

Administrative Board Rule #24¹

Application for Grants Review Process

Effectively immediately, in conformance with City Council Ordinance #109 (June 17, 1980), each office, department, board, commission, or agency of the City of Philadelphia (referred to below as City Agency) shall conform to the procedures outlined below in applying to any Federal, State, or non-governmental agency (referred to below as Grantor) for funds.

1. No application for assistance shall be submitted to the Grantor without the signature of the Managing Director or his specifically designated representative except when special action of the City Council is obtained (reference Ordinance #109, June 17, 1980).
2. To obtain the Managing Director's signature the City Agency shall submit all new and renewal applications (and two copies) to the Managing Director's Office along with a completed Grants Notification Control Report (form #70-256).
3. The Managing Director's Office will transmit one of the copies to the Office of the Director of Finance for simultaneous review. The application, if approved, will be signed by the Managing Director or his designated representative and returned to the City Agency for submission to the Grantor.
4. The City Agency shall advise the Managing Director's Office and the Office of the Director of Finance if any changes are made to the application during the Grantor's review by submitting a revised Grants Notification Control Report.
5. The City Agency shall promptly notify the Managing Director's Office and the Office of the Director of Finance of the approval or disapproval of the application and submit to the Managing Director's Office and the Office of the Director of Finance one copy of the following:
 - a. Grant Award Letter
 - b. Approved Budget
 - c. Method of Payment to the City by the Grantor (if applicable)
 - d. Special Conditions or other Relevant Documents
6. During the grant period, the City Agency shall keep the Managing Director's Office and the Office of the Director of Finance advised of any modifications to the grant.
7. The Grants Notification Control Report will be used by the Managing Director's Office and the Office of the Director of Finance to establish a grants inventory and information system.

¹Established July 18, 1972. Amended April 4, 1977, August 21, 1980.

8. In those cases where City Agencies are not required to make application for obtaining governmental grants, said Agencies shall, before the start of the grant period, notify the Managing Director's Office of the conditions under which the money for the grant is awarded and the reporting requirements under terms of the contract. The Managing Director's Office will, in turn, notify the Office of the Director of Finance. The Grants Notification Control Report (form #70-256) or a substantially similar form will be used for transmitting the pertinent information to the Managing Director's Office and the Office of the Director of Finance.

THE OFFICE OF THE DIRECTOR OF FINANCE MAY REFUSE TO AUTHORIZE ANY ALLOTMENTS FOR ANY GRANT UNLESS THESE PROCEDURES HAVE BEEN FOLLOWED.