the needed project.

Similarly, community agencies and/or institutions will seek partnership from City Departments in order to solidify funding. The City is always available to consider these opportunities. The GSD can help Departments identify potential organizations and/or agencies that could potentially result in a solid collaboration either through previous collaborative projects or through eCivis' access to the community.

3.6 Letter of Support

As per legal guidance, requests for Letters of City Support (LOI) from outside entities for a grant application or a grant-funded project are subject to the following:

The City, as the entity, can only speak through the actions of the City Council. Accordingly, only the City Council can issue a resolution or delegate or authorize the drafting of a letter that states that the City supports a particular grant application or a grant project.

Occasionally, there may be a time when an employee with a position of authority in the City, such as the City Manager or a Department head, may be able to state that they can provide support to or for a project to the extent that it relates to matters for which they have previously been given such authorization by the Council, provided that such statement does not create any contractual obligations nor commits the City to provide funding. For example, it may be possible for a high level employee in such a situation to make a statement or commitment relating to work they are authorized to perform within an established program or services already in place within his or her Department.

In all such instances, such a letter or statement should have legal review so that a determination can be made whether the employee is authorized to provide such letter or statement, or whether under the law, any statement of support or letter must be authorized by the City Council.

Training/Capacity Building

A variety of training opportunities will be offered to meet Departments' capacity building needs in the following areas:

- Grant Writing
- eCivis Grants Management
- eCivis Tracking and Reporting
- Logic Modeling
- Factfinder.gov
- Program and Budget Development
- Starting and Monitoring a Newly Funded Project.

The GSD staff will internally promote these trainings utilizing the City email system and will post fliers at various locations in the City Hall building. In addition, capacity building workshops and trainings will be posted on the GSD webpage.

3.7 Grants Tracking System

GSD maintains a grant tracking system through eCivis, called Tracking and Reporting (T&R) for the purpose of tracking the grant referral and development sequence as it evolves from identification to a completed grant application and submission to funding agency. The Grants Services Division and the Grants Accounting and Reporting section are automatically notified of a grant application's progress upon successful uploading of this information into eCivis Tracking and Reporting. This will help the Financial Services Department accurately prepare and submit timely reports to funding agencies. At a minimum, the tracking system will contain:

- Name of grant
- Date of referral to Department
- Funding source
- Purpose of grant
- Due date
- Point of Contact and Department
- Amount of grant including matching requirements if any
- Match source

- Partner agencies or collaborative (agencies/people to be contracted by the grant)

4.0 STEPS IN THE GRANT APPLICATION & SIGNATORY PROCESS

There are several steps required to apply for a grant and the applicant needs to determine which step to follow based on the funding agency's requirements. In March 2005, City Council approved an ordinance which simplifies the process by which Departments can apply for grant funding; **and** in September 2009, the City Manager further shortened the process: Department Heads will be able to sign and submit grant applications without City Manager signature unless it is specifically requested by grant guidelines.

4.1 ORDINANCE No 16016

In order to simplify and reduce the time restraints in the grants submission process, City Council approved the following ordinance which stipulates:

Ordinance No. 16016, approved and dated March 15, 2005, gives the City Manager the authority to sign on behalf of the Mayor and Council grant applications and acceptances for the City in the interest of efficiency of administrative governmental operations in the City. The ordinance further stipulates:

- “That unless a granting agency requires that the City's top elected official be listed as the grant official in a grant document, the City council hereby designates the City Manager and his or her designee to be listed as the **authorized official** and as the **official with financial authority** or similar designations on all grant applications, acceptances and other documents and to sign all grant applications, acceptances and other grant documents on behalf of the City of El Paso.
- The City Manager and his/her designee is authorized to sign on behalf of the mayor and council “grants that do not require matching funds or other similar direct expenditures by the City including those grants that only require an in-kind match. The City Manager is authorized to sign grants requiring matching funds when the required matching funds were included in the applicant's budget at the time of the adoption of the budget, or when the matching funds will be funded through the use of confiscated funds, provided that the grant is not otherwise required to go to the Council for approval pursuant to any budget resolution requirement.”

In accordance with a directive from the City Manager, the following procedures are effective as of September 11, 2009:

All grants will require the following signatures:

- Department Head
(If a grant requires a City match, the Department head is certifying that the matching funds are included in the affected Department's budget at the time of the adoption of the budget or that the funds are available if confiscated funds are being utilized .
- Grants Services Coordinator or the Chief Financial Officer when Coordinator is not available.
- Legal review **only if** funding agency requires City Council approval and will need further processing to place on council agenda by affected Department. (See note below regarding Council Approval on grant applications and follow **Step 5.2** of this manual.)

Note regarding City Council Approval: These thresholds will only be implemented for those grants that do not require City Council approval and allows the Grants Services Division of the Financial Services Department to expedite the grant application process. The **flowchart on page 15 labeled as Exhibit A**, will assist Departments in following the steps necessary to get a grant through the signature process.

Ordinance No. 16016 allows designees of the city manager to sign off on grant applications should the city manager not be available. As per a memorandum dated, October 24, 2007, designees for the City Manager are the Deputy City Manager for Financial Services, Deputy City Manager for Developmental and Infrastructure Services and the Deputy City Manager for Quality of Life Services.

5.0 Steps in Application NOT Requiring Signature from Top Elected Official or City Council Approval

5.1 Step I. Preparation of GIAF and notification to GSD

The City Manager's signature is accepted in most grant applications; however, it is best to check with the funding agency for appropriate signatory in cases when the funding agency requests "Signature of Top Elected Official." Remember that the City Manager is an appointed position and the Mayor is the "Top Elected Official" for the City.

Once it has been determined that the application does not require the signature of the top elected official or City Council approval, the completed proposal should be signed by the Department Director and the grant information should be sent to the GSD for tracking purposes only by using a Grants Information Application Form (GIAF). The GSD is not in the position to authorize Departments to apply or submit a grant. **Note: The GIAF is needed for informational and tracking purposes only, but the GSD must be consistently informed of outgoing grant applications at all times. GIAF form can be found on http://www.elpasotexas.gov/financial_services/forms_gsd.asp** Grant information can also be sent via email to GSD at grants-1@elpasotexas.gov.

If the grant specifically requires the City Manager's signature, GSD will ensure that the following approvals have been submitted on the GIAF:

- Department Head - the Department Head will be responsible for ensuring that all grant contents and documents are complete and accurate prior to obtaining City Manager signature. **THE GIAF WILL NO LONGER BE ROUTED TO THE CITY MANAGER FOR SIGNATURE.**
- Grants Services Coordinator or the Chief Financial Officer if GSD Coordinator is not available.
- City Manager (The GSD will route the document through the City Manager upon its review) A **"Sign Here"**  label will be placed where the City Manager's signature is needed. If a grant requires a City match, the Department head is certifying that the matching funds are included in the affected Department's budget at the time of the adoption of the budget or that funds are available if confiscated funds are being utilized. Department Head will secure

account information that certifies available cash match, since it's critical that funds are or will be available prior to pursuing the funding. Department Heads are responsible for ensuring that the City's Office of Management and Budget has been informed of the grant match necessary through the required Budget Transfer documents.

5.2 ADDITIONAL STEP. Application Requiring City Council Resolution

When Council Resolution authorizing the submission of a grant application is required by the funding source, Steps I and II in Section 5.0 should be followed. HOWEVER, if the application requires City Council approval, then this additional step needs to be followed PRIOR TO THE SUBMISSION OF THE GRANT. The Department Head or assigned Project Manager is responsible for seeking the assistance of the Legal Department to schedule the item on the normal agenda, attend the agenda review and resolve outstanding issues in accordance with existing City policies and procedures. The Resolution should include language authorizing the submission of the grant, availability of matching funds, if any, and authorization to accept, reject, modify, terminate, request an extension of an award ending date for the grant, sign and submit all grant agreements and other related paperwork and documentation without specific further approval from the City Council and implement the grant if awarded. Inclusion of this language eliminates the need for the Department to return to Council with an acceptance request.

Submitting Resolution to City Clerk's Office - The Department Head or Project manager is responsible for the following:

- Placing the item on the City Council Agenda through the City Clerk's Office.
- Completing the Agenda Item Department Head's Summary Form.
- Submitting all documentation electronically and in hard copy with all required signatures secured.

Upon Council approval, it is the requesting Department's responsibility to follow up on the approved application to ensure that the application is signed by all required signatories, dated and stamped by the City Clerk's office. Review the application to ensure that all pages, attachments, charts, budgets, etc., are intact and prepare for mailing to funding agency. Normally when mailing hard copies, funding agencies require one originally signed copy along with the required number of copies of the original document. However, there are circumstances where the funding agency will request two or more originally signed copies of an application. In this case, it is the requesting Department's responsibility to make certain that multiple, original signatures are obtained.

Note: The most common documentation for grants requiring Council approval is the Resolution. When the resolution goes to the City Clerk's Office, it has the signature of the Assistant City Attorney assigned to assist the requesting Department. **The resolution is then sent to the Mayor to sign and then the City Clerk signs attesting to his/her signature.**

At this time after all signatures have been obtained and appropriate copies have been made.....



-----the department or the GSD staff will package the grant application and prepare for mailing.

Submit grant application to funding source as noted in STEP II

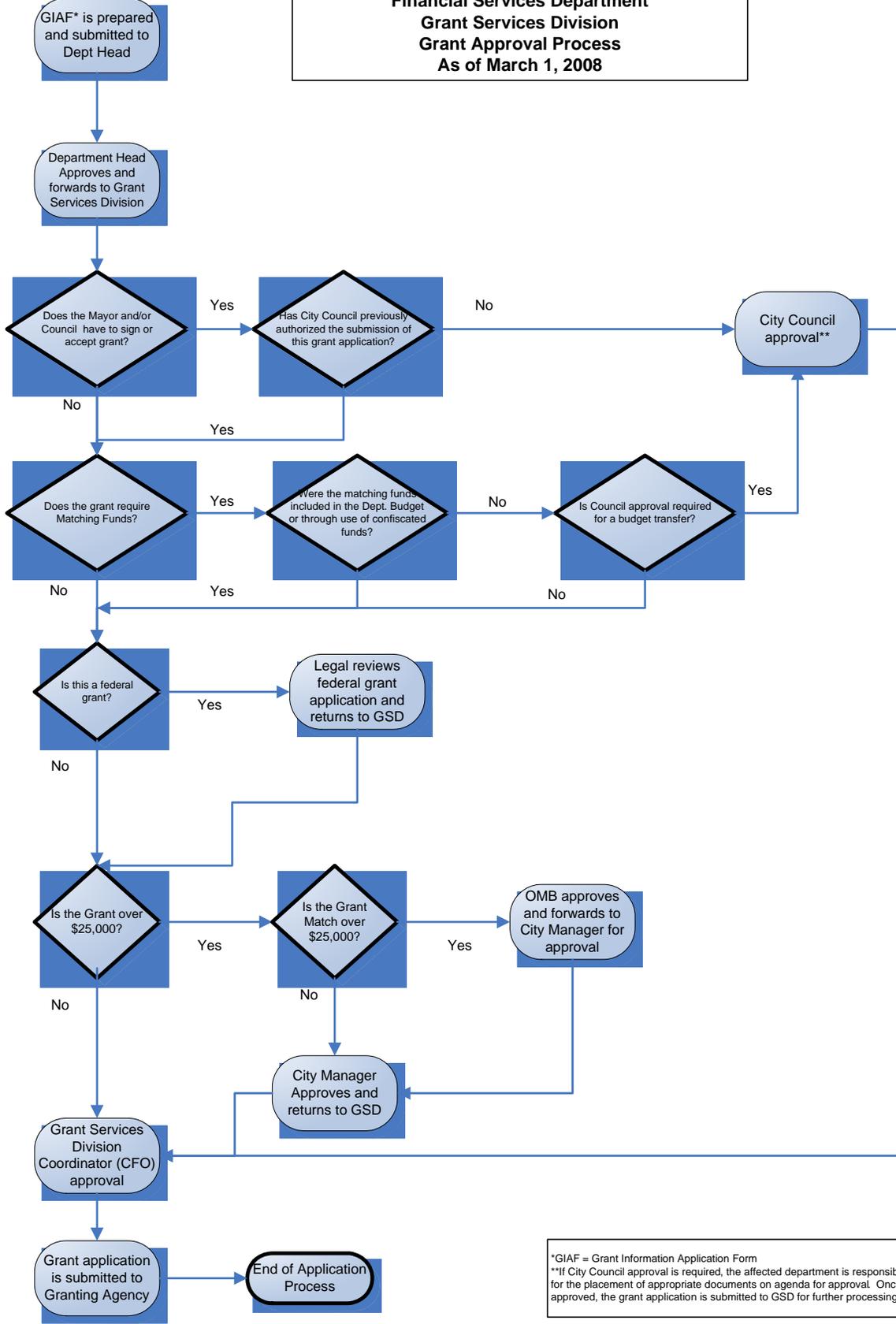
6.0 STEP II: Post Signature Activities

- a) **Mailing Application to Funding Sources** - The Department is responsible for mailing application directly to funding source via Federal Express or any other expedited mail services available, by US Mail or in-person delivery (when applicable such as to local foundations). The City's regular mail system is NOT to be used for submitting a grant application as unforeseen circumstances may prevent application from being submitted in a timely manner.

- b) **Electronic Submission of Applications** - Electronic submission of grant applications is quickly becoming popular and much more common. In cases where electronic submission is necessary, it is important to inform the Grants Services Division early in the grant development phase to ensure that Departments are subject to all grants policies and procedures, including ensuring that the CFO has registered the City as an approved applicant on the specified online grant application system. In addition, the GSD will work with the requesting Department to complete all the preliminary forms such as the SF424s and SF424b and budget forms, as necessary, that are part of the online application.

EXHIBIT A: FLOWCHART

**City of El Paso
Financial Services Department
Grant Services Division
Grant Approval Process
As of March 1, 2008**



*GIAF = Grant Information Application Form
 **If City Council approval is required, the affected department is responsible for the placement of appropriate documents on agenda for approval. Once approved, the grant application is submitted to GSD for further processing.

7.0 COMMON GRANT TERMS & REQUIREMENTS

Intergovernmental Review Process

In 1982 President Reagan signed Executive Order 12372 mandating that federal agencies comply with a state's desire to review programs identified by a Catalog of Domestic Assistance (CFDA) number, (please refer to **Page 17** for further information on CFDA). Applying for a grant that has been identified by a CFDA number requires that it be reviewed by the State's Point of Contact (SPOC). Once the SPOC has reviewed the grant application, they will issue the applicant an SAI (State Application Identifier) number for tracking purposes only. Some granting agencies waive this review process and will so state in their application guidelines.

A SPOC review does not hinder the application process nor is it responsible for authorizing the grant submission. The SPOC normally requests that the applicant send them one copy of the application and a second copy to the local Council of Governments (COG). The local COG will usually schedule the applicant to appear before their board where the applicant describes the grant proposal including the purpose for the application, the amount being requested, collaboration if any, length of service, etc. (Additional information on Executive Order 12372 can be found at <http://www.fws.gov/policy/library/rgeo12372.pdf>.) Yes, this works

The SPOC for the State of Texas is:

Denise S. Francis, Director, State Grants Team
Governor's Office of Budget and Planning
P.O. Box 12428
Austin, TX 78711
Phone: (512) 305-9415
Fax: (512) 936-2681
Grants@governor.state.tx.us

The Local Council of Governments (COG) is:

Rio Grande Council of Governments
1100 N. Stanton Street, Room 610
El Paso, Texas 79901
(915) 533-0998

DUNS (Data Universal Number System)

A nine-digit number assigned and maintained by Dun and Bradstreet to identify unique business establishments. DUNS numbers are assigned worldwide and include US, Canadian, and international organizations. The GSD will provide you with these numbers upon request. It can also be found on the GSD webpage at http://www.elpasotexas.gov/financial_services/data.asp.

EIN (Employer Identification Number)

City of El Paso's IRS designated number. The GSD will provide this information upon request. It is also found on the GSD webpage at www.elpasotexas.gov/financial_services/data.asp.

IRS Determination Letter

A copy of the IRS determination can be obtained on the Financial Services website, or call the GSD for a copy.

CFDA (Catalog of Federal Assistance)

A catalogue published twice a year which describes domestic assistance programs administered by the Federal government. This compendium of Federal programs lists projects, services and activities which provide assistance or benefits to the American public. It tracks all domestically funded programs with a CFDA assigned number.

Federal Register

A daily compilation of federal regulations and legal notices, presidential proclamations and executive orders, federal agency documents having general applicability and legal effect, documents required to be published by act of Congress and other federal agency documents of public interest. The Federal Register will provide you with detailed grant information including deadlines, requirements, eligibility criteria, amount to be awarded, review date, etc. (Sample copy of **Federal Register in Appendix M.**)

NOFA (Notice of Funding Availability)

A NOFA file provides information on available funding within specific Departments and/or agencies, funding priorities, eligibility criteria and other useful information, normally posting federal grants.

FOA (Funding Opportunity Announcement)

A funding opportunity announcement (FOA) is an announcement of a federal grant funding opportunity. Grants.gov allows organizations to apply for grants from over 1,000 grant programs from 26 federal agencies, for example, NIH (National Institute of Health). FOAs can be [program announcements](#) or [requests for applications](#).

RFA (Request for Application)

A request for application is generally generated through funding organizations/agencies when they have posted a FOA and are now prepared to receive grant proposals from applicants.

NOGA (Notice of Grant Award)

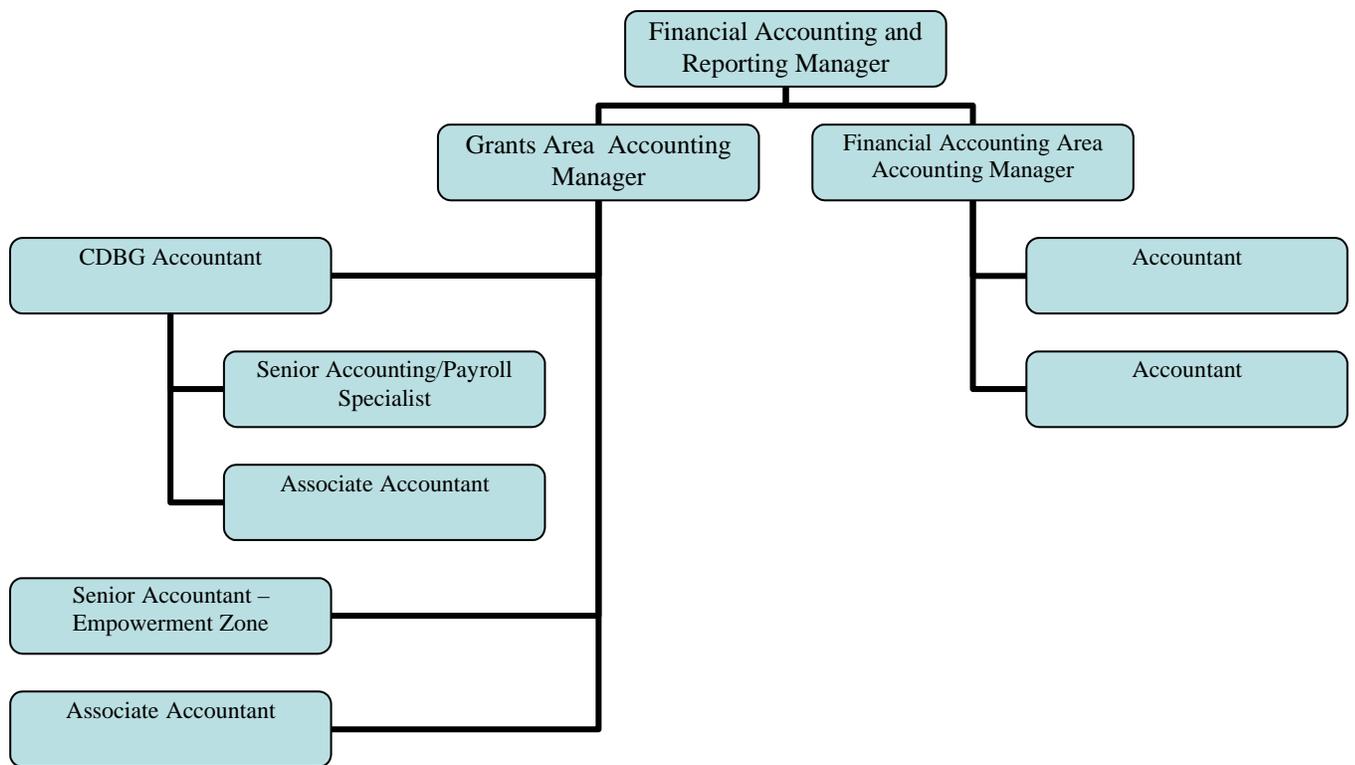
A notice of grant award is always sent to the award recipient indicating the actual amount awarded along with direction on acceptance requirements.

Please refer to the Grants Services Division webpage for additional grant terms and requirements at http://www.elpasotexas.gov/financial_services/glossary_gsd.asp

TIER II: POST-AWARD PROCEDURES

The Financial Accounting and Reporting Division of the Financial Services Department provides technical assistance after the grant has been awarded to a Department. This division is comprised of two sections, both intricately related to the grant reporting and accounting functions. The Grants Section of the Division provides direct assistance to Departments for all grant management and processing activities and activities in this section of this manual pertain directly to this Division.

The Organizational Chart below provides the structure of the Financial Accounting and Reporting Division of the Financial Services Department:



1.0 eCivis Tracking and Reporting Module

The eCivis Grants Network Tracking and Reporting system is a software tool that was added to the existing eCivis Grants Search Network and implemented by Financial Services in fiscal year 2008 to improve the City's grant performance, reduce and eliminate findings and assist in the Single Audit process.

The City spends approximately \$80 million a year in Federal and State grants. eCivis allows users from all levels within the organization to view a project's current status and upcoming activities. The system includes efficient task management tools, such as automatic email reminders and alerts to ensure compliance with grant requirements, a project calendar to manage tasks and assistance to make sure that critical deliverables are met and reduce the City's risk for failure and noncompliance.

eCivis has become extremely useful as all necessary grant information is in a centralized location allowing staff and management to review all grant agreements without contacting the Program Manager or program Department. Access to this centralized information streamlines the Single Audit process and any internal audits and greatly decreases the amount of paper copies made and provided to the external auditors. This software has the ability to set up users as an "audit" function, thereby allowing the external audit staff to review the grant agreements on line and to run any report they deem necessary. Staff and management now have real time access to the status of all grant funds being utilized by the City. This module allows individuals to collect key information on various grants and funding sources and determine what stage in the grant process they are in.

Numerous email options are available to ensure clear communication among team members, Departments and throughout the entire organization. eCivis maintains all the project history. All grant-related documents, such as reimbursement requests, quarterly financial reports, programmatic reports and agency correspondence are maintained in the "document library" and are always available. In addition, eligibility requirements, matching requirements, program management and reporting requirements are included in the system. The ability to run a variety of reports, canned and ad hoc is also available through eCivis. Reports can be run by Department, by funding source, for the entire organization, etc. These reports are extremely good management tools and will facilitate the Financial Services Department's preparation of the Schedule of Federal Financial Assistance.

The Financial Accounting and Reporting Section has already seen a vast improvement in the City's grant management. Emails are now prompting individuals to submit timely reports and the document library is being utilized on a daily basis to review contracts and reimbursement requests. Continued success is expected through the use of this system.

2.0 NOTICE OF GRANT AWARD

Typically, the funding agency mails or emails the Notice of Award to the Principal Investigator. The amount of the actual award may differ from the budgeted amount originally requested by the applicant (Department). If the Department receives a “notice of grant award” (NOGA) it should be uploaded into the eCivis Tracking and Reporting system. Once uploaded, the division will be automatically notified through eCivis of a new grant awarded to the City. Upon receipt of the NOGA, the following steps should take place:

- a) Complete “Grant Set Up” through the eCivis Tracking and Reporting System. Financial Reporting Division will automatically receive notification of a new grant award through eCivis and will set up an account in PeopleSoft Financial System. This will ensure that Financial Services is aware of the grant award and make sure it is properly reported to the granting agency for reimbursement and in the City’s Annual Financial Report (CAFR). Procedures for uploading documents into eCivis can be found starting on **Page 24** of this manual.
- b) **If eCivis was not used during the application process, it is mandatory that all applications and grant agreements be uploaded into eCivis immediately upon their receipt. The immediate use of eCivis allows individuals throughout the organization to pull “real time” information on all grants that are in the planning phase, application phase or award implementation phase. eCivis is the central record-keeping system for grants throughout the City. The City Manager has designated the Grants Services Division as the central record-keeping division for the City.**
- c) Once the grant agreement is reviewed by the Legal Department and contract documents have been signed as necessary, copies should be uploaded into eCivis Tracking and Reporting. Financial Services Grants Reporting and Accounting Division will automatically receive notice of documents that are uploaded.
- d) A file will be started upon the City’s acceptance of the funds and the Department will be required to submit a budget transfer to OMB to set up the budget in accordance with the grant agreement. This budget **MUST** be in line with the grant award document, by line item and in total. Ensure that revenue is also budgeted correctly, i.e., cash match, etc.

3.0 ACCEPTING GRANT AWARDS AND POST AWARD PROCEDURES

The following are the general steps in accepting the grant award:

- a) **Receiving Award Notice** - Immediately after receiving notice of award, the Department shall inform Deputy City Manager (DCM) and upload a copy of the award notice in eCivis Tracking and Reporting. If there is no written notice, the Department shall notify the DCM and GSD of the award via email.
- b) **Executing the Grant Contract** - Only the City Manager and his/her designee are authorized to sign contracts, agreements or other instruments related to grants. Contracts not drafted by the City Attorney's Office must be reviewed and approved by the City Attorney's Office before going to the City Manager or his/her designee for signatures. When the contract document arrives from the grantor agency, the Department Head or Project Manager is responsible for forwarding the award agreement/contract to the Legal Department for review and to the City Manager's Office or his/her designee for signature.

- c) **Setting Up Grant-Specific Expenditure Accounts** - The Department is responsible for providing all grant related information to set up a grant specific account to the Financial Services Department by uploading the grant award and all documents relating to the awarded grant into eCivis. At this time a screen print from the eCivis grants management system must also be attached. **If the grant is not in the eCivis system, the grant will not be given a grant number for use in PeopleSoft. (See sample of eCivis PRINTSCREEN on page 24 of this manual.)**
- a. Once account information is set up, it will be forwarded to the Department via email to initiate budget process.

4.0 GRANT REQUIREMENTS AND COSTS

4.1 OMB Circulars

All city staff involved in managing or reporting grants must review the following circulars. OMB circulars are distributed by the Federal Office of Management and Budget and are the general guidelines for all grant funds. The following are the circulars applicable to the City:

- A 102 - Administrative Requirements for state & local governments
- A 87 – Cost Principles

These can be downloaded or viewed at www.whitehouse.gov/omb

4.2 Grant-Related Travel

Grant related travel is limited to the amount expressly stated in the grant budget. Grant budgets usually state the employment positions to travel and the location of the travel. Most travel budgets are very detailed. Federal grants require the usage of the City's travel policy for all grant-related travel. See the **Travel Manual** on the Financial Services' website under Accounts Payable

http://www.elpasotexas.gov/financial_services/documents/Travel%20Manual%20-%20November%202007.pdf

4.3 Indirect Costs

Indirect costs are only allowable to a grant if the grant agreement has a budget line item for it. Indirect costs, when allowable, are limited to the amount specified in the grant agreement. Indirect costs derived by an indirect cost allocation plan may be used if approved by the Cognizant Agency prior to usage. Questions regarding the Cognizant Agency should be directed to the Grants Services Division staff at (915) 541-4445 or email at Grants-1@elpasotexas.gov

4.4 Fringe Benefits

Grant Applications ask for a Break down of Employee benefits also called fringe benefits are various non-wage compensations provided to employees in addition to their normal wages or salaries. These benefits can be written of as In-Kind Contributions. The following are a breakdown percentage for the City of El Paso.

- FICA Tax 6.20%
- Med Tax 1.45%
- Pension 11.65%
- Work Comp – Based on type and Position
- Unemployment .001%

4.5 Program Income

Sources of program income are funds received when a grant program produces revenue.

- Fees
- Interest
- Forfeiture

It is very important that program income is properly tracked, recorded and reported.
Uses of program income:

- Reduce requests for reimbursement by amount of program income
- Use program income to further activities of grant
- Return program income to funding agency

5.0 CAPITAL ASSETS TRACKING

Departments must ensure that adequate safeguards are in place to prevent loss, damage or theft of the property, including appropriate compliance with requirements on the following:

- Property records, including specific items of information to track
- A biennial physical inventory
- Reconciliation of the physical inventory with property records
- Any loss, damage or theft shall be investigated
- Certain types of equipment are classified as “controlled assets”
- Adequate maintenance procedures
- Procedures for the disposition of assets, including proper sales procedures

If the grant you manage acquires assets, please keep documentation of those assets to include:

- a) Purchase Order (P.O.)
- b) Invoice
- c) Worksheet containing item description, date purchased, cost, make, model, serial number and location of asset

6.0 DRAWDOWNS AND SPENDING REPORTS

The grants section of the Financial Services Department is responsible for the monthly drawdowns of most grant funds. Funds are drawn down on a monthly basis to minimize the cash outlay of the City. Ninety-nine percent (99%) of all grants received by the City of El Paso are on a reimbursement basis and all funds are received within 45 to 60 days of their outlay. Grant reports are run at the close of each month and the Financial Services Accounting and Reporting staff prepares each drawdown report. Federal funds are requested either on-line or via telephone and funds are received via wire transfer. State, local and private funds are requested via the method prescribed in each grant agreement and are paid either by check or wire transfer. Program managers at the Department level are responsible for ensuring that all funds have been drawdown and accurately reflected on their reports.

The following details the procedures to input the grant spending information into eCivis.

6.1 Spending Report Procedures

*** The following outlines the procedures for the data entry of spending reports into the eCivis system. These reports MUST be uploaded into eCivis as they are sent to the granting agency. Attached are screen prints for your assistance.

- a) Start at the HOME page of eCivis, which is the Organization Project Dashboard.
- b) Click on your Department to bring up all grants for your Department.

[Home](#) > Org Project Dashboard

Organization Project Dashboard

Information pertains to projects currently "open" in Grants Network.

Organization Summary(click on any linked number for a detail report)



Organization	Open	Grants	Applications		Funding		Reports	
	Projects	Assigned	Due	Submitted	Awarded	Allocated	Due	Submitted
EL PASO view goals	165	172	1	18	135	6	249	185
Funding Summary:								
			Applying:		\$33,000			
			Submitted:		\$1,001,504			
			Awarded:		\$130,858,161			
			Not Awarded:		\$2,369,207			
			Total:		\$134,261,872			

Department Summary(click on any linked number for a detail report)

Department List All Depts	Open	Grants	Applications		Funding		Reports	
	Projects	Assigned	Due	Submitted	Awarded	Allocated	Due	Submitted
Airport view goals	6	6	0	0	6	0	6	0
City Manager view goals	1	1	0	0	0	0	0	0
Community Development view goals	13	12	0	0	12	0	7	0
Economic Development view goals	1	1	0	0	1	0	3	3
Environmental Services view goals	10	10	0	1	9	0	29	2
Financial Services view goals	1	1	0	0	0	0	0	0

- c) Select the grant you wish to report on. If there are multiple grants from the same funding source, make sure to select the correct contract or fiscal year.

Department Project Dashboard

Information pertains to projects currently "open" in Grants Network.

Department Summary (click on any linked number for a detail report)



Department	Open	Grants	Applications		Funding		Reports	
	Projects	Assigned	Due	Submitted	Awarded	Allocated	Due	Submitted
Economic Development	1	1	0	0	1	0	3	3

[view goals](#)

Funding Summary:

Applying: \$00
 Submitted: \$00
 Awarded: \$1,310,742
 Not Awarded: \$00
Total: \$1,310,742

Project	Lead	Grants	Applications		Funding		Reports	
		Assigned	Due	Submitted	Awarded	Allocated	Due	Submitted
BRAC- Office of Economic Adjustment	Mathew McElroy	1	0	0	1	0	3	3

Summary: Undertake community adjustment initiatives through the performance of a study.

The Project Dashboard should come up on your screen. This contains the uploaded documents, such as the grant application, grant agreement and other reporting tools.

Project Dashboard

BRAC- Office of Economic Adjustment

Documents |
 Grant Lifecycle |
 Contracts & Accounts |
 Spending |
 Metrics |
 History

Active Grants ?

US0312: FY2007 Stage: Implementation Awarded: \$1,310,742 Match: \$110,000

Grant Awarded

Implementation

Grant Closed

US0312 Community Economic Adjustment Assistance for Advance Planning - FY 2007

- I would like to request an account setup
- I am ready to submit a report
- I want to update my scheduled reports
- I am ready to close this grant
- I would like to view/manage my contract & account details

Project Team [Team Member Settings](#)

Team Member	Title
M. McElroy (Lead)	Director
D. Tombosky	Accounting Mana...

Pending Tasks [View Completed Tasks](#)

Task Name	Grant	Stage	Assigned To	Due	Reminder	Download Files	Done
Contract Close	US0312: FY2007	Grant Awarded	M. McElroy	07/31/2008			<input type="checkbox"/>
Final Financial Status Rep...	US0312: FY2007	Implementation	M. McElroy	10/31/2008			<input type="checkbox"/>
Final Performance Report	US0312: FY2007	Implementation	M. McElroy	10/31/2008			<input type="checkbox"/>

Please make sure that all monthly reimbursement reports are "scheduled" in eCivis. You can either "update" a scheduled report to add more or you can "add" a report from the menu above. You will not be able to proceed with the report unless it is set up first and the grant is in the **implementation stage**. Please select – "I am ready to submit a report"

Grant Status - Report Submitted
BRAC- Office of Economic Adjustment

Complete Report Information

Grant: US0312 Community Economic Adjustment Assistance for Advance Planning - FY 2007

Report Name:

Date Submitted: 

Submitted By:

Notes:
500 characters left

Select Report Type 

Is this a Spending Report? Yes No

Is this the Final Report? Yes No

Upload Files

Attach Files: 

The fields must be filled in as follows:

- **Report name** – use the drop down box to select the correct monthly report.
- **Date submitted** [enter the date the reimbursement was requested and/or mailed]
- **Submitted by** [select your name from the drop down menu]
- **Notes** [feel free to place any notes in this field that would be useful information to the Department, Financial Services, Internal Audit, the Granting Agency and the external auditors, limited to 500 characters]
- **Select report type** [select **YES** on “Is this a spending report?”]
- **Spending period from** [should be the first date of the period you are requesting funds. If done monthly, your begin date should always be the first day of the prior month]
- **Spending period to** [should reflect the last day of the period being reimbursed, which is always the last day of the prior month]
- **Amount spent** [enter the TOTAL amount spent for the period]
- **Is this a Reimbursement Request?** [click the radio button “yes”]

- **Reimbursement Requested** [amount you requested for reimbursement]. Please note that this may not be the same as the number for total amount spent. The difference between the two should be grant match.
- **Is this a final report?** [Answer no unless all funds have been requested and all eCivis reports have been uploaded into the system. At that time you may answer yes]

Grant Status - Report Submitted

BRAC- Office of Economic Adjustment

Complete Report Information

Grant: US0312 Community Economic Adjustment Assistance for Advance Planning - FY 2007

Report Name: Final Financial Status Report

Date Submitted: 10/31/2008

Submitted By: Mathew McElroy

Notes:

500 characters left

Select Report Type

Is this a Spending Report? Yes No

Spending Period From:

Spending Period To:

Amount Spent \$:

Is this a Reimbursement Request? Yes No

Reimbursement Requested \$:

Is this the Final Report? Yes No

Upload Files

Attach Files:

SAVE CANCEL

You must upload a file to this page to save the information. You must scan and upload the actual request for reimbursement. If you would like to scan and upload the backup documentation, feel free to do so. This will allow Financial Services to have visibility and access to all of the City's grants.

**** Please feel free to contact Financial Services if you need any assistance.

7.0 REPORTING

The Financial Accounting and Reporting Division (FARD) of the Financial Services Department is responsible for the financial reporting of all City of El Paso grant funds. This includes monthly reimbursement requests, quarterly reporting, reporting to Department heads and the preparation of the City of El Paso financial statements.

Programmatic grant reports are the responsibility of the Department receiving the grant funds. This task is usually the responsibility of the Program Manager. The following should be done to properly manage the grants:

- A budget status report on grants should be run at the close of every fiscal period (month). Question budget discrepancies as they should not occur if the grant is budgeted correctly and is being spent in accordance with NOGA (Notice of Grant Award).
- Encumber funds in a timely manner!!!! All funds must be encumbered prior to the grant end date. All encumbrances must be liquidated within 30 days of grant end date.
- Grant extensions should be requested in a timely manner. Request extensions at least three (3) months prior to grant end date.

The FARD staff is always available to assist in the preparation of these reports to ensure timely filing of all necessary information.

Grant status reports are sent out to all Department heads on a monthly basis. This report is also available on PeopleSoft Financials for those who have access to this system. This report outlines the budget, the monthly expenditures, and expenditures to date, encumbrances and available budget. This report should be used as a management tool to assist in properly expending all grant funds in a timely manner and appropriately encumbering funds before the grant end date.

8.0 GRANT CLOSE OUT

Upon completion of the grant, the Department MUST prepare a Budget Transfer (BT) to bring any remaining budget down to zero in the event that there are remaining funds in the account. This will prevent over spending and unallowable costs. (Departments needing assistance in requesting a budget transfer should contact their Department's financial analyst.)

The Financial Accounting and Reporting Section of the Financial Services Department will ensure that all documents are filed with the granting agency to finalize and close the grant.

9.0 GRANT RECORD RETENTION POLICIES

All City Departments must keep grant files for 4 years after the grant has ended. For example, if a grant ends on December 31, 2008, then those files must be kept through December 31, 2012.

10.0 AUDITS, MONITORING VISITS AND SINGLE AUDIT

IF A DEPARTMENT IS NOTIFIED OF AN UPCOMING MONITORING VISIT OR AUDIT FROM A GRANTING AGENCY, YOU MUST CONTACT THE ACCOUNTING MANAGER IN FINANCIAL SERVICES. FINANCIAL SERVICES GRANT STAFF ARE REQUIRED TO ATTEND ALL ENTRANCE AND EXIT CONFERENCES WITH ANY GRANTING AGENCIES.

The Single Audit is an audit performed by an independent audit firm on all grant funds received by the City. The Single Audit tests for accurate reporting of expenditures, allowability of expenditures, compliance with the grant agreement and internal controls.

The Single Audit is extremely important. Findings can affect potential funding. Findings require a response to the funding agency and this requires a large amount of time and detailed work. Findings also increase the number of site visits by funding agencies to perform monitoring.

11.0 AUDIT FOLLOW-UP AND RESOLUTION

The City of El Paso has a method for follow up on audit findings and recommendations. The Financial Services Accounting Manager will fill out, maintain and track the findings and recommendations until completion. This form consists of the following information:

- Grant number
- City Department
- Funding Agency
- Type of review (monitoring visit, single audit, internal audit, compliance audit, etc...)
- Findings, concerns and recommendations
- Responsible party for corrective action
- Frequency of follow up
- Documentation of audit recommendation
- Documentation for implementation steps
- Reasons for any potential delays in implementation
- Management concurrence/approval
- Date of completion

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) STIMULUS FUNDS

12.0

Post Award Procedures

Please follow all instructions above for “post award” procedures. All ARRA grants will utilize the same procedures as all other grants received by the City. ARRA funds have their own federal reporting requirements that must be adhered to. ARRA (i.e. stimulus) funded grants carry stiff penalties if we do not report on a timely basis. In fact, our first reporting period deadline is October 10, 2009. We only have 10 days to submit the information to the federal agencies. If we do not comply, we run the/ risk of losing the federal subsidy. The City cannot afford to be in this position.

Reporting must be completed by the 10th calendar day after each calendar quarter.

October 10, 2009

January 10, 2010

April 10, 2010

July 10, 2010

ARRA requirements include:

- a) transparency on use of funds
- b) public benefit of funds is reported clearly, accurately and timely
- c) funds are for authorized purposes
- d) mitigate fraud, waste, error and abuse

ARRA funds will all be high risk and major programs. All reporting must be done through www.FederalReporting.gov. These will be published at Recovery.gov

12.1 What to Report

- Entity receiving recovery dollars and how much
- Projects/activities funded
- Status of all projects/activities
- Impact on job creation
- Details of any subawards made
- Other data elements (in grant agreements)

12.2. Buy American Rule

Departments must notify Purchasing that they are using stimulus funds.

The Buy American Act requires that a product be manufactured in the U.S. of more than 50 percent U.S. parts to be considered Made in USA for government procurement purposes. For more information, review the Buy American Act at 41 U.S.C. §§ 10a-10c, the Federal Acquisition Regulations at 48 C.F.R. Part 25, and the Trade Agreements Act at 19 U.S.C. §§ 2501-2582.

12.3 Creation of an ARRA Funding Committee

It is the intent of the Financial Services Department to create a committee that will have oversight of ARRA funding for the City. This committee will be responsible for the reporting requirements for the entire City of El Paso. The committee should consist of Internal Auditor, Financial Reporting Coordinator, Accounting Manager, Grants Services Division and one individual from EACH Department receiving ARRA funding. The individual at the Department level will be the sole responsible party for providing reporting information to Financial Services staff. This individual should be appointed by Department Head. (All stakeholders must be involved).

12.4 Fraud Hotline: The fraud hotline has been established per ARRA requirements.

The Stimulus Transparency Hotline is operated by The Network, an independent company located in the United States.

When You Make a Report:

- Whether you report via phone or Web, you will be given the option to remain anonymous and will have the opportunity to describe your concern in detail.
- Upon receipt of the report, The Network forwards the information to company management for investigation and follow-up.
- Reports submitted to The Network are handled promptly and discreetly. Retaliation of any kind violates our City's principles and will not be tolerated.

If you see or suspect misconduct, don't ignore it. Say something to express your concern. Speak to your manager or supervisor or contact the Stimulus Transparency Hotline, 24 hours a day, 7 days a week. You do not have to provide your name

Stimulus Transparency Hotline

Call toll-free: [866.614.9688](tel:866.614.9688)

Note: Each Department is responsible for submitting their own Stimulus (ARRA) grant information to the Grants Accounting Manager (Debra Tombosky) in Financial Services, Financial Reporting Section. This will enable the Financial Accounting and Reporting Section to review all submissions and make any necessary corrections and/or changes prior to the 10 days after the end of the quarter deadline.

Any questions regarding the Tier II process, should be related to Ms. Debbie Tombosky at (915) 541-4843 or can be emailed (email address found in City's Outlook).

APPENDIX

(Most of these forms/documents can be found on the City website, www.elpasotexas.gov and GSD webpage)

- a) Funding Needs Matrix
- b) Request for Services Form
- c) eCivis Grants Network User Agreement
- d) eCivis Referral Form
- e) eCivis Grant Notice
- f) Ordinance No. 16016
- g) Grants Information Application Form (GIAF)
- h) IRS Determination Letter
- i) Follow Up Audit Recommendations
- j) eCivis Award Form
- k) Sample Letter of Support
- l) Sample Copy of Federal Register
- m) Indirect Costs by Department Chart
- n) City Organizational Chart
- o) City of El Paso Vision/Mission Statement
- p) List of Board Members (Department Directors)
- q) List of Boards and Committees
- r) City of El Paso Financial Budget FY 2008

Appendix A

**City of El Paso
Financial Services Department Grants Services Division
Funding Needs Matrix**

It is always helpful to determine what your funding priorities are before your department of Grants Services Division begins to identify funding opportunities. Once these priorities are identified, the GSD may then conduct needs-based grant searches to assist your department locate grants to meet those needs.

Date:

Department Name:

Contact Person:

Type of Support Needed: (check as many as necessary)

General Operating Support Program or Project Support Capital Support Other

Please provide details (e.g., electronic equipment, youth services, remodeling.)

If other, please specify:

Approximate date funds are needed:

Are you receiving or have received funds for this purpose? Yes No

If yes, please provide the following: Name

of funding source: Date/Period

of funding: Amount: \$

Appendix B

Financial Services Department Grants Services Division Request for Services/Technical Assistance

The Grants Services Division (GSD) of the Financial Services Department provides grant writing assistance and other technical support services to City Departments. To request assistance from the GSD, please complete this form indicating the type of support needed. When you have completed this form, please **email as an attachment** to the Grants Services Division at Grants-1@elpasotexas.gov or fax to the attention of Nancy Melendez-Forbes at 541-4445.

Please allow a minimum of two days for a staff member to respond to your request.

Contact Information (person making request)

Name: _____ Position: _____

Department: _____ Telephone No: _____

Fax: _____ Email Address: _____

Type of Request (please check services(s))

- Grant Writing support, please describe support needed.
- Technical Assistance (e.g., help identifying community partners, grant routing procedures, grant attachments)
- Capacity Building Training, please describe the types of trainings you need or are interested in.
- Other, please provide details.

If Grant Writing support is needed, please complete the following section

Name of Grant:

Project Leader:

Type of Grant: Federal State Foundation Other

Purpose of Grant:

Amount of Grant: \$

Match required: Yes No % In-kind \$ Cash \$

Partnership requirement? Yes No

Partnership identified? Yes No

Will grant require council approval? Yes No

Deadline to submit grant

Received at GSD: Date:

By:



Appendix C

City of El Paso eCivis Grants Network User Agreement

The City of El Paso subscribes and is licensed to eCivis Company, Inc., for use of their Grants Locator Network, a grants search engine that provides on-line access to federal, state government and foundation grants. The City makes this search engine service available to all City departments. The City also provides access to up to 50 community-based (non-profit) organizations at no charge. In order to receive access to this service, your agency/organization would need to agree to the following terms. Please review and if you agree with the terms, please sign and return to our office to establish an account.

Eligibility Criteria

To be eligible to use the search engine, applicants must be located in the City of El Paso and must be a **Not for Profit Community Based Organization** that provides services in El Paso not already provided by the City.

The City reserves the right to cancel service or stop issuing access at any time based upon:

- **the City's ability to manage the Grants Locator service**
- **non-use of eCivis is reported**
- **funding information/data is not provided to the Grants Services Division as specified in the eCivis User Quarterly Survey Report**

How to Apply

Please provide contact information on the attached form and sign. The vendor will issue you a unique user ID and password for use by your agency/organization.

Terms and Conditions

Your signature on the application page indicates your agreement not to share or release your ID or password to any one else, or change the software in any way.

- Users must maintain an on-going dialogue in order to maintain the Grants Services Division at the City informed of any funding information resulting from this software.
- Respond to a quarterly survey report to the Grants Services Division.
- You must be willing to partner or collaborate, whenever possible, with the City in any of the following capacity: financial, planning, implementation or service provision.
- Your agency must agree to provide the City with data that will assist them in tracking grants information.

Staff Contact Information

If you have any questions or need additional information, please contact Nancy Melendez-Forbes at (915) 541-4445 or via email: Melendez-ForbesN2@elpasotexas.gov. You may fax back the form to 915-541-4229 or mail it to Nancy Melendez-Forbes at City of El Paso, Grants Services Division, Financial Services Department, 7th Floor, 2 Civic Center Plaza, El Paso, Texas 79901.



Grants Locator Service Application

Agency/Organization

Address

City

State

Zip Code

Telephone Number

Email Address

Name of Executive Director/CEO

Name of Person(s) Assigned to receive eCivis Access

Contact Phone No. and Email Address

This agreement may not be assigned or transferred to any other user, heir or successor in interest without the written consent of the City.

I have read and understand the "City of El Paso eCivis Grants Network Users Application Packet & Agreement" attached hereto and incorporated herein by reference, and **I agree to comply with the terms and conditions outlined in the document.** Failure to comply with the terms and conditions will result in the automatic and immediate termination of this agreement, and may result in other enforcement action by the City.

Signature of eCivis User

Date

Print Name

Signature of CEO/Exec. Director

Date

Appendix D

CITY OF EL PASO Financial Services Department Grant Services Division

eCivis Referral Form

Grants Network - Routed Grant - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: support@ecivis.com on behalf of Nancy Melendez-Forbes [Melendez-forbesN2@elpasotexas.gov] Sent: Thu 10/8/2009 9:27 AM
To: Ramos, Ricardo E.
Cc:
Subject: Grants Network - Routed Grant

eCivis changing the way you view grants
GRANTS NETWORK - Routed Grant Thu 10/08/2009

Sent By: [Nancy Melendez-Forbes](#)
Please Review By: 10/08/2009
Grant Title: [TX0120 Regional Facility Planning Grant Program - FY 2010](#)
App Due: 12/17/2009
Actual Funds: \$1,000,000
Eligibility: Local Government, Non Profits
Summary: The purpose of this program is to assist communities with the preparation of regional water conservation plans and drought management plans. Plans dev ...
Comments: Ricardo, see who would be interested in receiving these grant referrals at Water Utilities. You would probably have to call. This grant opportunity would be ideal for them.

ABOUT THIS E-MAIL
You are receiving this e-mail from an active subscriber of the eCivis® Grants Network. This grant was routed to you through Grants Network by the named sender. If you need further assistance, please contact the sender directly or call Client Services, toll free, at (877) 2-eCivis (232-4847).

start Referrals - Mi... RE: Grants.g... Grants Netwo... Grants Netwo... 2 Microsoft ... www.elpasot... 10:15 AM

Appendix E eCivis Grant Notice

eCivis Grant Detail
Provided for: Nancy Melendez-Forbes of EL PASO

03/03/2008

Grant Title: Entergy's Environmental Stewardship Program (Arizona, Louisiana, Massachusetts, Michigan, Mississippi, New Hampshire, New York, Texas, Vermont) - FY 2008	Grant #: FD0676
--	-----------------

Summary

Type: Foundation Agency: FD Foundation Office: Energy Multipart Grant: No	App Date: 03/10/2008 Solicitation Date: Unknown Relevance: 2 Match Required: No Actual Funds: Unavailable
--	---

Summary:

The purpose of this program is to fund innovative approaches toward preserving and enhancing the environment through activities, programs, or projects that go beyond compliance with environmental laws and regulations. Projects should improve or address a significant environmental need and show sustainable characteristics with measurable results.

Priority is given to projects which have:

- Active involvement by an Entergy employee
- Sustainable or continued benefits to the environment
- Significant community involvement
- High probability of success and cost efficiency

Additional priority will be given to activities which occur in areas where Entergy has customers and/or employees.

Keywords: (Click on a keyword link to search grants with the same keyword)
 open building, development plan, productivity, environmental resource, existing development, service, compact development, walkable neighborhood, passive solar heating, passive cooling, adaptive reuse, environmental remediation, erosion, sedimentation control, erosion control, surface water, storm drain, appliance, fixture, energy conservation, irrigation, energy use, energy star appliance, lighting, electricity meter, photovoltaic panel, solar power, PV panel, PV, recycled content, certified wood, water permeable walkway, water permeable parking, heat island effect, heat island, roofing, paving, asphalt, paint, primer, adhesive, sealant, composite wood, carpet, exhaust fan, ventilation, HVAC system, HVAC, water heater, cold water pipe insulation, basement, concrete slab, drainage, CO sensor, clothes dryer exhaust, IPM, integrated pest management, lead, healthy flooring material, owner orientation, owner's manual, architecture, architectural, architect, engineer, site survey, analysis, environmental review

Categories: Community Development; Energy; Natural Resources; Parks & Recreation; Recycling & Reuse; Water Supply/Quality

Financial

Match Required: No	Award Range - Min: \$5,000 Max: \$25,000
Actual Funds: Unavailable	

Match Notes:

There are no stated matching funds required for this grant.

Funding Notes:

An unknown total amount of funding is available for this program. Awards typically range from \$5,000 to \$25,000, but worthy projects may receive more.

In FY 2007, 31 awards totaled \$250,000 and ranged from \$2,500 to \$17,500. Additional award information can be accessed in the Award file in the Files section.

Eligibility/Application

<p>Eligibility Notes:</p> <p>Eligible applicants are nonprofit organizations that are tax exempt under section 501(c)(3) of the Internal Revenue Code and schools, hospitals, governmental units, and religious institutions that hold nonprofit status similar to that of 501(c)(3) organizations.</p> <p>FY 2007 award recipients include:</p> <ul style="list-style-type: none">● National Wild Turkey Federation, Inc.● Louisiana Wetlands Association, Inc.● Bear Education and Restoration Group of Mississippi● National Marine Life Center, Inc. <p>A complete list of 2007 awardees can be accessed in the Award file in the Files section.</p>	<p>Eligible Applicants: Non Profits</p>
<p>Application Notes:</p> <p>Applications must be submitted by March 10, 2008.</p> <p>New applicants should be submit applications electronically at www.grantrequest.com/SID_389/Default.asp?CT=CT&SA=SNA&FID=35006</p> <p>Returning applicants may submit applications at www.grantrequest.com/SID_389/?SA=AM&FID=</p> <p>Refer to the NOFA file in the Files section for additional application information.</p>	

Contact/Files

<p>Contact:</p> <p>Patty Riddlebarger Director (504) 576-6990</p> <p>Mailing Address:</p> <p>Enberg Corporation Contributions Program 639 Loyola Ave. New Orleans, LA 70161-1000</p>	<p>Contact Notes:</p> <p>Questions may be directed Patty Riddlebarger.</p> <p>New applicants should be submit applications electronically at www.grantrequest.com/SID_389/Default.asp?CT=CT&SA=SNA&FID=35006</p> <p>Returning applicants may submit applications at www.grantrequest.com/SID_389/?SA=AM&FID=</p> <p>The address provided is for reference purposes only.</p>
<p>Downloadable Files:</p> <p>NOFA File: FD0876_NOFA_FY2008.pdf AWARD List: FD0876_Award_FY2008.pdf</p>	<p>File Notes: The NOFA file contains further program and application information. Information on previous award recipients can be found in the Award file.</p>



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Registered Trademark and Service Mark Statement
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Appendix F

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16016

**AN ORDINANCE RELATING TO THE PROCESS FOR
SUBMITTING GRANT APPLICATIONS AND ACCEPTING
GRANT FUNDING; AND GRANTING THE AUTHORITY TO THE
CITY MANAGER AND DESIGNEE TO SIGN AND SUBMIT
GRANT-RELATED DOCUMENTS; AND TO REPEAL SECTION
10 OF ORDINANCE NO. 15791 RELATING TO THE
PLACEMENT OF GRANT RELATED ITEMS ON THE CITY
COUNCIL AGENDA AND CREATE NEW PROCEDURES.**

WHEREAS, the City routinely submits grant applications and similar documents in search of grant funding and other similar funding for various City programs; and

WHEREAS, Section 4.2 of the El Paso City Charter allows the City Council to, by ordinance, provide for additional designated officials to sign acts of Council on behalf of the Mayor; and

WHEREAS, the City Manager and his or her designee should be authorized to sign and submit many of the City's grant applications and acceptances for the City in the interest of efficiency of administrative governmental operations in the City.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO, TEXAS:

1. That unless a granting agency requires that the City's top elected official be listed as the grant official in a grant document, the City Council hereby designates the City Manager and his or her designee to be listed as the authorized official and as the official with financial authority or similar designations on all grant applications, acceptances and other documents and to sign all grant applications, acceptances and other grant documents on behalf of the City of El Paso.
2. That the City Manager and his or her designee is authorized, on behalf of the City of El Paso, to sign all assurances, certifications and other affirmative statements contained

16016

received grant funding and are desiring to partner with the City to carry out the grant objects and projects.

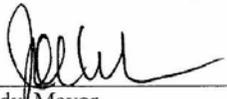
4. All other grants and grant-related items not specifically set forth above shall be submitted to the City Council for approval, in conformity with any applicable requirements imposed by any budget resolution provision. Information regarding the amount of money involved with a grant related item and the name and number of the account from which the expenditure shall be made, and the accounts to and from which any transfer will be made, shall be made available to the City Council in the form and manner authorized by the City Manager. Provided however, that the City Manager shall have the authority to sign and submit such grants and grant-related items when the grant submission deadline is of such short duration that there is not adequate time to place the item on the agenda and the City Manager finds that there has been no undue delay by staff in preparing the grant document, the grant fits within already established or recognized City functions or activities, the funding for any matching funds can be readily located within departmental budgets and used for the grant purposes without detrimentally affecting department operations, and the City Manager informs each member of the Council of the action taken and takes any action required under the City's Budget Resolution as soon as practicable.

5. The grant of authority to the City Manager and his or her designee to sign and submit grant acceptances and agreements under this ordinance and the actions of the City Manager and his or her designee to obligate and/or encumber City funding for a grant project shall constitute the approval of Council for the expenditure of monies extending beyond the current Fiscal Year, as may be required by Texas law and City Budget Resolutions.

6. That Section 10 of Ordinance 15791, adopted by the City Council on June 2, 2004, and stating, "Any proposal for submission of a grant to a federal, state or private agency shall be given to the Office of Management and Budget in sufficient time before it is placed on the City Council Agenda to allow review. The Office of Management and Budget shall notify the City Council of any costs to be incurred by the City if the grant is approved, and whether the grant requires a commitment by the City to maintain services at its own expense after the grant has expired." is hereby repealed.

ADOPTED this 15th day of March 2005.

CITY OF EL PASO



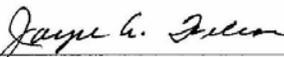
Joe Wardy Mayor

ATTEST:



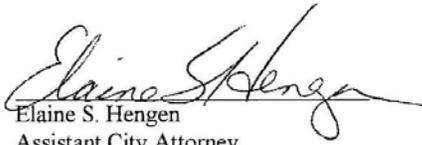
Richarda Duffy Momsen
City Clerk

APPROVED AS TO CONTENT:



Joyce Wilson
City Manager

APPROVED AS TO FORM:



Elaine S. Hengen
Assistant City Attorney

16015

#: 6442/Ord-05/grant review process: EHEN

4

Appendix G

GRANT INFORMATION APPLICATION FORM (GIAF)

Departments applying for a grant are requested to complete and submit this form, electronically or in person, to applicable individuals listed below. Department Director must certify cash match availability, when required, prior to pursuing grant proposal. **PRIOR AUTHORIZATON IS NOT REQUIRED FOR DEPARTMENTS TO APPLY FOR A GRANT.**

1. DEPARTMENT (Grant Applicant/Contact Person)

Name:

Title:

Phone: (915)

Fax No. (915)
Yes No

2. GRANT DATA

Grant Title:

Funding Agency:

Due Date:

Requires Mayor or City Manager's Signature?

3. FINANCIAL DATA

Amount of Funding Request: \$
among eligible
Amount of Matching Funds: \$

Amount of In-kind: \$
from existing funding agency)
Total Amount of Project: \$

4. GRANT CLASSIFICATION

Competitive (award based on competition Applicants)
 Entitlement (a set of funds determined under a formula grant)
 Continuation (on-going funding)
 Other:

5. Cash Match Certification

Department Director certified cash match availability:

Account No. for Matching Funds:
Yes No

Yes None required

Grant allows for operating/administrative costs:

Brief description of grant:

Required Signatures

1. Department Director	Date
2. Financial Services – Grants Services Division	Date
3. Legal Department (only if council action required or funding agency request)	Date

Do not route a GIAF form to City Manger for signature. Attach a "Sign Here" where indicated by grant guidelines.



label

(Questions? Call Grants Services Division at (915) 541-4445)

**Appendix H
City of El Paso
IRS Determination Letter**

04/16/2004 07:24 FAX 513 263 3756

TE/GE CINT1

Internal Revenue Service

Date: April 15, 2004

City of El Paso Texas
% Comptroller's Office
2 Civic Center Plaza Rm. 202
El Paso, TX 79901-1153

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Brenda Fox 31-07209
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 5:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
74-6000749

Dear Sir/Madam:

This is in response to your request of April 15, 2004, regarding your organization's exemption from Federal income tax.

As a governmental unit or a political subdivision thereof, your organization is not subject to Federal income tax under the provisions of Section 115(1) of the Internal Revenue Code, which states in part:

"Gross income does not include income derived from ... the exercise of any essential governmental function and accruing to a State or any political subdivision thereof ..."

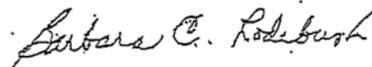
Because your organization is a governmental unit or a political subdivision thereof, its income is not taxable as explained above. Contributions used exclusively for public purposes are deductible under Section 170(c)(1) of the Code.

Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Your organization may obtain a letter ruling on its status under section 115 by following the procedures specified in Rev. Proc. 2002-1 or its successor.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



for Janna K. Skufca, Director, TE/GE
Customer Account Services

Appendix I

City of El Paso Financial Services
Department Follow Up Audit
Recommendations

Grant: _____

City Department: _____

Funding Agency: _____

Type of Review: (check one)

Monitoring Visit

Single Audit:

Internal Audit:

Compliance Audit:

Findings:

No. 1: _____

Responsible Party: _____

Frequency of follow up: _____

Documentation of audit recommendations: _____

Documentation of implementation steps: _____

Reasons for potential delays in implementation: _____

Management Concurrence/Approval: _____

Date of Completion: _____

Comments: _____

Appendix J

CITY OF EL PASO Financial Services Department Grant Services Division

eCivis Award Form

The screenshot shows an Outlook window titled "Grants Network Notice of Awarded Grant - Message (HTML)". The email header includes:

- From: eCivis Support [support@ecivis.com]
- To: Ramos, Ricardo E.
- Subject: Grants Network Notice of Awarded Grant
- Sent: Wed 10/7/2009 2:32 PM

The main body of the email contains the following information:

- Grants Network Notice of Awarded Grant** (Wed 10/7/2009)
- Grant funding was recently awarded to EL PASO!**
- [US8295 Recovery Act: Strengthening Communities Fund - State, Local, and Tribal Government Capacity Building Program - FY 2009](#)
- The purpose of this program is to build the capacity of eligible entities in their service area in order to maximize their social impact and to ensure.....
- Congratulations to the department and staff associated with the project!**
- Department:** Community Development
- Project:** [ARRA Strengthening Communities Fund](#)
- Summary:** Funding is to build the capacity of the Neighborhood Services Division to provide outreach to non-profits and to provide capacity building training and technical assistance to non-profits. The project objectives are: 1) hire a Non-Profit Outreach Specialist; 2) contract Non-Profit Enterprise Center to assess and facilitate capacity building training and technical assistance to a minimum of eleven community and faith-based organizations; 3) conduct Procurement Technical Workshops for HUBs located in the targeted area; and 4) strengthen collaboration between government, community and faith-based organizations to provide access to economic opportunities for residents and small business within the El Paso Empowerment Zone.
- Project Lead:** [Mark Alvarado](#)
- Award Amount:** \$250,000
- Match Amount:** Cash: \$62,500 In-Kind Value: \$00

At the bottom of the email, there is a section titled "ABOUT THIS E-MAIL" which states: "You are receiving this e-mail as an active subscriber to eCivis' Grants Network. This is an automated notice generated by the system. Please do not reply to this email directly. If you need further assistance, please contact Client Services toll free at (877) 2-eCivis (232-4847)."

Appendix K

Sample Letter of Support

YOUR COMPANY'S LETTERHEAD

Current Date

Mr. John Doe, director
[Department]
Two Civic Center Plaza
El Paso, Texas 79901

Dear Mr. Doe:

[Your organization] fully supports the City of El Paso's application to the [Name of Funding Agency] for funding to [insert the need here, e.g., recreation equipment, land development, housing services, mental health needs, implementation of a new initiative, etc.]

[Insert a brief paragraph describing how your organization and/or your customers will benefit from this proposal].

[Insert here how your organization will commit to support the applicant in their grant proposal such as providing referrals, coordinating events, providing space, etc.]

Sincerely,

Your name
Title

Housing and Urban Development Department**NOTICES**

Ending Hold Harmless Policy in Calculating Income Limits Under Section 3 of the United States Housing Act of 1937; Request for Comments
Correction and Public Comment Period Extended, 51615-51616

Interior Department

See Fish and Wildlife Service
See Land Management Bureau
See National Park Service

Internal Revenue Service**RULES**

Prohibiting Discrimination Based on Genetic Information in Health Insurance Coverage and Group Health Plans, 51664-51697

PROPOSED RULES

Genetic Information Nondiscrimination Act; Cross-Reference, 51710-51711

Period of Limitations on Assessment for Listed Transactions Not Disclosed Under Section (6011), 51527-51535

NOTICES**Meetings:**

Area 1 Taxpayer Advocacy Panel (including the states of New York, Connecticut, Massachusetts, Rhode Island, New Hampshire, Vermont and Maine), 51659

Area 2 Taxpayer Advocacy Panel (including the states of Delaware, North Carolina, South Carolina, et al.), 51659

Area 3 Taxpayer Advocacy Panel (including the states of Florida, Georgia, Alabama, Mississippi, Louisiana, Arkansas, and the Territory of Puerto Rico), 51658

Area 4 Taxpayer Advocacy Panel (including the states of Illinois, Indiana, Kentucky, Michigan, Ohio, Tennessee, and Wisconsin), 51657-51658

Area 6 Taxpayer Advocacy Panel (including the states of Arizona, Colorado, Idaho, et al.), 51658

Area 7 Taxpayer Advocacy Panel (including the states of Alaska, California, Hawaii, and Nevada), 51658

Taxpayer Advocacy Panel Earned Income Tax Credit Issue Committee, 51661

Taxpayer Advocacy Panel Joint Committee, 51660-51661
Taxpayer Advocacy Panel Multi-Lingual Initiatives Issue Committee, 51660

Taxpayer Advocacy Panel Notice Improvement Issue Committee, 51661

Taxpayer Advocacy Panel Small Business/Self Employed Issue Committee, 51660

Taxpayer Advocacy Panel Tax Forms and Publications Issue Committee, 51659

Taxpayer Advocacy Panel Taxpayer Assistance Center Committee, 51660

Taxpayer Advocacy Panel Volunteer Income Tax Assistance Issue Committee, 51659-51660

International Trade Administration**NOTICES**

Expected Non-Market Economy Wages; Request for Comments on 2009 Calculation, 51555-51556

Intent to Partially Rescind Administrative Review: Chlorinated Isocyanurates from the People's Republic of China, 51557

Postponement of Preliminary Determination in the Countervailing Duty Investigation:

Certain Magnesia Carbon Bricks from the People's Republic of China, 51558

Preliminary Results of Antidumping Duty Administrative Review:

Certain Lined paper Products from India, 51558-51566
Second Extension of Time Limit for the Preliminary Results:

Seventh Administrative Review of Honey from the People's Republic of China, 51566

Justice Department

See Federal Bureau of Investigation

See Foreign Claims Settlement Commission

NOTICES

Lodging of Proposed Consent Decree Under the Clean Water Act, 51619

Labor Department

See Employee Benefits Security Administration

Land Management Bureau**NOTICES****Meetings:**

Pinedale Anticline Working Group, 51618

Maritime Administration**NOTICES**

Vessel Self-Designations, 51655-51656

National Aeronautics and Space Administration**NOTICES****Meetings:**

Review of U.S. Human Space Flight Plans Committee, 51620

National Foundation on the Arts and the Humanities**NOTICES**

Meetings; Sunshine Act, 51620

National Institutes of Health**NOTICES****Meetings:**

Center for Scientific Review, 51613-51614

Center for Scientific Review; Correction, 51613

Bunice Kennedy Shriver National Institute of Child Health and Human Development, 51611

National Cancer Institute, 51612

National Heart, Lung and Blood Institute, 51612

National Human Genome Research Institute, 51611

National Institute of General Medical Sciences, 51610-51611

National Institute on Aging, 51612

National Oceanic and Atmospheric Administration**RULES**

Fisheries of the Exclusive Economic Zone Off Alaska:

Greenland Turbot in the Aleutian Islands Subarea of the Bering Sea and Aleutian Islands Management Area, 51514-51515

Groundfish Observer Program; Correction, 51512-51514

Pollock in Statistical Area 620 in the Gulf of Alaska, 51515

Western Alaska Community Development Quota Program Rockfish Program, etc., 51515-51521

Fisheries of the Northeastern United States:

Scup Fishery; Commercial Quota Harvested for 2009 Summer Period, 51512

Appendix M

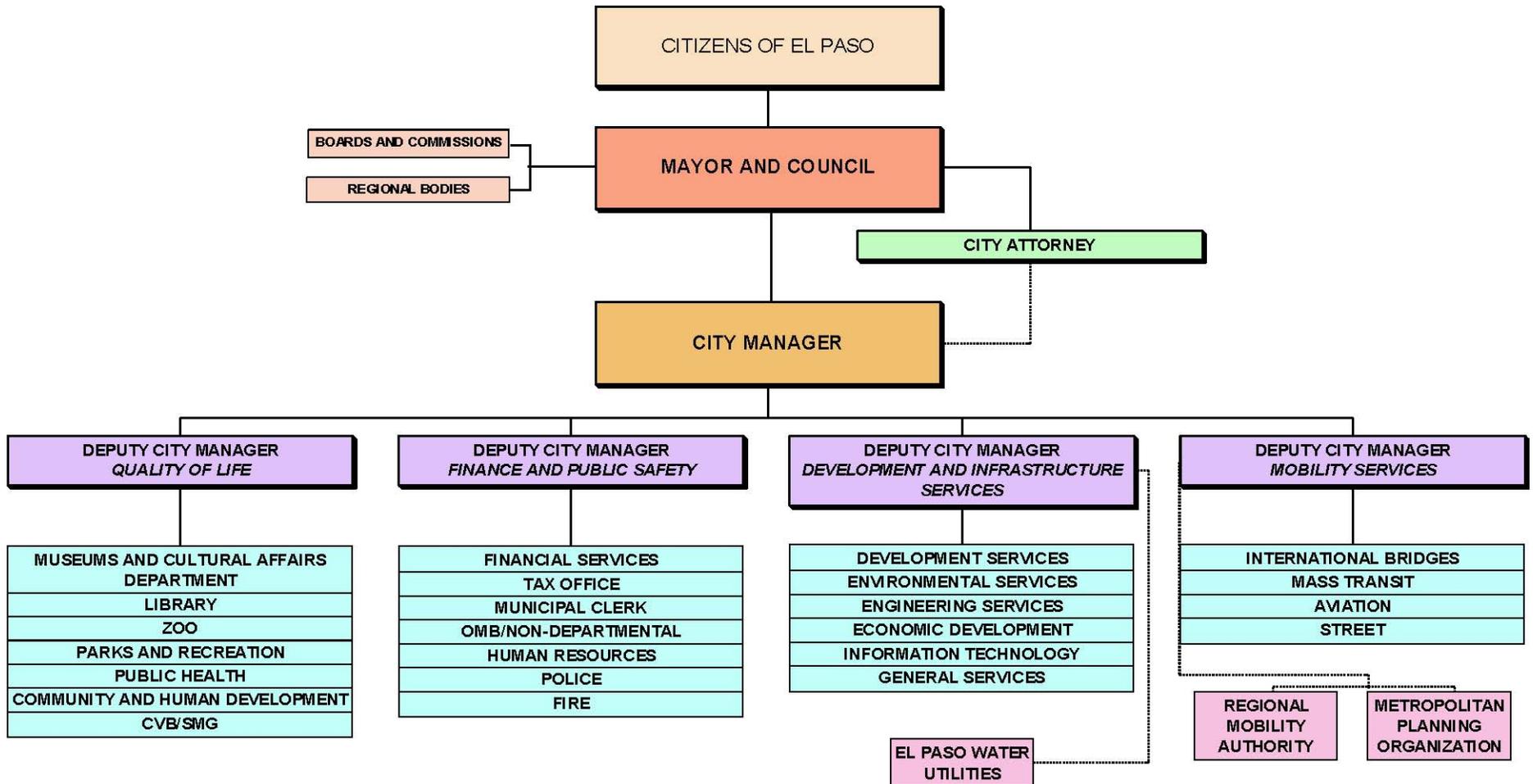
A- 87 Indirect Cost Rates

PROGRAM	FY 2004/2006 INDIRECT COST RATE*
Mayor & Council	73.880%
Tax	41.677%
Planning	71.819%
Metropolitan Planning Organization (MPO)	18.669%
Municipal Clerk	20.544%
Police	38.248%
Fire	9.272%
Street	32.225%
Solid Waste Management	9.887%
Engineering	38.223%
Building Permits & Inspection	35.760%
Fleet Services	7.055%
Health	20.146%
Parks and Recreation	17.305%
Zoo	10.701%
Library	14.494%
Museums	23.317%
Arts and Culture	37.965%
Public Transit –Sun Metro	4.169%
Airport	16.989%
Community Development	47.281%
Economic Development	295.616%

*Rate base is Total Direct Salaries

NOTE: All departments with indirect cost appropriations in the FY2008 budget are responsible for entering a monthly Journal Entry to credit the General Fund in twelve equal payments.

Appendix N



Appendix O



City of El Paso Vision Statement:

To establish El Paso as the premier community of the Southwest

City of El Paso Mission Statement:

To create a more vibrant, harmonious and sustainable city by building on existing strengths, exploring new opportunities, fostering regional partnerships and responding to change

Appendix P

Department Directors

Monica Lombraña
El Paso International Airport

Michael Hill
Health District

Charlie R. McNabb
City Attorney

Linda Ball Thomas
Human Resources

William Lilly
Community & Human Development

Art Armas
Information Technology

Carmen Arrieta-Candelaria
Chief Financial Officer

Carol Brey-Casiano
El Public Library System

Sean McGlynn
Department of Museums & Cultural Affairs

Richarda Duffy Monsen
Municipal Clerk

Patricia Aauto
Development & Infrastructure Services

David R. Almonte
Office of Management and Budget

Victor Q. Torres
Development Services

Nanette Smejkal
Parks and Recreation

R. Alan Shubert
Engineering

Deborah G. Hamlyn
Quality of Life Services

Ellen A. Smyth
Environmental Services

Daryl Cole
Streets

William F. Struder, Jr.
Financial & Administrative Services

Jay Banasiak
Sun Metro Mass Transit

Otto Drozd
El Paso Fire Department

Juan Sandoval
Tax

Stuart Ed
General Services

Steve Marshall
Zoo

Appendix Q

BOARDS AND COMMITTEES

Airport Board
Art Museum Advisory Board Camino Real
Regional Mobility Authority Central
Appraisal District Board of Directors
Citizens Advisory Committee for the Board of the Mass Transit Department
City Accessibility Advisory Committee
City Employees Pension Fund Board of Trustees
City of El Paso Property Finance Authority, Inc. Board of Directors
City/County Animal Shelter Advisory Committee
Border Relations
Community Development Steering Committee
Construction Board of Appeals
Cultural Affairs Advisory Board
Cultural Affairs Board-Public Art Committee
El Paso Community Mental Health/Mental Retardation Center Board of Trustees
El Paso County 911 District Board of Managers
El Paso Housing Finance Corporation
El Paso Mountain Committee
El Paso Museum of Archaeology Advisory Board
Empowerment Zone Advisory Board
Fair Housing Task Force
Fire and Police Pension Board of Trustees
Foster Grandparent Program Advisory Council
Greater El Paso Civic, Convention, and Tourism Advisory Board
History Museum Advisory Board
Industrial Development Authority
Information Technology Advisory Board
Parks and Recreation Advisory Board
PTSES Advisory Board
Public Service Board
Public Utility Regulation Board
Retired and Senior Volunteer Program Advisory Council- RSVP
Revolving Loan Fund Board
Tax Increment Reinvestment Zone Number 5
Transportation Policy Board for the El Paso Urban Transportation Study
Tree Board
Zoning Board of Adjustment

COMMISSIONS

Building and Standards Commission
City Plan Commission
Civil Service Commission
Ethics Review Commission
Historic Landmark Commission
Housing Authority Board of Commissioners
International Bridge Commission

Appendix R

City of El Paso Financial Overview

The following link will take you to the City of El Paso's 2008 Annual Report:
http://www.ci.el-paso.tx.us/annual_report/ElPasoAnnualReport.html