

City of El Paso

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# Grants Management Standard Operating Procedures

September 2021

Prepared by:  
Office of the Comptroller  
Grants Administration Division

Previous Revision January 2019



The mission of the Office of the Comptroller is to provide fiscal management and financial reporting, administer treasury services and provide grant accounting information to City Management and elected officials so that they can make informed decisions regarding the provisions of City services.

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**Note: The administrative policies and procedures outlined in this SOP supersede all previous administrative policies and procedures in place prior to September 2021 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 Administration Division of the Office of the Comptroller.**

## 1.0 Purpose of Manual

This document outlines the administrative Standard Operating Procedures (SOPs) with respect to grants and related activities for the City of El Paso (the “City”).

The purpose of this SOP is to develop, implement and maintain meaningful grant oversight, and coordination for the City; thereby, increasing grant-related revenues, limiting the City’s exposure to grant-related legal liability and improving the efficiency and impact of program and services funded through grants. Regulations for grants set forth in this SOP shall apply to all activities financed by any funds for which the City has grantee responsibility including state, federal or private grants unless the terms of the said grant require differently.

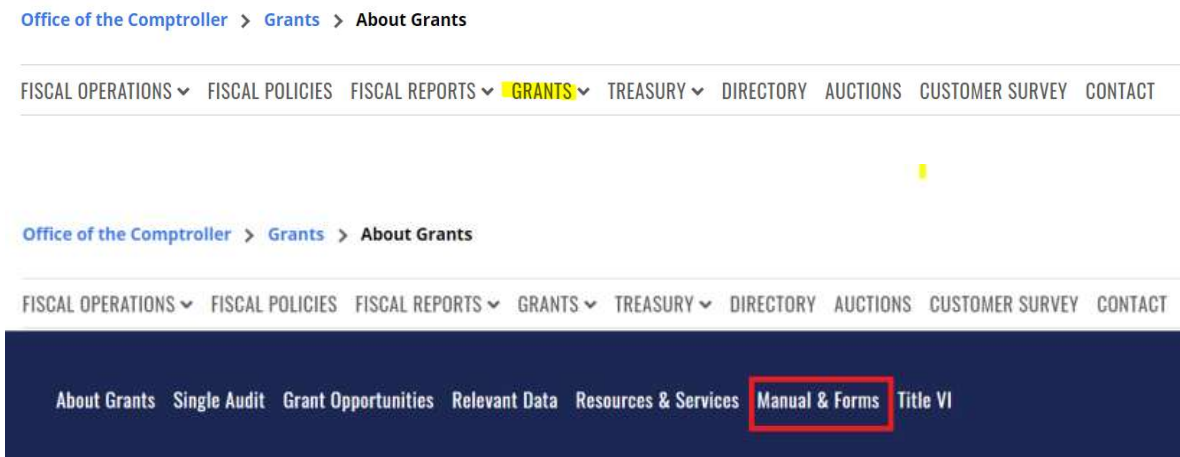
This SOP is divided into two sections:

**Section 1: Grant Application Process** – Guides users through the most common situations encountered while going through the grant development process including what policies and procedures are in place to ensure that the grant application is successfully submitted.

**Section 2: Post-Award Procedures** – Provides direction on grants management and compliance policies and procedures once a grant is awarded to the City.

This SOP can be accessed electronically via the City’s website under the Office of the Comptroller:

<http://www.elpasotexas.gov/comptroller/grants/manual-and-forms>

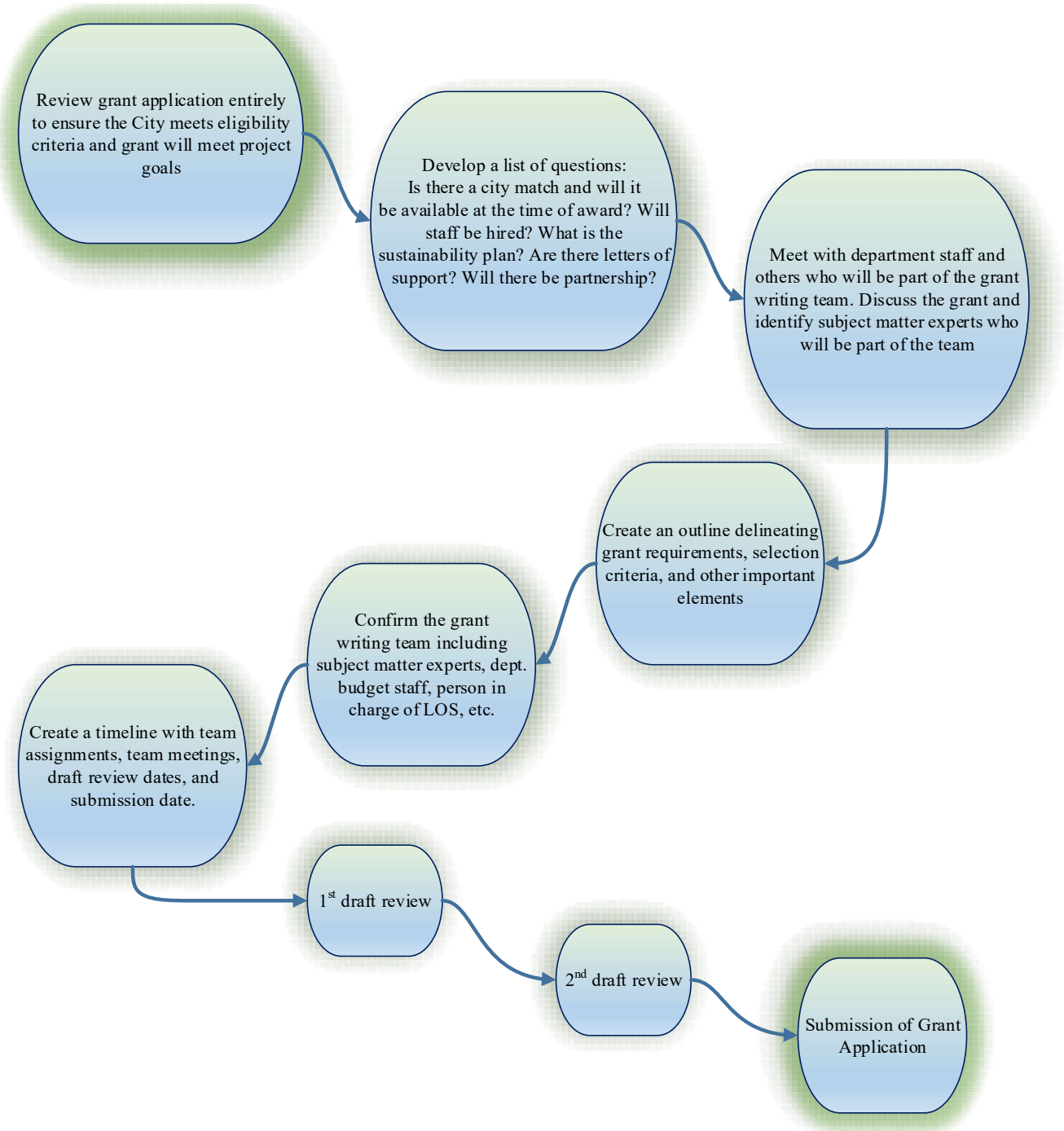


## 2.0 Section I: Grant Application Process

The Grants Administration Division of the Office of the Comptroller provides grant-related services to City Departments. The GAD meets on a monthly basis, and as requested, with the departments to maintain open communication between OTC and the Departments. The intent of the monthly meetings are to discuss any issues or concerns regarding any of the departments’ grants, as well as serve as a dedicated time to review changes. See Proposal Production Plan Flowchart on Page 4.

# Proposal Production Plan

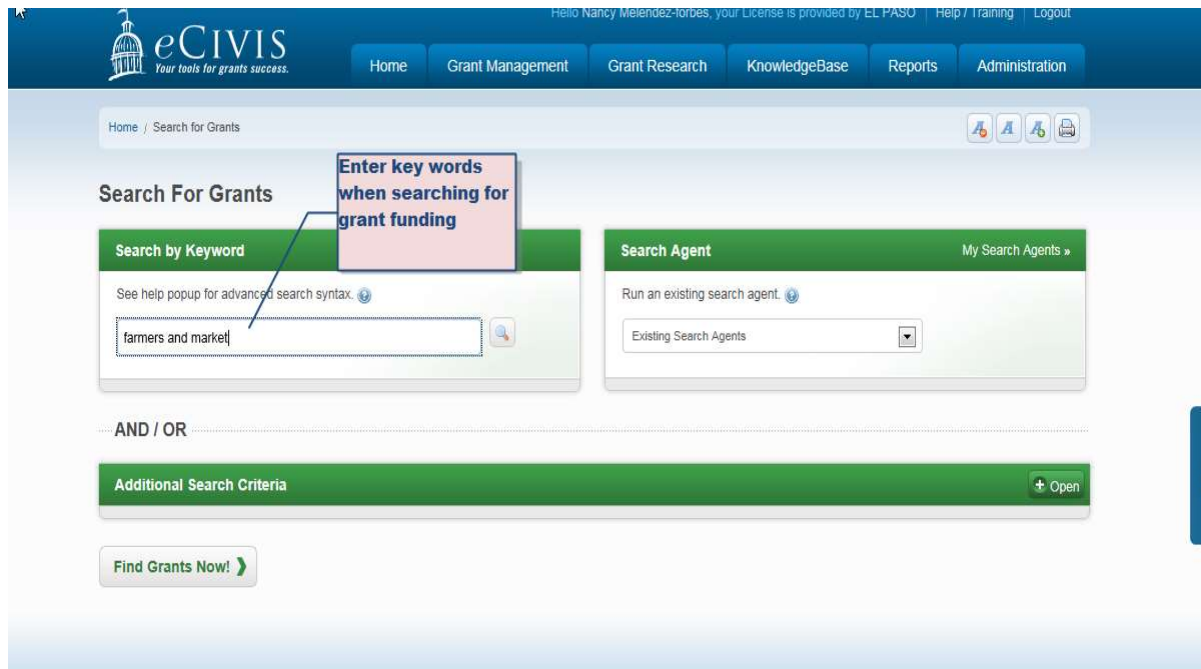
When a department seeks to apply for a grant, the following steps would help to organize the grant writing effort:



### 3.0 Assistance in the Preparation of a Budget to Accompany the Grant Application

GAD staff assists departments with the budget development process for the grant application as it relates to fringe benefit rates, indirect costs, and budgetary stipulations as legislated by the City's Council. Department/Project Managers may request 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 requirements.

### 4.0 eCIVIS—Grants Search Network



eCIVIS will tailor your grant search to your department's funding needs. Users can receive daily or weekly grant alerts once the user's profile has been set up in the system. City Departments may designate a staff person(s) to have direct access to eCIVIS Grants Network by making a request to the GAD at: grants-1@elpasotexas.gov

The Customer Contracts module must be completed by the department and should include key grant information including the following data:

- Grant Name
- Department Name
- CFDA Number
- Project Description
- Grant start and end dates
- Funding source (agency name)
- Amount of grant request
- Amount awarded
- Award date
- Amount of cash and/or in-kind match
- Opportunity Number (as assigned by the funding agency)
- Person responsible for managing the grant and grant accountant

All grant-related documents, such as grant applications, Notice of Grant Award (NOGA), grant contracts/agreements & amendments, approved budget, reimbursement requests, quarterly financial reports, programmatic reports, agency correspondence and any other grant-related documents will be uploaded into the system via the Project Costing module using DocLink (DocLink is explained later in this SOP ). The document library is being utilized on a daily basis to review contracts and reimbursement requests. It is highly recommended to set alarms in calendar as reminders of upcoming reports due to GAD and granting agencies.

**Appendix C** illustrates the step-by-step process to enter grant information in PeopleSoft 9.1 Customer Contracts module through a print screen demonstration.

To log in to PeopleSoft 9.1, use the following hyperlink:

<http://ps-prod-web.ad.elpasotexas.gov:4012/psp/fs91prd/?cmd=login&languageCd=ENG>

## **5.0 Steps in the Grant Application Signatory Process**

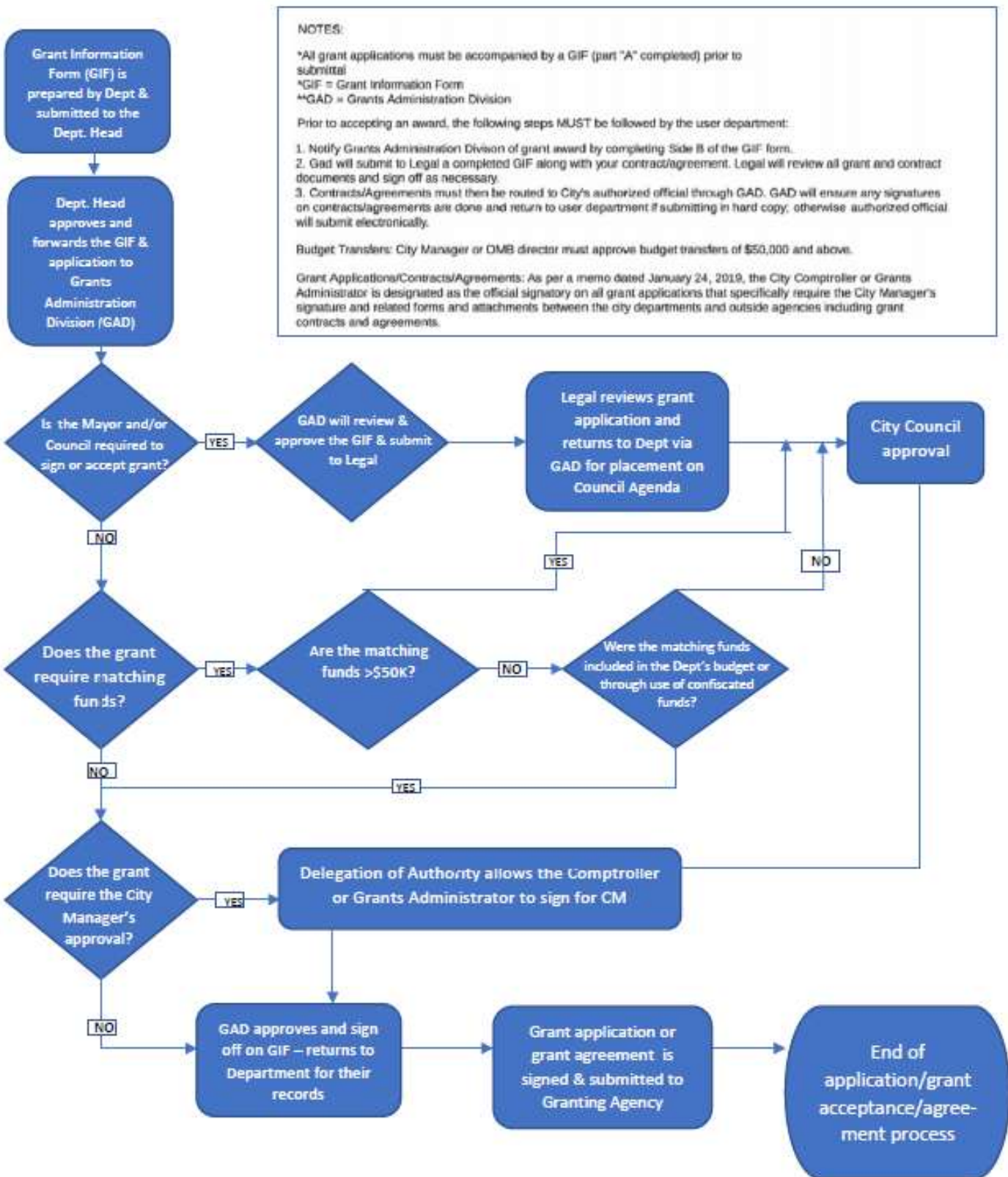
The City of El Paso has streamlined processes to ensure timely submissions of grant applications. City of El Paso departments do not need council approval to submit grant applications unless specifically required by the funding agency. The following guidelines provide the steps necessary to pursue grant funding.

### **All grants require the following signatures:**

- a) If a grant requires a City match, the Department Head may sign as long as he/she certifies 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.
- b) Department provides a Grant Information Form (GIF) to the GAD. Once signed, the GAD forwards the signed copy to the submitting department. GIF is the document used for tracking grant activities. See Appendix A.
- c) Legal reviews grant applications ONLY if funding agency requires City Council approval and will need further processing to place on council agenda by the requesting Department.
- d) **IMPORTANT:** If a grant application requires City Council approval as part of the submission requirements, it is important to submit a completed draft of the application to GAD, who will then submit to Legal for review. Departments must prepare the grant to be presented to council at least three (3 to 4) weeks prior to grant submission deadline.



# Signature Authority for Grant Applications, Contracts and Other Documents



## 6.0 Application NOT Requiring Signature from Top Elected Official or City Council Approval

### 6.1 Preparation of Grants Information Form (GIF) and Notification to GAD

The City Manager's signature is accepted in most grant applications; however, it is best to check with the funding agency for appropriate signature in cases when the funding agency requests "Signature of Top Elected Official." 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 that it will not need City Council approval, the completed proposal should be signed by the **Department Director**. The GIF along with the grant application documents must be sent to the GAD. The GAD will sign the GIF and returns a copy to the requesting department.

The GIF is required for information and tracking purposes. The GAD must be informed of all grant activities by City departments. Grant information can be sent via email to GAD at grants-1@elpasotexas.gov

### 6.2 If the Grant Specifically Requires the City Manager's Signature (or Top Authority)

- a) Department Head - the Department Head or his/her Deputy Director will be responsible for ensuring that all grant contents and documents are complete and accurate prior to obtaining City Manager's signature. **The GIF is signed by the Department Head and submitted to GAD. The GAD will review and sign off on the GIF and submit to the department's assigned legal representative. Once approved by Legal, the application will be returned to the OTC-GAD for signature.**
- b) Legal Department - Legal will review and approve grant legal content prior to returning to OTC-GAD for signature.
- c) If a grant requires a City match, the Department Head will certify that matching funds are available in the Department's budget. If confiscated funds will be utilized to match the grant, the Department Head, or designated staff, is responsible for ensuring the City's Office of Management and Budget (OMB) has been informed of the City match necessary and will secure the account information **prior to pursuing grant funding.**

### 6.3 Application Requiring City Council Resolution

**When Council Resolution authorizing the submission of a grant application is required by the funding source, Section 6.0 must be followed including the following additional step prior to the submission of the grant application.** The Department Head or his/her designee is responsible for seeking the assistance of the Legal Department to schedule the item on the regular Council agenda, attend the agenda review and resolve outstanding issues in accordance with existing City policies and procedures. The Council Resolution should include language authorizing the submission of the grant, identifying the availability of matching funds, if any, and authorizing the City 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 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 the Agenda item (grant application) to City Clerk's Office - The Department Head or his or her designee 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. (See Appendix )
- Submitting all documentation electronically and in hard copy with all required signatures.

Upon Council approval, it is the requesting Department's responsibility to:

- a) 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.
- b) Review the application to ensure that all pages, attachments, charts, budgets, etc., are intact and prepared for mailing to funding agency. Normally when mailing hard copies, funding agencies require one original 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 signed original copies of an application. In this case, it is the requesting Department's responsibility to make certain that multiple, **original signatures** are obtained.

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 department's assigned Assistant City Attorney. Once Council approves the grant and the resolution is documented, **the resolution is then sent to the Mayor and City Manager to sign, then the City Clerk signs attesting to his/her signature. In cases where a resolution will accompany a grant application, the department must attach a copy of the resolution to the grant application package.**

After all signatures have been obtained and appropriate copies have been made, the department will prepare the grant application for mailing or will prepare for electronic submission through the Comptroller's office (GAD).

#### 6.4 Post Signature Activities

- a) **Submitting Application to Funding Sources** - The requesting department is responsible for mailing applications directly to the 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 funding agency/foundation. The City's regular mail system is **NOT** to be used for submitting a hard copy of a grant application as unforeseen circumstances may prevent application from being submitted in a timely manner. If delivering the application locally, it is important that a **stamped receipt is requested to verify that the application has been delivered to its destination on time.**
  
- b) **Electronic Submission of Applications** - Electronic submission of grant applications has become the most desired and more common method to submit a grant. For electronic submissions, it is important to inform the GAD early in the grant development phase to ensure that departments are complying with all grant policies and procedures, including ensuring that the City's Comptroller and or Grants Administrator has registered the City as an approved applicant on the specified online grant application system, such as the System for Award Management (SAM) and Grants.gov. In addition, the GAD will work with the requesting Department to ensure all the required preliminary forms such as the SF424 budget forms that are part of the online application package, as necessary.

## 7.0 Section II: Post-Award Procedures

**The Grants Accounting Staff of the Office of the Comptroller's Grants Administration Division** provides direct assistance to Departments for all grant management and processing activities. This section of the SOP pertains directly to the grant accounting and reporting functions once the grant has been awarded.

## 8.0 Notice of Grant Award

- a) When the contract document arrives from the granting agency, the Department Head or Project Manager is responsible for forwarding the award agreement/contract to the GAD along with the GIF Part B filled out. Departments must use the same GIF with Part A filled out and returned to the department, if applicable. At times, there is no GIF Part A for amended or entitlement grants. The GAD will then submit for Legal review. Once GAD receives Legal review, it will be taken to the City Manager's Office or his/her designee for signature. As designated by the City Manager, **effective June 29, 2015, all grant contracts and agreements will be forwarded to the City's Comptroller for signature after legal review, unless the funding agency specifically require City Council approval or signature from top elected official.**
- b) **Uploading Grant Award and Related Documents in PeopleSoft 9.1** - Grant award, applications, contracts, agreements, amendments, budgets and other related documents must be uploaded in PeopleSoft Project Costing and Customer Contracts modules. If there is no written notice, the Department shall notify the GAD of the award via email. Proper grant numeration must be assigned prior to entering in PeopleSoft.
- c) **New grant numbers must follow the grant numeration protocol as set forth below.** This will facilitate research, reporting and monitoring of the grants by awarding agency, identifiable as federal, state or private.
- d) **Setting up Grant-Specific Expenditure Accounts** – The Department is responsible for setting up the grant in PeopleSoft in the Customer Contract and Project Costing modules and for uploading all documents, including the application, grant award, contract, budget, and all documents relating to the awarded grant into PeopleSoft 9.1 Project Costing module using doc.link (**see procedure for creating the 2 modules in appendix C**). A notification should be sent using Grants\_1@elpasotexas.gov. This notification will be received by the Grants Accounting Managers
- e) Grant Budget will be set-up in PeopleSoft either:
  - prior to receiving the grant award for recurring grants, with two years or more of award. This will be done during the annual budget preparation and an email or letter confirmation stating that the award will be forth coming. This is to assist the departments expedite the grant creation process and ensure the grant is available when the payroll charges start so they are applied to the correct grant from the beginning of the fiscal year, or
  - after the grant award has been officially awarded to the City of El Paso via a Letter of Award such as the Notice of Grant Award (NOGA).

## Grant Numeration Protocol

G = Federal - Economic aid issued by the United States government out of the general federal revenue. A federal grant is an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States.

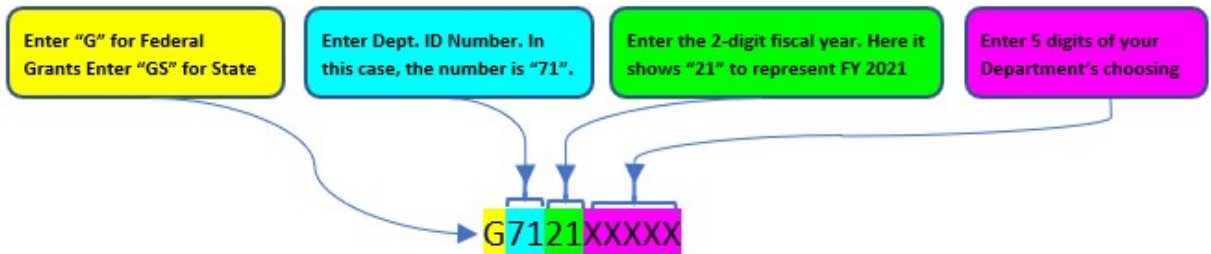
GT = Funding agency passing the funds through a different agency; generally, it is Federal funds thru the state

GS = State - State issued grant

GP = Private - Issued by a private organization (example PetSmart)

GC = City - City issued grant

The beginning letters will be used as listed above, depending on the type of grant. The next two digits will reflect the last two digits of the department's operating unit. The next two digits will be the city's fiscal year. The following letters or numbers would be selected by the department, **up to 10 digits in total**; i.e. G7121GRANT.



## 9.0 Accepting Grant Award and Post Award Procedures in PeopleSoft 9.1

When the Department receives a "Notice of Grant Award" (NOGA), the department should specify in the Project Costing Module User Field tab the following:

- The Assistance Listing Number-ALN (formerly CFDA number) and the grant category, whether State, Federal, Foundation or private at the beginning of grant description field. This will help with the preparation of the annual grants audit report.
- If it is a State award, the granting agency and grant program number must be entered
- Grants that are "Pass-Through" via the State will have a CFDA number that **MUST** be entered.

After the departments have entered all the data and uploaded into the PeopleSoft Project Costing and Customer Contract modules, they must send a notification to the GAD via [grants-1@elpasotexas.gov](mailto:grants-1@elpasotexas.gov) requesting the creation of the grant chartfield.

The GAD staff will review, approve and create the chart field in PeopleSoft. The following delineates the steps necessary to set up a newly awarded grant by entering the project and budget:

- Create grant number in PeopleSoft Customer Contract and Project Costing modules as follows:
  1. Create a Project & Grant - department
  2. Create an Activity - department
  3. Budget Line - department
  4. Revenue Line – department
  5. Link the project & Grant to the Contract - department
  6. Upload the NOGA and related documents in the PeopleSoft - department
- The department will create Budget Transfer form and send to OMB with copy to GAD. 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., City match, etc.
- OMB creates budget for Grant in PeopleSoft

**Procurement Steps:** Once a new grant has been set up in PeopleSoft, the department should begin procurement procedures as needed. Refer to the **Purchasing and Strategic Sourcing Department** webpage for procurement procedures and instructions, or call (915) 212-1191 for additional information.

## **10.0 Grant Requirement and Costs**

### **10.1 OMB Circulars**

All City staff involved in managing or reporting grants must review and understand the Grant guidelines from Uniform Guidance. The Uniform Guidance is distributed by the Federal Office of Management and Budget and are the general guidelines for all grant funds.

### **10.2 Uniform Grant Management Standards (UGMS) from the Texas Comptroller of Public Accounts**

All city staff involved in managing or reporting grants must review and understand the Grant guidelines from the State of Texas. Visit the OTC's grants tab under Resources & Services for direct links to Uniform Guidance and the UGMS.

**<http://www.elpasotexas.gov/comptroller/grants/resources-and-services>**

## **11.0 City Match Procedures**

Full grant expenditures, including the match, can be recorded in the grant fund. At the end of each month or quarter, each department will be responsible to calculate the amount of City match and/or other contributions i.e. grants, partnerships, other agency contributions. This amount will be allocated from the grant fund to the General Fund or Operating Fund only account 560000. The grant fund will record a credit to this account, and the General Fund or Operating Fund will record a debit to this account. Monthly, but no less than quarterly, journal

entries are to be entered to transfer the City match so that quarterly reports to the granting agency are stated correctly.

If the grant and City match expenditures are already being allocated between funds, and budgeted according to the allocation, continue with the allocation. No quarterly journal entries will be needed.

Sample Journal Entries to Record City Match:

City Match Expenditures in the General Fund

DR Fund 1000-division-560000-program-Grant#-Project#

CR Fund 1000-division-101000-program-Grant#-Project#

City Match Expenditures in the Operating Fund

DR Operating fund-division-560000-program-Grant#-Project#

CR Operating fund-division-101000-program-Grant#-Project#

City Match Expenditures within the Grant Fund

DR Grant fund-division-101000-program-Grant#-Project# (grant accounting string)

CR Grant fund-division-560000-program-Grant#-Project# (grant accounting string)

Note: The grant number should be used in the General Fund or Operating Fund. This should only be used for match activities.

- The use of the grant number in General Fund or the Operating Fund is generally for the term of the grant.
- The grant number will allow you to run reports by grant across all funding sources, both grant funds and local match funds.
- In PeopleSoft the Grant number must be entered in both the “Grant” and “Project” fields in both funds.

### 11.1 Grant Budget Set-Up

All project expenditures and the grant proceeds are to be budgeted in the grant fund.

- Revenues and Expenditures must be in balance
- Only the grant proceed revenues will be budgeted under the grant fund



- Account 560000 City Match will be budgeted with a negative amount which will balance Expenditures with Revenue

**DO NOT USE GF OR OPERATING FUND FOR ANY GRANT/PROJECT BUDGET— GRANT BUDGET MUST BE SEPARATED NOT EMBEDDED IN THESE FUNDS**

The General Fund budget or the Operating Fund budget, as appropriate, should include the budget for the City match

- The budget is to include the amount of City match required by each grant. See Appendix

## **12.0 Reporting**

- This task is usually the responsibility of the Program Manager. The following steps are done to properly manage the grants:
  - A budget status report on grants must be run at the close of every month.
  - Review budget discrepancies and correct accordingly, as they should not occur if the grant is budgeted correctly and is being spent in accordance with the NOGA (Notice of Grant Award).
- Encumber funds in a timely manner. 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. At least three (3) months prior to grant end date.
- Expenditures should be reviewed on a monthly basis to ensure that the expenditures charged against the grant are allowable per the grant award and that the date of the expenditures (goods or services received) fall within the grant period per the grant award.

The grant award will list or define the grant requirements or conditions which must be followed. Any deviations from the grant award must be authorized in writing by the granting agency.

Grant expenditures must be reviewed for compliance.

- Must fall within the contract/agreement period
  - Period availability. Only costs incurred during the period and any pre-award costs authorized by the grantor may be charged to the grant
  - Ensure that grant funds are spent within the period of availability stated under the grant agreement
- Must be allowable per the contract
- The City must comply with other applicable requirements of OMB Uniform Guidance, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 under the existing federal laws and regulations.
- Check for mathematical errors
- Review to ensure all expenditure required forms or conditions are met

- Approval signatures are present
- Indirect costs are charged accurately and are allocated in a consistent method
- Expenditures are not counted twice
  - Do not include the same expenditures in more than one grant
  - Cannot include the city match, program income or in-kind as expenditures for the grant
- Any discounts received are to be kept with the grant expenditures
- Cannot include prior year grant expenditures in the current or active grant

Grant budget status reports should be run by each department on a monthly basis. This report is also available on PeopleSoft Financials for those who have access to this system. The 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.

### **13.0 Grant Close Out**

Prior to closing out the grant the following ledgers must be in balance:

- Actuals
- Revenue
- Expenses
- Budget must be zeroed out

All reports have to be submitted and approved, drawdowns received, and journal entries entered, audits completed, and all findings addressed.

Once all these steps are completed, department must notify the GAD to “Inactivate” the grant. A list of grants to be closed/inactivated is provided to the Comptroller periodically.

For further information, see Appendix

### **14.0 Sub-recipients**

City department that have sub-recipients must ensure the sub recipients are following the grant requirements. Sub-recipients must be monitored every year or as instructed by granting agency. Sub-recipients are the responsibility of the department passing funds to them.

1. Monitoring Sub-recipients
  - a. Provide the sub-recipient with notice of visit and required documentation to have readily available.
    - i. The department accountant reviews the documents submitted and reviews prior findings, errors found when reviewing the reimbursements, and the responses provided during the site visit or desk review.
2. Monitoring Review
  - a. Include the grant name in the title
  - b. Check date of review
  - c. Confirm month auditing

- d. Review backup
- e. Entrance interview
- f. Update any changes
- g. Check for grammatical errors
- h. Exit interview

## Glossary

### A

**Abstract:** Summarizes the purpose, importance and scope of the proposed project.

**Accruals:** Accounts on a balance sheet that represent liabilities and non-cash-based assets used in accrual-based accounting.

**Activity:** The functional elements of a program.

**Actuals:** Reflects how much revenue or expenditures been recognized.

**Administrative Costs:** All direct and indirect costs associated with the management of grant programs. Often capped by the grantor at a certain percentage of the grant.

**Application:** A request for financial support of a project or activity submitted to a funding entity.

**Applicant:** A party requesting a grant

**Application Number:** When an application has been successfully submitted to a funding entity, they may assign a unique number to that application. Applicants should keep a record of the application number and reference it when communicating with the funding entity.

**Assessment:** The process of collecting and analyzing information to make judgments.

#### **Assistance Listing Number (ALN) – formerly CFDA (Catalog of Federal Domestic Assistance)**

A catalogue published at least once per 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 ALNs **assigned number**. The Project Module in PeopleSoft 9.1 requires that departments enter ALN, formerly CFDA numbers to identify grant funding. This allows the Grants Accounting Division in the Office of the Comptroller to better track grant funding.

**Assurances:** A listing of requirements found in different federal laws, regulations and executive orders that applicants agree to by signature in an application

**Audit:** An examination of grant records and financial accounts for accuracy and legal compliance

**Authorizing Official:** The individual, named by the applicant organization, who is authorized to act for the applicant and to assume the obligations imposed by the laws, regulations, requirements and conditions that apply to grant applications, grant awards, or any other grant related document.

**Award Notification:** An official document signed by the funding entity stating the amount and the terms and conditions of an award.

**Award Number:** The identifying number for a discretionary grant or cooperative agreement award issued by the funding entity.

## **B**

**Block Grant:** A broad intergovernmental transfer of funds or other assets by the U.S. Congress to state or local governments for specific activities such as secondary education or health services but with few strings attached. Block grants are distributed according to legal formulas defining broad functional areas such as health, income security, education or transportation.

**Boilerplate:** A form or section of a document that is used so often as to become standard and reused.

**Budget Period:** An interval of time into which a project period is divided for budgetary purposes, usually twelve months.

## **C**

**Capital Expenditure:** The cost of an asset (land, building, equipment), including the cost to put it in place. A capital expenditure for equipment includes the net invoice price and the cost of any modifications, attachments, accessories or auxiliary apparatus to make it usable for the purpose for which it was acquired.

**Capital Support:** Funds provided for buildings, construction or equipment

### **CFDA (Catalog of Federal Domestic 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**. The Project Module in PeopleSoft 9.1 requires that departments enter CFDA numbers to identify grant funding. This allows the Grants Accounting Division in the Office of the Comptroller to better track grant funding. Also see Assistance Listing Number ALN

**Challenge Grant:** A grant offered with the stipulation that the recipient will raise additional funds from another source or sources; also called a matching grant.

**Closeout:** The process by which the Comptroller's Grants Administration Division (GAD) determines that all applicable administrative actions and all required work related to the grant have been completed by the grantee.

**Code of Federal Regulations (CFR):** A compilation of all final regulations issued by federal agencies, published annually and divided by numbered "Titles."

**Cognizant Agency:** The federal agency which, on behalf of all federal agencies is responsible for implementing the requirements of the Single Audit Act which include reviewing, negotiating and approving cost allocation plans, indirect cost rate and similar rates; receiving and approving non-federal audit reports; conducting federal audits as necessary and resolving cross-cutting audit findings.

**Competitive Review Process:** The process used by a funding entity to select applications for funding, in which subject-matter experts score applications and only applications with the highest scores are considered for funding.

**Concept Paper:** Preferred by foundations as a first submission, a concept paper contains key elements of a project, including information about the applicant, the target population, the need, objectives, total budget, other contributors and what makes it remarkable.

**Cooperative Agreement:** A financial assistance mechanism to be used in lieu of a grant when substantial federal programmatic involvement with the recipient during performance is anticipated by the funding entity.

**Cost Share:** Often a requirement of the funding agency, which means that the applicant must commit a certain percentage of funds for the project in order to be eligible to submit a proposal.

**Council of Governments (COG), the Local**

Rio Grande Council of Governments  
1100 N Stanton St # 610  
El Paso, TX 79902  
(915) 533-0998

Prior to 2011, state and federal grants were required to be reviewed by a local Council of Governments, as directed under Executive Order 12372. The following link describes the purpose for this Executive Order: <http://www.archives.gov/federal-register/codification/executive-order/12372.html>. Nevertheless, as of April 1, 2011, the State of Texas no longer subscribes to Executive Order 12372. Therefore, City of El Paso applicants no longer has grant applications reviewed by the COG and when a grant application inquiries about an Executive Order 12372 review, the **NO** box must be checked.

**D**

**Deliverables:** A project management term for the quantifiable goods or services that will be provided upon the completion of a project. Deliverables can be tangible or intangible parts of the development process, and are often specified functions or characteristics of the project.

**Direct Costs:** Expenses directly attributable to a project, including salaries, travel, per diem, communication, reproduction, printing, equipment, supply items and contractual services procured for the project.

**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, Canada and international organizations.

**E**

**EIN (Employer Identification Number):** City of El Paso's IRS designated number. In some cases, the funding agency requires the 14-digit number associated with the normally used nine-digit number.

**Encumbrance:** Unexpended commitments identified as a purchase requisition, purchase

order or a manual encumbrance

**Extension:** Grantor/COEP approval of additional time (generally not to exceed 12 months) to any budget period, including the final budget period, of a previously approved project period. The extension is generally made without additional funds. Approval of extension by the City must be formalized in writing.

## F

**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. In addition to the above, the Federal Register will provide detailed grant information including deadlines, requirements, eligibility criteria, amount to be awarded, review date, etc.

**FFR:** Federal Financial Report

**FOA (Funding Opportunity Announcement):** 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, FTA (Federal Transportation Administration). FOAs can also be described as grant announcements or requests for proposals/applications (RFPs).

**FSR:** Financial Status Report

## I

**Indirect Costs:** Those costs that cannot be identified specifically with a particular program, project or activity. They are costs that are incurred for several purposes that are necessary to the operation of the institution or agency. For example, building maintenance, utilities and accounting and payroll services are all considered indirect costs.

**In-Kind Contribution:** Non-financial contribution donated towards the project such as office space, waived indirect costs, use of equipment, staff time. If staff time will be contributed towards the project, calculate the hourly wage including fringe and multiply by the total number of hours contributed towards the project, add the total and that is the allotted contributions towards the project.

**Intergovernmental Review Process (Executive Order 12372):** As of April 1, 2011, The State of Texas no longer subscribes to Executive Order 12372. Therefore, when a grant application inquires about an Executive Order 12372 review, the NO box must be checked.

**IRS Determination Letter:** A copy of the IRS determination can be obtained on the Office of the Comptroller website or call the GAD for a copy. [http://home.elpasotexas.gov/financial-services/\\_documents/IRS%20determination%20letter.pdf](http://home.elpasotexas.gov/financial-services/_documents/IRS%20determination%20letter.pdf)

## L

**Letter of Interest or Letter of Intent:** A brief letter containing a description of a proposed project, an estimated budget and information on the applicant. Sometimes it is required to

allow the funding source to screen out ineligible applicants or projects not consistent with the program's priorities. This screening saves considerable time for both the funding source and the applicant.

**Liquidation Period:** The period immediately following the end of the performance period. During this period new obligations may not be incurred and old liquidations must be removed or paid.

## **M**

**Maintenance of Effort (MoE):** Per Section 797(b) of the Public Health Service Act. A requirement in certain legislative, regulatory or administrative policies that a grant recipient must maintain a specified level of financial effort in the health area for which Federal funds will be provided in order to receive Federal grant funds.

**Matching Funds:** The funding agency's requirements for the applicant to financially support a portion of the project's total cost. Example: If the total project cost is estimated to be \$100,000 and the matching requirement is 50%, the City would commit a match of \$50,000 and the funding source would "match" that amount.

## **N**

**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.

**NOGA (Notice of Grant Award):** A notice of grant award is sent to the award recipient indicating the actual amount awarded along with direction on acceptance requirements, which in many cases includes an agreement/contract.

## **P**

**Performance Period:** Period of time in which a grant is active and funds are eligible for reimbursement from grantor. Services performed outside the period of availability are not reimbursable.

## **R**

**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, similar to a NOFA and FOA.

**RFP (Request for Proposal):** Announcement distributed by a funding source to potential grantees defining in a general way the type of project proposals desired, same as a Request for an Application (RFA) or Request for Qualifications (RFQ).

## **S**

**Subgrantee:** An entity to which the grantee passes some portion of the daily operations of the grant for a specified time and dollar amount.

**Supplanting:** To replace one source of funding with another. The City must use federal or



state funds only to supplement and, to the extent practical, increase the level of funds that would, in the absence of the federal or state funds, be made available from non-federal sources, not to replace local funding with grant funding.

**System for Award Management (SAM)** – The Central Contract Registration (CCR) was the primary supplier database for the U.S. Federal government until July 30, 2012. The CCR collected data from suppliers, validated and stored this data, and disseminated it to various government acquisition agencies. On July 30, 2012, the CCR transitioned to the System for Award Management (SAM) e-procurement system. In order to submit a federal grant, the City must have an existing SAM registration.

## U

**Unallowable Activity:** An activity that results in costs that do not meet the general criteria outlined in Uniform Guidance, Appendix I, Section A, Provision C-1 or the grant award. These unallowable costs are costs that do not provide a benefit to the grant programs specific purpose or are considered not acceptable charges as a matter of public policy.

Please refer to the OTC webpage for additional grant terms and requirement at: <http://home.elpasotexas.gov/financial-services/grants-glossary.php>.

**Appendices**

**A. Delegation of Authority**



# City Manager's Office

**MAYOR**  
Oscar Leeser

**Date:** May 18, 2021

**To:** Karla M. Nieman, City Attorney

**CITY COUNCIL**

**From:** Tommy Gonzalez, City Manager

**District 1**  
Peter Svarzbein

**Subject:** Delegation of Authority

**District 2**  
Alexsandra Anello

The Comptroller or Grants Administrator for the City of El Paso are designated as the official signatory for all grant related documents including applications, related forms and attachments between city departments and outside agencies.

**District 3**  
Cassandra Hernandez

This delegation of authority includes the ability to sign any grant-related paperwork, including all understanding and assurances contained therein, and accept, reject, alter or terminate the resulting grant authorized budget transfers and submit necessary revisions to the operational plan.

**District 4**  
Joe Molinar

**District 5**  
Isabel Salcido

**District 6**  
Claudia L. Rodriguez

**District 7**  
Henry Rivera

**District 8**  
Cissy Lizarraga

The Comptroller or Grants Administrator is designated to serve as the Authorized Official on grants from the Office of the Governor. The Authorized Official is given the authority to apply for, accept, reject, alter, or terminate a grant, and to certify any changes made to an application or grant.

Thank you for your attention to this matter.

**CITY MANAGER**  
Tommy Gonzalez

Respectfully,

A handwritten signature in black ink, appearing to read "Tomás González".

Tomás González  
City Manager

Tomás González - City Manager  
Office of the City Manager | 300 N. Campbell | El Paso, TX 79901  
O: (915) 212-1061 | 21-1063-167 | 1060102 | JSG



DELIVERING EXCEPTIONAL SERVICES

**B. Grant Information Form (GIF) Updated GIF September 2021**



Declined

Denied

Awarded

PSGrant# \_\_\_\_\_

**GRANT INFORMATION FORM (GIF)**

**Complete either side A or if awarded, complete side B in this same form**

This form is to be used to provide information to the Grants Administration Division (GAD) for grant applications, grant awards, and/or grant contract amendments. After completing either side, please forward to the GAD Office at [Grants-1@elpasotexas.gov](mailto:Grants-1@elpasotexas.gov). Once a grant has been awarded and a contract/agreement needs to be processed, please complete SIDE B and forward to GAD, we will submit for Legal Review and further processing. Please use the same GIF to complete Part A & Part B so it is all kept on the same sheet.

Department \_\_\_\_\_ DUNS-058873019/UEI-KLZGKXNFVTL4

A. GRANT APPLICATION	B. CONTRACT/AGREEMENT/AMENDMENTS
<b>A1. Department Programmatic Contact Person</b> Name: _____ Title: _____ Phone No.: _____ Email: _____	<b>B1. Department Financial Grant Contact Person</b> Name: _____ Title: _____ Phone No.: _____ Email: _____
<b>A2. Grant Data</b> Funding Agency: _____ Grant Name: _____ CFDA/ALN: _____ N/A <input type="checkbox"/> Application Due Date: _____ Requires Signature or Review from: Mayor <input type="checkbox"/> City Manager <input type="checkbox"/> Legal Review <input type="checkbox"/>	<b>B2. Grant Data</b> Funding Agency: _____ Grant Name: _____ Program Name: _____ Agency Contract No.: _____ Grant Type: <input type="button" value="Please Select"/> Pass through Agency: _____ Grant Start & End Date: <input type="button" value="Month"/> <input type="button" value="Y"/> <input type="button" value="Y"/> - <input type="button" value="Month"/> <input type="button" value="Y"/> <input type="button" value="Y"/>
<b>A3. Financial Data</b> Amount of Grant Funding Request: \$ _____ Amount of Matching Funds Requested: \$ _____ Amount of In-Kind Funds Requested: \$ _____ Total Amount Requested: \$ 0.00	<b>B3. Financial Data</b> Post-Award Amount: \$ _____ (As indicated in the grant contract/agreement) Actual Amount of Cash Match: \$ _____ Actual Amount of In-Kind: \$ _____ Total Award for Project/Program: \$ 0.00
<b>A4. Grant Classification</b> <input type="checkbox"/> Competitive (award based on competition) <input type="checkbox"/> Entitlement (a set of funds determined under a formula) <input type="checkbox"/> Continuation (ongoing funding)	<b>B4.</b> <input type="checkbox"/> CM Signature required <input type="checkbox"/> Mayor Signature required <input type="checkbox"/> City Council approval required
<b>A5. City Match Certification</b> Has City Match been certified by the Department Director? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Does this grant allow for operating/administrative costs? Yes <input type="checkbox"/> No <input type="checkbox"/> % <input type="checkbox"/> Amount \$ _____ How is the match amount determined? <input type="checkbox"/> Fixed Amount: \$ _____ <input type="checkbox"/> Percentage of Project Cost: _____ % <input type="checkbox"/> Other (Please explain): _____ For this fiscal year, how much of the local cash amount is already in the department's budget: \$ _____ Not budgeted: \$ _____ Proposed source of match: _____	<b>B5.</b> Grant Accounting String: _____ City Match Accounting String: _____ Comments: _____
<b>Brief Description of Grant:</b> _____ _____ _____	

**REQUIRED SIGNATURES**

1. \_\_\_\_\_  
 Department Director Signature Date  
 \_\_\_\_\_  
 Printed Name of Department Director

2. \_\_\_\_\_  
 Grants Administration Division Date

3. \_\_\_\_\_  
 Legal Review Date

1. \_\_\_\_\_  
 Department Director Signature Date  
 \_\_\_\_\_  
 Printed Name of Department Director

2. \_\_\_\_\_  
 Grants Administration Division Date

3. \_\_\_\_\_  
 Legal Review Date

REV Sept 2021 Questions? Call the Grants Administration Division at (915) 212-1793

**C. Risk Assessment Guide (Double click image below for full guide):**



**Quality Self-Assessment of the  
Internal Audit Office (IIA  
Standards)  
Audit Report**

Issued by the  
Internal Audit Office  
June 22, 2007

**D. Procedures for entering grant data in PeopleSoft 9.1 (Double click image below for print screens, hit ESC on your keyboard to return to this document):**

**PEOPLESOFT 9.1 PROCESS**

- The process outlined in this section is incorporated in the Attachments Section of the Grants Policies and Procedures Manual
- Entering grants in PeopleSoft 9.1 will allow for better tracking and reporting of grants the city receives from all funding institutions including federal and state governments and foundations.
- Print screens are used to better demonstrate the navigation of the Projects and Grants (Customer Contract)
- It is available on the Office of the Comptroller, Grants webpage and may be posted on **MyElPaso**.

**E. Grant Budget Set Up example:**

GRANT BUDGET SET UP EXAMPLE

SAMPLE GRANT G311621 FUND 2582		
TOTAL PROJECT	\$100,000.00	
FUNDING AGENCY	\$60,000.00	60%
CITY MATCH	\$40,000.00	40%
TOTAL PROJECT	\$100,000.00	

GRANT FUND BUDGET SET UP  
FUND 2582

GRANT PROCEEDS 460000 60,000

DESCRIPTION	TOTAL PROJECT COST	
NON-UNIFORM WAGES AND SALARIES	501000	70,000
OFFICE SUPPLIES	531000	16,800
MINOR EQUIPMENT	533020	13,200
CITY MATCH	560000	-40,000
NET GRANT EXPENDITURES		60,000

NOTES	
28,000	42,000
6,800	10,000
5,200	8,000
40,000	60,000

GENERAL FUND/OPERATING FUND BUDGET SET UP

FUND 1000

CITY GRANT MATCH EXPENSE 560000 40,000  
REVENUE ACCOUNT (taxes/fees/charges) 4XXXXX 40,000

**F. Travel Manual link to website:**

[http://www.elpasotexas.gov/~media/files/coep/comptroller/travel%20manual\\_june\\_2015\\_060815\\_\\_\\_.ashx?la=en](http://www.elpasotexas.gov/~media/files/coep/comptroller/travel%20manual_june_2015_060815___.ashx?la=en)

**G. Purchasing Manual link to website:**

<http://my.elpasotexas.gov/documents/management-toolkit/PurchasingManual.pdf?1462478760>

**H. Department Head's Summary Form (Double click icon below for full handbook):**



Department Head's Summary Form.doc

**I. Grant Closing Procedures (Double click on the icons below for more information):**



GRANT CLOSING PROCEDURES.docx Grant closing.pptx

**J. Davis-Bacon Act**

<https://www.dol.gov/whd/regs/statutes/dbra.pdf>