

EXECUTIVE ORDER NO. 2-12
THE MAYOR'S OFFICE OF GRANTS

WHEREAS, the City of Philadelphia receives hundreds of millions of dollars each year in federal and state aid as well as funding from the philanthropic community (in Fiscal Year 2011 the City was awarded \$1.2 billion in grant funds from federal and state governments);

WHEREAS, the federal model for allocating aid is changing due to budgetary pressures to reduce spending and to create greater transparency as demonstrated through the quarterly financial and programmatic reporting required under the American Recovery and Reinvestment Act of 2009;

WHEREAS, substantial amounts of grants funding will continue to be available despite changes in the federal model;

WHEREAS, the federal government is reforming the grant processes to create more competition and collaboration by seeking innovative programs and national models of best practices from states, local governments and their private partners;

WHEREAS, to remain competitive and increase revenue, the City needs to structure itself to meet the demands of the new federal grant allocation model and policies seeking greater transparency in how federal dollars are spent;

NOW THEREFORE, I, Michael A. Nutter, Mayor of the City of Philadelphia, by the authority vested in me by the Philadelphia Home Rule Charter, do hereby order as follows:

SECTION 1: ESTABLISHMENT OF MAYOR'S OFFICE OF GRANTS

The Mayor's Office of Grants is hereby established. The Mayor shall appoint the Chief Grants Officer who shall be responsible for setting strategic direction and the day-to-day management of the Mayor's Office of Grants and who shall report jointly to the Mayor's Office and the Office of the Director of Finance.

SECTION 2: MISSION OF MAYOR'S OFFICE OF GRANTS

Acting at the direction and on behalf of the Mayor, the Chief Grants Officer is to carry out the mission of the Office. The mission of the Mayor's Office of Grants is to increase the City's capacity and capability to compete for federal, state and philanthropic sector grants and to manage grant dollars effectively, with integrity and transparency.

SECTION 3: FUNCTIONS AND DUTIES OF MAYOR'S OFFICE OF GRANTS

At the direction of the Mayor, the Mayor's Office of Grants shall perform the following functions and duties:

- (a) Advise the Mayor on how the City can best compete for federal, state and philanthropic grants, to increase revenue to the City and advance programs in Philadelphia and the region.
- (b) Promote and direct collaboration and coordination across City agencies, and foster partnerships with the public and private sectors.
- (c) Work closely with the City's Federal Liaison and Legislative Offices, and in partnership with the Fund for Philadelphia to secure philanthropic grants.
- (d) Establish and implement City-wide policies and procedures for how City agencies compete for grant opportunities, whether individually or in partnership with outside organizations or other City agencies.
- (e) Act consistently and in accordance with all grant accounting and administration procedures as established by the Office of the Director of Finance.
- (f) Provide clear guidance, training and support to City staff who compete for and manage federal, state and foundation grants.
- (g) Promote integrity and high ethical standards in how grant-funded projects are administered by instituting, in partnership with the Chief Integrity Office, a compliance and monitoring program for high-risk grants.
- (h) Provide for transparency and openness in the funding process, including open data, to both funders and the public.
- (i) Evaluate the effectiveness of grant-funded projects and regularly report results to funders and the public.

SECTION 4: RESPONSIBILITIES OF CITY EMPLOYEES/OFFICIALS

All City Department, Office and Agency heads shall comply, and ensure the compliance by their staff, with this Executive Order and subsequently issued policies of the Mayor's Office of Grants.

SECTION 5: MAYORAL APPROVAL OF GRANT APPLICATIONS

The Mayor shall approve in advance all competitive grant applications before they are submitted by City agencies to federal and state governments and philanthropic entities. The Mayor may delegate this responsibility to the Chief Grants Officer.

SECTION 6: EFFECTIVE DATE

This Order shall take effect immediately.

Date: 7/17/12



Michael A. Nutter, Mayor