



OFFICE OF THE MAYOR  
CITY OF CHICAGO

RICHARD M. DALEY  
MAYOR

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WALTER S. MATTHEWS  
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CHICAGO, ILLINOIS

EXECUTIVE ORDER 91-1

WHEREAS, the City of Chicago is eligible for various grants from different governmental and non-governmental grantors, enabling the City to provide vital services not funded by local taxes or fees; and

WHEREAS, the ability of the City to secure grants can be enhanced by establishment of a centralized system for providing technical assistance to departments and agencies seeking grants, coordinating the gathering of information necessary in connection with grants, and monitoring grant applications and expenditures, now, therefore,

I, RICHARD M. DALEY, MAYOR OF THE CITY OF CHICAGO, DO HEREBY ORDER AS FOLLOWS:

1. Whenever used in this order, the following terms shall have the following meanings:

(a) "Grant application" means any and all documents submitted or required to be submitted in order to obtain a new grant, the renewal of an existing grant, or the amendment of an existing grant.

(b) "Grantor agency" means any governmental or non-governmental agency that offers or makes available a grant to the City of Chicago.

(c) "Applicant agency" means the department or other agency of the City Government for whose benefit a grant is sought, but does not include the City Council. If a grant involves more than one department or agency, the department or agency preparing the application is considered the applicant agency.

(d) "Grant Application Cover Sheet" means a form issued by the Budget Director allowing for a concise, uniform summary of a grant application.

2. Subject to the exceptions described in paragraph 9, all grant applications are to be submitted by the head of the applicant agency simultaneously to the Office of Budget and Management, the Special Accounting Division of the Office of the City Comptroller and the Department of Law for review and approval at least 10 business days prior to the grantor agency's deadline.

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3. All grant applications previously submitted to and pending before grantor agencies as of the effective date of this order are to be transmitted by the head of the applicant agency within 15 business days to the Office of Budget and Management, the Special Accounting Division of the Office of the City Comptroller and the Department of Law.

4. Each grant application submitted in compliance with paragraphs 2 and 3 hereof shall be accompanied by a completed Grant Application Cover Sheet.

5. Within 15 business days after the effective date of this order, the head of each department or agency shall submit to the Office of Budget and Management, the Special Accounting Division of the Office of the City Comptroller and the Department of Law a list of the names, titles, business mailing addresses and telephone numbers of the persons within the department or agency who have responsibilities for each grant program, and a description of the responsibilities of each (e.g., monitoring, contracting or subcontracting, preparation of applications, etc.). The head of the department or agency is responsible for maintaining the continued accuracy of the list.

6. Within 15 business days after the effective date of this order, the head of each department or other agency shall submit to the Office of Budget and Management, the Special Accounting Division of the Office of the City Comptroller and the Department

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of Law a 12-month grant chronology and funding cycle for calendar year 1991, detailing all grants for which the department or agency expects to apply or routinely applies. The chronology must include the actual or anticipated deadlines for each act necessary in the application process. Thereafter, a grant chronology and funding cycle shall be filed no later than October 31 of each year for the following calendar year. The head of each department or agency is responsible for maintaining the continued accuracy of the grant chronology and funding cycle.

7. Upon receipt of a formal denial or notification of grant award, and any revisions thereto, including revisions of terms and conditions, the head of the applicant agency shall forward copies to the Office of Budget and Management, the Special Accounting Division of the Office of the City Comptroller and the Department of Law.

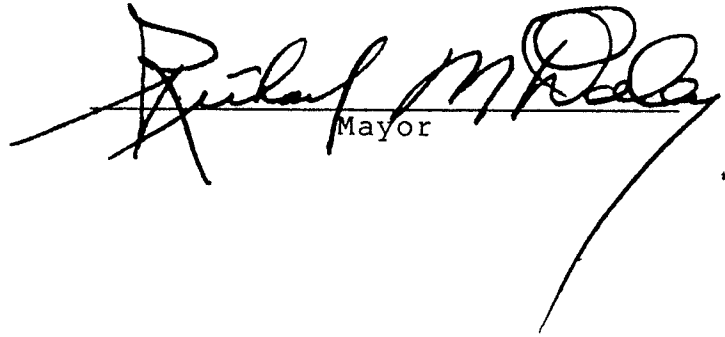
8. No officer or employee of any executive department or agency of the City shall file directly any grant application or revision with any grantor agency. Applications or revisions approved by the Budget Director and by the Corporation Counsel as to form and legality will be submitted to the grantor agency by the Office of Budget and Management.

9. This order does not apply to the annual Community Development Block Grant Application of the City of Chicago, or to grants resulting from City/State Agreements for public works projects.

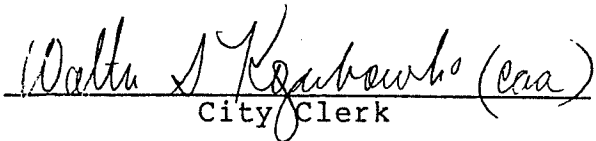
SEAL OF THE CITY OF CHICAGO  
OFFICE OF THE CITY COMPTROLLER  
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10. This order takes effect upon its execution and filing in the office of the City Clerk.

Done at Chicago, Illinois, this 9 day of January, 1991.

  
Mayor

Received and filed January 15, 1991

  
City Clerk

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CITY CLERK  
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