

Federal Grant Management Program

1. List of available funding programs
 - a. Name of program
 - b. How much to city
 - c. Fed agency responsible
 - d. Website to pertinent information/contact information
2. What can \$ be spent on
3. Rules for spending
 - a. Procurement (bidding, city policies, can we bypass the procurement process – if so, what to document (see b below))
 - b. Determination of reasonableness – best value (if not covered by City requirements)
 - c. HR (straight time, OT (one or both))
 - d. Reimbursement rate
 - e. Documentation required
 - f. How to claim
4. Can it be combined with other funding program?
 - a. i.e. 75% one program, 25% another program
5. Coordination:
 - a. Coordinate with key department staff to ensure \$ can be spent
 - b. Coordinate with CAO (DOF and LR) on legal issues (rules above)
 - c. Determine which program to claim for which expense to avoid double dipping
 - d. Documentation
 - e. Develop claims package
 - f. Submit claims package
 - g. Track spending consistent with submission
6. Manage catalogue of spending suggestions to determine eligibility
 - a. Debt payments
 - b. Rent relief to city leases
 - c. i.e. get CalPERS to provide cities with a bill related to the losses and allow them to pay it down to avoid the ongoing impacts. It may be a way to grab some of the Fire/Police stimulus funding.
7. Note: Items for future stockpile are NOT reimbursable

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