



CITY OF ORLANDO

Grants & Financial Assistance Approval Form

| | Authorized Approver | Signature | Date |
|--|--|-----------------|------|
| *1 | Department Director Roderick Williams | Approved By: | |
| Email form to Grants Development Supervisor to continue approval process in Workday (effective 3/19/2014). | | | |
| *Department Directors may provide signature on paper above <u>OR</u> wait to approve from Workday inbox. | | | |

Following are the financial, programmatic, legal and procurement considerations for your review:

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| Today's Date: 3/21/2016 | City Council Date: 4/18/2016 | Application Deadline: 5/6/2016 |
| Name of Grant: FY2015 FEMA Fire Prevention and Safety Grant | | |
| Sponsor: | | |
| Short description of the project or program that will be pursued with grant funding: : If awarded, the Fire Prevention and Safety funds would be used for the Public Safety and Fire Prevention Programs. Specifically OFD will be purchasing approximately smoke alarms, several drills, and providing installation and training. | | |
| Short description of the problem or need for the project or program: OFD is currently in need of smoke alarms to continue with the smoke alarm installation and training program within the city. | | |
| Anticipated timeline of project or program: Period of performance is 1 year from award date | | |
| Name of Initiating Department/Division/Office: Fire | | |
| GOC Liaison Name: April Taylor | | Telephone #: 407-246-2544 |
| Programmatic Considerations | | Indicate Response Here |
| 1. How does the proposed project align with City's priorities and department's core services? | | Provide smoke alarms and installation for enhanced delivery of the department's mission, "Protect Lives and Property." |
| 2. Does the proposed project provide or expand essential services to address critical needs? | | No |
| 3. Does the proposed project impact other City departments? | | No |
| 4. Does the applying department have the capacity to manage this project? | | OFD has the capacity to manage this award. |
| 5. Does the applying department have the capacity to fulfill the financial and administrative requirements of the grant? | | Yes |
| 6. Is this a collaborative effort with an external organization? | | No |
| Financial Considerations | | Indicate Response Here |
| 1. What is the total anticipated project cost? | | Approximately \$25,000 |
| 2. How much does the Department anticipate receiving from the grantor? If not receiving cash, include the value of property, equipment, or services. | | Approximately \$23,750 |
| 3. What are the match requirements and funding source(s)? | | The Fire Prevention and Safety Grant provides 95% and the department will have to fund the remaining 5%. For this particular project the department would need to fund approximately \$1,250 from OFR0005_C. |
| 4. If applicable, identify the amount and funding source(s) that support the remainder of the project | | If awarded, OFD will fund the 5% not covered by the grant. This should be approximately \$1,250. |

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| or program cost. | |
| 5. Will the grant be used to fund salaries, wages or benefits and other associated personnel costs? | Yes, a portion of the grant will be used to pay workback to firefighters installing the smoke alarms. |
| 6. Will the receipt of this grant cause the City to incur additional or future operating costs? | No |
| 7. What is the CIP number and/or financial project number associated with this project? | TBD |
| 8. Will this program generate revenue? | No |
| 9. Is supplanting allowed? | No |
| 10. Does the grantor require any special ways to manage the receipt of grant funds? | No |
| 11. Does the grant require continuation of the project or program beyond the grant period of performance? | No |
| Legal Considerations | Indicate Response Here |
| 1. Provide a short description of unique contract requirements that the City Attorney needs to be made aware of, or needs to clarify for the Department before the Department applies for the grant. | None |
| 2. Does submitting the grant application obligate the City to accept the award? (Yes/No) | No |
| Procurement Considerations | Indicate Response Here |
| 1. Provide a short description of any special procurement requirements that need to be disclosed and evaluated at the time of application. | None |
| 2. Does the receipt of the grant involve the lease or purchase of real estate? If so, please describe the real estate need and add the Real Estate Division Manager as an impacted department director, by adding a row under the first department director in the transmittal sequence on page one of this form. | No |

Workday Required Data

Proposal **Award**

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| Sponsor (Grantor): | Department of Homeland Security |
| Flow Through Sponsor: | N/A |
| CFDA or CSFA #: | 97.044 |
| CFDA/CSFA Name: | Assistance to Firefighters Grant |
| Start Date: | 1 year from date of award |
| End Date: | |
| Grant Type (Cost Reimbursable, Fixed Amount, Prepaid): | Cost Reimbursable |
| Award Amount: | \$25,000 |

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| Match %: | 5% |
| Match Amount: | \$1,250.00 |