

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Microsoft Consulting Services (MCS) O365 Migration Assistance Gift
2. Department: Technology
3. Contact Person: Brian Roberts Telephone: 581-4061
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: Not applicable, in-kind gift
- 6a. Matching Funds Required: None, in-kind gift
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: Microsoft
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: MCS will assist DT with the migration from Microsoft's Office 365 Enterprise (E) cloud service to the Office 365 Government (G) cloud service. (Does not include the purchase or activation of O365 service.)
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 03/21/2014 End-Date: 06/30/2014
- 10a. Amount budgeted for contractual services: \$0
b. Will contractual services be put out to bid?
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?
d. Is this likely to be a one-time or ongoing request for contracting out?
- 11a. Does the budget include indirect costs? Yes No
b1. If yes, how much? \$
b2. How was the amount calculated?
c1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain): not relevant to an in-kind gift.
c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Carla Johnson
(Name)

Director, Mayor's Office on Disability
(Title)

Date Reviewed: 3/24/14
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Marc Touitou
(Name)

Chief Information Officer/Executive Director
(Title)

Date Reviewed: March 24, 2014
(Signature Required)