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