

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 137

February 16, 2017

TO: All Departments, Boards, Agencies and Commissions

FROM: Jeffrey P. Hebert, Chief Administrative Officer



SUBJECT: Procurement Requirements for Federal Grants

I. PURPOSE.

This memorandum establishes the policy for complying with the procurement requirements of OMB Uniform Circular 2 CFR 200 for all City departments and agencies whose activities are funded any federal grants. This policy shall supersede all existing procurement policies.

II. PROCEDURES.

All City departments and agencies shall adhere to the procurement requirements stated in OMB Uniform Circular 2 CFR 200 and outlined in the City's Federal Grant Procurement Policy which can be found at www.nola.gov/purchasing. Any activities and projects funded must follow the solicitation, award, and contracting procedures established by City, State, and Federal laws.

III. INQUIRIES.

Questions concerning this policy should be referred to the Bureau of Purchasing, 504-658-1550.