

CITY OF LEESBURG

**INFORMATION TO BE SUBMITTED BY ALL CITY
DEPARTMENTS/OFFICES/AFFILIATED AGENCIES PRIOR TO
APPLYING FOR A GRANT**

1. Name of department/office/agency seeking grant: Electric Department
2. Dollar amount of the grant that is being sought: \$ 20,000—25,000 Exact amount unavailable from LSCC
3. General description of the project or program the grant funds will be used for:
Apprentice Lineman training through LSCC—Electrical Distribution Technology Program
7 Apprentices Linemen will be enrolled this fall.
4. Is the project or program listed in item #3 new or on-going?
5. Name of the funding agency and program distributing the grant:
Workforce Central Florida
6. Process used for obtaining the funds: Competitive grant Established formula
7. Distribution method for funds: Single-year Multi-year (Indicate # years: __)
8. Are grant funds distributed upfront or on a reimbursement basis?
9. Deadline for submitting grant application: Open
10. Anticipated date of grant award notification: July/August
11. Anticipated date(s) that grant funds will be received: Completion of Winter Term
May 2012
12. Provide the names of sub-recipients (if any) who are to receive a portion of the grant funds:
None—all funds will reimburse the Electric Department for dollars spent on training at LSCC
13. What are the reporting requirements which must be complied with in order to receive the grant funds? (Example: Submit annual, quarterly or semi-annual reports; create a project budget; solicit proposals from vendors; etc.) Annual—proof of payment to LSCC, certificates of completion of all enrolled, and an invoice to Workforce for payment.
14. Who is responsible for filing any required reports? Sabrina Hubbell, Administrative Assistant
15. Who is responsible for compiling data and other information associated with the grant?
Sabrina Hubbell, Administrative Assistant
16. Describe how the use of grant funds will affect the future operations and budget of the department, office or agency planning to apply for the grant. Will these impacts be short-term or permanent? How will the use of grant funds affect the Capital Improvement Program (CIP)?
If awarded Workforce will reimburse the Electric Department ½ of training cost for 7 Apprentices. The Apprentices get the specialized training they need and our training dollars will go further which will allow other employees to take advantage of training.
17. Describe any local matching funds or in-kind services which must be provided in order to qualify for or access the grant funds, and the source of these matching funds or in-kind services:
The Electric Department will pay the cost of training up-front. ½ the cost of training will come from the Electric budget. In-kind services include on-the-job training, Apprentice Committee evaluations, and monitoring of timesheets—each Apprentice must complete 8,000 hours of OJT.

18. Mark the box beside each City department or outside agency shown below whose assistance - either directly or indirectly - is required for the application or use of the grant funds being sought:

- City Commission
- City Manager
 - Community Outreach
 - Lakefront TV
- City Attorney
- City Clerk
- Human Resources
- Finance
 - Accounting
 - Budget
 - Purchasing
 - Customer Accounts
 - Grants
- Airport
- Information Technology
 - GIS
 - Communications
- Community Development
 - Planning & Zoning
 - Building
- Housing & Economic Development
- Library
- Public Works
 - Solid Waste
 - Fleet
 - Streets
 - Engineering
- Gas
- Electric
- Police
 - Code Enforcement
- Fire
- Environmental Services
 - Water
 - Wastewater
 - Stormwater
- Recreation
 - Facilities Maintenance
 - Community Building
 - Marina
- Greater Leesburg CRA
- Carver Heights/Monclair Area CRA
- US HWY 441/27 Commercial Redevelopment CRA

Jay - Recommend
that you sign and
forward to Finance
for processing.

Jay

Other: _____

19. Have all departments or agencies marked in item #17 been notified that their assistance will be required for the grant: Yes No except City Commission-agenda to follow approval for applying.

20. Description of any associated local costs not otherwise readily identifiable as part of the grant funded project or program (such as administrative overhead) for each year of the grant funding time period, including any requirements that the City continue financing the project or program after the grant funding time period ends.

Administrative overhead-record keeping

21. Other supporting information (attach additional sheets if necessary):

Each Apprentice have signed an agreement with the City. The Apprentice agree to be employed with the City for at least 4-years after completing the Electrical Distribution Technology Program and graduating from the Apprentice Program. If employment is terminated the Apprentice agrees to reimburse the City a pro-rated cost of the training.

Person submitting application:

Sabrina Hubbell, Administrative Assistant II
Print Name & Title

Sabrina Hubbell
Signature

Date of submittal: 5/20/11

City Manager Acknowledgement:

06/16/11
Date

Jay M. S.
Signature

Finance Department Authorized Representative:

Donna Wright
Print Name & Title
Acct IV

6-21-11
Date

Donna Wright
Signature