



City of Methuen
Office of the Mayor

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William M. Manzi, III
Mayor

BY HIS HONOR

WILLIAM M. MANZI, III
MAYOR

EXECUTIVE ORDER NO. 0011-2007

The Designation of a Central Grant Administrator

WHEREAS, The City of Methuen is committed to safeguarding the integrity of grant application, acceptance and administration; and

WHEREAS, Centralizing the grant administration process will insure that all city grants are overseen by both the Office of The City Auditor and the Office of the Mayor;

NOW, THEREFORE, I, William M. Manzi, III, Mayor of The City of Methuen, by virtue of the authority vested in me as Chief Executive Officer, hereby Order that a Central Grant Administrator be designated and that future grants be managed as follows:

1. All Grant Applications must be approved and signed by the Grant Administrator prior to submission.
2. Upon approval of a grant, The Grant Administrator will submit to the City Council a resolution accepting the grant, along with any and all documentation relative to the grant.
3. All financial activity will continue to be reconciled and signed off by the Department Head, Grant Administrator and City Auditor.
4. All expenditures inclusive of payroll (not limited to overtime), must be approved by the Grant Administrator.
5. Whereas some grants require that quarterly expense reports be submitted to the awarding authority, the Grant Administrator will be responsible for review and approval prior to submission.

6. Any discrepancies or disputes between the department and the Grant Administrator will be referred to the Mayor for final resolution.

The Grant Administrator shall be a current employee of the Office of the City Auditor. The Grant Administrator shall be appointed by the Mayor and will serve at his pleasure without additional compensation.

Given this 19th day of March, 2007.

William M. Manzi, III
Mayor