



City of El Paso *eCivis Grants Network User Agreement*

The City of El Paso subscribes and is licensed to eCivis for use of its Grants Research Network. This network is a search engine that provides online access to federal and state government as well as foundation grants. The City makes this service available to all City departments and a number of community based non-profit organizations at no charge. Access to this service is granted to agencies/organizations that adhere to the terms and conditions established by the City.

Eligibility Criteria

Access to the grants network search engine is granted to **not for profit Community Based Organizations** located in the City of El Paso that render services in El Paso that may or may not be already provided by the City. The City reserves the right to discontinue service or stop issuing access at any time if:

- ✓ The City’s ability to manage the Grants Locator service is hindered
- ✓ Non-usage of eCivis Grants Research Network is reported
- ✓ Failure to adhere to the informational reporting requirements as provided by the Grants Administration Division (GAD) eCivis user quarterly reporting
- ✓ Non-renewal of user agreement on an annual basis by Sept 1 of every year
- ✓ Inability to provide copy of 501(c)(3) IRS designation letter

How to Apply

Complete and submit a signed contact informational form, attached below, with a copy of your organization’s 501(c)(3) IRS designation letter. ECivis will issue a unique user ID and password for use by the agency/organization.

Terms and Conditions

Your signature establishes your agreement on the application and confirms you will not share or release your ID or password with anyone, and you will not change the software in any way.

- Users must maintain open communication with the City’s GAD to report funds received as a result of the software use. Reports must be rendered to GAD no later than the 15th of the month following fiscal quarter-end as defined below:

Q1 – Sep to Nov due Dec 15th	Q2 – Dec to Feb due Mar 15th
Q3 – Mar to May due Jun 15th	Q4 – Jun to Aug due Sep 15th
- Users agree to collaborate, whenever possible, with the City in any of the following capacities: Financial, Planning, Implementation or Service Provision.
- User agrees to provide the City with any data used in tracking grants information

Staff Contact Information

Please direct any questions or requests for information to Elda R. Hefner at (915) 212-1795, or email to rodriguez-hefner@elpasotexas.gov. Hard copy inquiries may be sent to Office of the Comptroller, Grants Administration Division, Attention Elda R Hefner, 300 N Campbell Ave, El Paso, TX 79901.



Grants Research Network Service Application

Agency/Organization

Address

City

State

Zip Code

Telephone Number

Email Address

Name of Executive Director/CEO

Name of Person in your agency 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. Please notify the Grants Administrator at (915) 212-1795 of any changes regarding user access such as change in eCivis user staff.

I have read and understand the “City of El Paso eCivis Grants Research Network Users Application 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. Access is limited to one per organization.

Provide name, email address and phone number of person assigned to have access to eCivis for your organization.

Name of eCivis User

Email Address

Phone Number

Exec. Director/CEO (Print Name)

Email Address

Phone Number

Signature of Exec. Director/CEP

Date Signed