

EPSO, EPSOF Grant & Donation Workflow

The workflow for grants and donations is noted below. The Finance Unit should be copied on all steps. All unanticipated funds or items are tracked by the Finance Unit. Any items of equipment over 5,000.00 will be capitalized per County Procurement Policy.

Request for Grant Award

- 1) Notice of Intent to Apply for External Funding would be completed by the requesting party from EPSO.
- 2) The request would be given to the Undersheriff for approval.
- 3) Once approved a grant application would be completed for the Foundation's approval.
- 4) If approved, an Award letter and/or Agreement from the Foundation would be sent to EPSO.
- 5) EPSO will submit resolution to the BoCC for approval.
 - a. Resolution would include all award requirements and award letter/agreement.
 - b. Resolution would include a budget outlining the use of funds.
 - i. All received grants or funds are to support one or more of the County's Strategic Plan's goals.
- 6) The EPSO Finance Unit will track all spending and upon conclusion of the grant or in monthly intervals will request reimbursement from the Foundation in the form of a Sheriff's Office Invoice.
 - a. The request will include all receipts and proof of payment by the Sheriff's Office.

Request for Cash Donation

- 1) Notice of Intent to Apply for External Funding would be completed by requesting party from EPSO.
- 2) The request would be given to the Undersheriff for approval.
- 3) Once approved a request letter or application would be completed for the Foundation's approval.
- 4) If approved, an Award letter along with the monetary donation from the Foundation would be sent to EPSO.
- 5) EPSO will submit a resolution that would be placed on the agenda for BoCC for approval.
 - a. Resolution would include all award requirements.
 - b. Resolution would include a budget outlining the use of funds.
 - i. All received donated funds are to support one or more of the County's Strategic Plan's goals.
- 6) The EPSO Finance unit will deposit the funds into the appropriate budget and track all spending.

Receipt of an unsolicited Cash Donation from the Foundation

- 1) The EPSO Finance Section will determine if the cash donation is for a specific purpose or program
- 2) A Thank you letter would be sent to the Foundation.
- 3) EPSO will submit a resolution that will be placed on the agenda for BoCC approval.
 - a. If no program is specified for the donation, the funds will go to the general fund.
 - b. If the donation is for a specific program: the resolution will include the purpose and budget for the funds.
 - i. All received donated funds are to support one or more of the County's Strategic Plan's goals.
- 4) The EPSO Finance unit will deposit the funds into the appropriate budget and track all spending.

Request for the Foundation to donate items to the Sheriff's Office

- 1) The Foundation would send a request to donate an item.
- 2) This request would be sent to the Undersheriff for approval.
- 3) Once approved, the Foundation would be notified.
- 4) The Foundation would send an award letter with a list the item(s) to be donated along with any paperwork on the item to include titles, warranties, monetary value of item(s) etc. A Thank you letter would be sent to the Foundation.
- 5) EPSO will submit a resolution that will be placed on the agenda for BoCC approval
 - a. The resolution will state how the item will be used.
 - b. All received donations are to support one or more of the County's Strategic Plan's goals.
- 6) Once recognized by the Board, the Sheriff's Office will take possession and ownership of the donated item. The Sheriff's Office will also assume all responsibilities to include on-going costs, insurance and training of the donated item(s) and disposal of item(s) in accordance with County Policy.

EL PASO COUNTY SHERIFF'S OFFICE

Notice of Intent to Apply for External Funding (Grant)

Department / Division: _____ Date: _____

Contact Information: Name: _____ Phone: _____

Grant Title: _____ (Solicitation Name)

Grant Number: _____ CFDA # (if federal) : _____ Amount: \$ _____

Funding Source(s) (Name of Government Agency or Entity Offering the Funds): Please list all agencies that a submission will be sent to.

 Federal State, City or County Government Private or Non-Profit Organization Donation

Application Deadline: _____ Term of Grant: _____ to _____

Brief Description of Grant:

Title of EPSO Project: _____

Project Coordinator: _____ Title: _____

Goals & Objectives of Proposal / Project:

Estimated EPSO Budget: \$ _____

Match Requirements: Yes No If Yes, Specify Amount: \$ _____

Fiscal Impact: Personnel? Yes No Equipment? Yes No

(When determining impact of grant-funded personnel, consider ALL associated costs – salary, health, life, dental, disability, retirement and Medicare contributions, unemployment insurance costs, etc.)

Long-term Sustainability of Project (please describe):

Submission Approval By: _____ Date: _____

Title: _____ Attachments: Yes No