

OFFICE OF THE MAYOR
TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2008-03

CREATION OF NEW DEPARTMENT OF GRANTS ADMINISTRATION;
TRANSFER OF ASSIGNMENT OF FUNCTIONS

By virtue of the power vested in me as Mayor of the City of Tulsa, Oklahoma, it is hereby ordered:

Section 1. CREATION OF NEW DEPARTMENT OF GRANTS

ADMINISTRATION— The purpose of this order is to provide coordination and oversight for the City of Tulsa’s grants administration process. There is hereby created a new Department of Grants Administration which shall consist of such sections or branches and employees as may be necessary to accomplish the duties and functions assigned to said department.

Section 2. DIRECTOR OF DEPARTMENT OF GRANTS ADMINISTRATION –

The Director of the Department of Grants Administration (“Director”) shall be hired by the Mayor, shall be the executive head and in charge of the Department of Grants Administration, and shall report to the Mayor.

Section 3. DUTIES OF THE DEPARTMENT OF GRANTS ADMINISTRATION –

In carrying out the purpose set forth in Section 1 of this order, it shall be the duty of the Department of Grants Administration; to provide oversight, develop administrative processes and secure grant programs designed to leverage city and community resources for the overall benefit of the City of Tulsa; to monitor and evaluate all federally funded programs to the extent required to meet all regulatory requirements of the programs, providing liaison with federal, state, regional, local and private agencies, and to such other federal, state, regional agencies, or municipalities as may be desirable or beneficial to the City of Tulsa; provide coordination and assistance to other city departments receiving grant funding from federal, state, regional agencies or private foundations; and to undertake such other assignments and duties as may be assigned to it by the Mayor or her designee.

Section 4. DUTIES OF THE DIRECTOR –

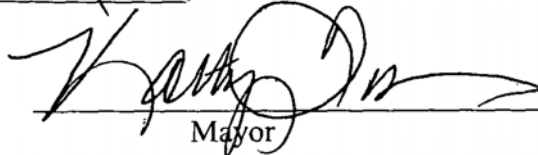
The Director is authorized and empowered to do all things necessary to perform the duties and enumerated herein or as assigned by the Mayor or her designee, and to cooperate and provide such assistance as the Director shall deem practicable to all departments within the City of Tulsa, to all agencies, boards, authorities, or trusts in which the City of Tulsa holds a beneficial interest, either directly or indirectly, to non-profit organizations, and to all federal, state or regional agencies.

Section 5. TRANSFER OF DUTIES AND FUNCTIONS – The grants administration and oversight functions and duties of the Working In Neighborhood (WIN) Department and Economic Development and Real Estate Department is hereby transferred and assigned to the new Department of Grants Administration.

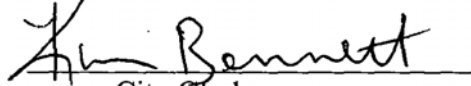
Section 5. EFFECTIVE DATE – This order shall take effect immediately

Dated this 31st day of March, 2008





Mayor

ATTEST:


DEPUTY City Clerk

APPROVED


City Attorney