

**OFFICE OF THE MAYOR
CITY OF TULSA, OKLAHOMA**

EXECUTIVE ORDER NO.: 2003-07

PROCEDURES FOR PROCESSING GRANT APPLICATIONS AND AWARDS

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

Section 1: PURPOSE

To establish uniform procedures for the review and processing of all grant applications and grant awards to the City of Tulsa. This policy shall apply to all departments and agencies within the City of Tulsa.

Section 2: DEFINITIONS:

Grant Applications: The City of Tulsa uses this form to submit an application for federal or state grant to carry out a law mandated or voluntary project. Only the Mayor or his designee is authorized to apply for a grant on behalf of the City of Tulsa.

Grant Awards: The City of Tulsa uses this form to accept formally the conditions and compliance requirements of the federal or state grant. Only the Mayor or his designee is authorized to accept a grant on behalf of the City of Tulsa.

Grants Package: The grants package consist of the "Request for Action: Grants" and grant application or grant award

Section 3: GRANT APPLICATION AND GRANT AWARD: REVIEW AND PROCESSING

All grant applications and grant awards shall be processed using the "Request for Action: Grants" form. This form is located in the City of Tulsa intranet/citywide/mayor's RFA forms /Grants. Each operating department will be responsible for the following:

- Fill out and complete the grant application and/or grant award.
- Fill out the "Request for Action: Grants."
- Submit in a timely manner the grants package to the Legal and Finance departments for review.
- Verify that the "Request for Action: Grants" contains the proper signatures.
- Submit to the City Clerk's the grants package for inclusion on the Mayor's agenda.

Once the mayor's approval is received, it will be the responsibility of the administering department to send the grant application or the grant award to the grantor agency for approval and to submit to the City Clerk the original document signed by both parties for proper filing.

Section 4: "ON LINE" GRANT APPLICATIONS AND AWARDS

The same process shall be followed for "on line" grant applications and awards (See sections 3) before final submission is completed.

Section 5: DEPARTMENT RESPONSIBILITY

Each operating department, applying for a grant is responsible for developing the grant applications and processing the grant awards (see Section 3). Grant applications shall be prepared in accordance with the applicable grantor agency's regulations and procedures. Additionally, each operating department will be responsible for compliance with existing federal, state, local, and grantor agency regulations as required by the conditions of the grant award.

Section 6: LEGAL DEPARTMENT RESPONSIBILITY

The City Legal Department shall review conditions outlined in all grants to ensure that they are in conformity with state and local laws and regulations.

Section 7: FINANCE DEPARTMENT RESPONSIBILITY

The Finance Department will review grant applications for compatibility with the City's current and future plans, availability of required local matching funds or in kind services, and reporting requirements and governing laws, rules and regulations applicable to the grant. The Finance Department will prepare all periodic and final financial reports as well as cash requisitions, as required by the grantor.

Section 8: GRANT AMENDMENTS AND RENEWALS

The policies stated above shall also apply to amendments and renewals to all grants operated by the City of Tulsa.

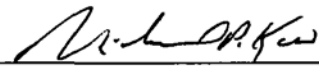
Section 9: EFFECTIVE DATE. This order shall take effect immediately and supersede Executive Order No.91-04.

Date this 15th day of July, 2003



Mayor

Date



City Clerk

