



CITY OF ORLANDO

Grants & Financial Assistance Approval Form

Lead Department	Department	Director Name	Date
Fire Department	Fire Department	Roderick Williams	9.7.17
Impacted Department			

Email form prior to application, to your Grants Analyst or Assistant Controller to begin the approval process in Workday.
*Department Directors will approve from their Workday inbox.

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

Today's Date: 9/7/2017		City Council Date: 9.25.17		Application Deadline: N/A	
Name of Grant: FY2016 FEMA Fire Prevention and Safety Grant					
Sponsor: U.S. Dept. of Homeland Security, FEMA					
Grant Mgr: April Taylor			Telephone # 5439		
Fiscal Mgr: Tysha Resnick			Telephone # 3131		
Short description of the project or program that will be pursued with grant funding: The Fire Prevention and Safety funds will be used for the Public Safety and Fire Prevention Program. Specifically OFD will be purchasing 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: 8/25/17 – 8/24/18					
DUNS #: 070343640			FEIN: 59-6000396		
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?			This program expands the capabilities and resources of the Orlando Fire Department Public Education Program.		
3. Does the proposed project impact other City departments?			No		
4. Is this a collaborative effort with an external organization?			Yes		
Financial Considerations			Indicate Response Here		
1. What is the total anticipated project cost?			\$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.			\$23,810		
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		

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	this particular project the department would need to fund approximately \$1,190 from OFR0005 C.
4. If applicable, identify the amount and funding source(s) that support the remainder of the project or program cost.	OFD will fund the 5% not covered by the grant. This should be approximately \$1,190.
5. Does the Grant allow for charging Indirect Costs? (Yes/No)?	No
6. The amount of Indirect Cost to be applied to the Grant?	N/A
7. Will the grant be used to fund salaries, wages or benefits and other associated personnel costs?	No
8. Will the receipt of this grant cause the City to incur additional or future operating costs?	No
9. What is the CIP number and/or financial project number associated with this project?	N/A
10. Will this program generate revenue?	No
11. Is supplanting allowed?	No
12. Does the grantor require any special ways to manage the receipt of grant funds?	No
13. 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.	None

Workday Required Data

Proposal

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Award

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Sponsor Name (Grantor):	U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate
Flow Through Sponsor:	N/A
CFDA or CSFA #:	97.044
CFDA/CSFA Name:	Homeland Security Grant Program

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Start Date:	8/25/17
End Date:	8/24/18
Grant Type (Cost Reimbursable, Fixed Amount, Prepaid):	Cost Reimbursable
Award Amount:	\$25,000
Match %:	5%
Match Amount:	\$1,190.00

By submitting this form, the department acknowledges that:

1. It has the capacity to manage this grant.
2. It has the capacity to fulfill all of the financial and administrative requirements of the grant.
3. It will comply with the grant requirements and follow the guidance under City Policy # 2320.1.