



Administrative Manual PROCEDURE

SECTION

Budget and Appropriations

SUBJECT

APPLYING FOR GRANTS

RESPONSIBILITY

Agency

ACTION

1. After decision is made to apply for a grant or for a renewal of an existing grant, complete the grant application.

2. Submit 1 copy of the grant application to:

- . The Mayor's Office.
- . The agency's assigned budget analyst in the Bureau of the Budget and Management Research.
- . The agency's assigned accountant in Accounting Operations.
- . The Planning Department.
- . The Civil Service Commission when the awarding of a grant necessitates personnel actions.

Mayor's Office

3. Take the following actions:

- . If federal grant, submit a MEMO to the Mayor's representative in Washington D.C., that application has been made.
- . At Mayor's direction send a MEMO to Law Department requesting review.

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RESPONSIBILITY

ACTION

Board of Estimates

11. Review grant material submitted by agency and approve or disapprove the action requested.

a.) If action requested by the agency is disapproved, notify the agency of disapproval. PROCEDURE ENDS HERE.

b.) If action requested by the agency is approved, notify the agency of approval. PROCEED TO STEP 12.

Agency

12. The agency must:

a.) If review by the Planning Department in accordance with OMB A-95 is required, request Planning Department to conduct such review.

b.) If review by the Planning Department in accordance with OMB A-95 is not required, PROCEED TO STEP 13.

Planning

13. Review grant application material in accordance with OMB A-95. Submit results of review and any required documents to the requesting agency.

Agency

14. Submit grant application and any required documents to the grantor. Attach any documents received from the Planning Department as required by OMB A-95.

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RESPONSIBILITY**ACTION**

. **Agency**

If required materials from the Planning Department have not been received by the requesting agency in a timely manner, the requesting agency should not delay the grant application process, but should instead submit the grant application to the grantor.

