



City of Albuquerque
Recovery Plan

State and Local Fiscal Recovery Funds

2023 Report

July 31, 2023

City of Albuquerque
2023 Recovery Plan

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GENERAL OVERVIEW

Executive Summary

On May 31, 2022 the Albuquerque City Council signed into legislation the adjustment of appropriations to the first tranche of American Rescue Plan Act (ARPA) submitted by Mayor Tim Keller's administration to comply with the final reporting rule issued by the U.S. Department of the Treasury through Resolution 22-21. This plan will include the status of the approved ARPA projects in the two tranches received by the City.

The plan and implementation of the two tranches of funding reflect the City's approach throughout the pandemic – channeling resources to families and businesses in need and spurring economic growth and infrastructure investment that will lay the groundwork for a strong recovery.

The City received the second tranche of \$54 million in May 2022 and the second tranche of \$54 in May 2023. Projects are underway and the current status is reported in this Recovery Plan.

Uses of Funds

a. Public Health (EC1)

The City expended \$657,275 on the project to renovate a year-round shelter for unhoused population; the shelter provides a safe and welcoming environment and provides, medical, food, shelter and wrap-around services.

b. Negative Economic Impacts (EC 2)

The City expended \$13.9 million on the projects in EC 2, and included household assistance: rent, mortgage and utility aid; cash transfers to low-moderate income families; and loans or grants to mitigate financial hardship.

c. Premium Pay (EC 4)

The City expended \$2.9 million to compensate city employees, deemed essential by the Chief Administrative Officer, for providing additional services during the transition period when the City is re-opening city facilities and services. The one-time premium pay recognizes that city employees will, in the course of employment, perform additional services for the City as we contend with the ongoing COVID-19 pandemic.

d. Revenue Replacement (EC 6)

Revenue replacement was used to cover the salaries and benefits of first responders in the amount of \$66.5 million and \$2.8 million to purchase police vehicles needed for public safety staff.

e. Administrative Costs (EC 7)

The City selected a contractor to provide consulting services to support the effective management and oversight of the ARPA funds, including consultation for ensuring compliance with legal, regulatory and other requirements. As of June 30, 2023, the City expended \$668,064 on the consulting contract.

Uses of Other Federal Recovery Funds

The City of Albuquerque was awarded \$24,058,313 million of Emergency Rental Assistance Program (ERAP) #1 funds. The State of New Mexico was awarded \$161,485,443 for ERAP #1. The City entered an Intergovernmental Agreement with the State of New Mexico Department of Finance and Administration (NMDFA) to jointly promote, offer and administer these ERAP #1 funds. The vision was to create an application as streamlined as possible, to minimize burden for applicants, to develop systems for timely application review, and to implement efficient payment systems for landlords/utilities. This contractual arrangement allowed for joint development and implementation of an electronic application/website, and it has fostered a collaborative approach that is having clear benefit for City of Albuquerque residents.

As of July 25, 2022, \$147.6 million of awards had been made statewide; of this amount, \$75.8 million went to City of Albuquerque renters for rent or utility support, or both. The City requested an extension for the June 30, 2023 quarterly report; as of March 30, 2023, \$7,133,757 was obligated by the City.

In addition to the strategies employed directly by NMDFA, the City of Albuquerque placed additional focus on engaging Albuquerque residents most impacted by the pandemic including marginalized communities of color, non-English speaking communities and other communities who have been disproportionately impacted due to structural inequities and resulting health and social vulnerabilities. To meet this goal, the City of Albuquerque partnered with five local non-profit organizations, four of which provide direct application completion assistance and the fifth provided education and outreach targeted to the black community. Other outreach efforts included block parties with on-site application assistance resources, and training for nonprofits and other groups upon request to equip them to better assist with application assistance. In addition, the CORA (Court Outreach for Rental Assistance) program was funded and continues in Metro Court, assisting Albuquerque renters with completion of applications.

Emergency Rental Assistance Program #2 funds have also been awarded, with some already received by the City of Albuquerque (and the State). They have not yet been obligated; however, the plan is to continue the successful partnership with NMDFA.

Promoting Equitable Outcomes

The City of Albuquerque has seven (7) projects that promote equitable outcomes for historically underserved, marginalized or adversely affected groups.

Home Rehabilitation

Funding Amount \$3,300,000

Home Repair and rehabilitation program income-eligible homeowners within the Albuquerque City limits.

Wellness Motel Extension

Funding Amount \$4,000,000

This project included site operations management, case management, crisis response team, delivered meals, and motel lease.

Westside Emergency Housing Center (WEHC) Kitchen

Funding Amount: \$1,484,660

Renovate year-round shelter for unhoused population; the shelter provides a warm welcoming environment.

Rapid Re-Housing Program

Funding Amount: \$1,000,000

This housing voucher program is targeted for families and individuals experiencing homelessness. Participants in the Rapid Rehousing Program will receive rental assistance (e.g. housing vouchers) and case management services for up two (2) years, which will help participants become self-sufficient and maintain housing on their own.

Eviction Prevention Program

Funding Amount: \$1,000,000

Provide legal assistance to families and individuals at risk of eviction.

Hardship Grants

Funding Amount: \$7,500,000

The program will offer one-time grants of \$10,000 to qualifying small businesses that were negatively impacted by the COVID-19 pandemic to cover operating expenses, payroll, permitting, business equipment purchases, business mortgage obligations, business rent, lease payments, surveillance and security improvements, and utility expenditures.

Community Impact Fund

Funding Amount \$4,200,000

This project is to help mitigate the negative impacts on low-to-moderate households by providing cash transfers for eligible uses.

Community Engagement

Providing fast financial relief to businesses and residents hardest hit by the pandemic was of paramount importance to the City of Albuquerque. In anticipation of receiving the first tranche of \$54 million dollars, of direct stimulus under the American Rescue Plan Act in May 2021, Mayor Tim Keller was proactive and sent his administration's proposal, the Albuquerque Rescue Plan, to the Committee of the Whole on April 16, 2021. City Council members and the public were given the opportunity to review, ask questions and provide comment on the Fiscal Year 2022 Operating Budget and the American Rescue Plan as part of the normal city budget cycle. On May 17, 2021, the City Council passed the Fiscal Year 2022 Operating Budget and the Albuquerque Rescue Plan (Resolution 21-157). Members of the public spoke before the City Council to express their point of view on the Albuquerque Rescue Plan as part of the legislative process. The Albuquerque Rescue Plan was widely covered by local news and media organizations.

Mayor Tim Keller's administration in order to comply with the U.S. Department of Treasury guidelines for the use of ARPA funds submitted a revised list of projects to City Council. On May 31, 2022 the Albuquerque City Council signed into legislation the adjustment of appropriations to the first tranche of American Rescue Plan Act (ARPA) through Resolution 22-21.

Table of Expenses by Expenditure Category

Category	Cumulative expenditures to date (\$)	Cumulative expenditures to date (\$)	Amount Spent Since Last Recovery Plan
1	Public Health	657,275	657,275
2	Negative Economic Impacts	13,900,342	2,477,151
3	Services to Disproportionately Impacted Communities	0	0
4	Premium Pay	2,876,649	0
5	Infrastructure	0.00	0.00
6	Revenue Replacement	69,478,937	29,825,994
7	Administrative and Other	668,064	460,689

Project Inventory

Expenditure Category – Public Health

Project 106:	Westside Emergency Center Housing (WECH) Kitchen
Funding Amount:	\$1,484,660
Update 2023:	\$657,275 Expended
Key Performance Indicator:	4 Impacted Households Served
Project Expenditure Category:	1.14 Other Public Health Services

Project Overview

- The project is to renovate the year-round shelter for unhoused population; the shelter provides a safe and welcoming environment and provides medical, food, shelter and wrap-around services.
- The renovation is occurring at our shelter for the unhoused which provides services 365 days a year. The low barrier facility, with access to case management, assists clients in the development of an individualized service plan by conducting guest outreach multiple times throughout one's stay.
- Three (3) secondary impacted households that experienced unemployment.
- Fourteen (14) tertiary impacted low income households and populations.

Website:

<https://www.cabq.gov/family/services/homeless-services/westside-emergency-housing-center>

Expenditure Category – Negative Economic Impacts

Project 06:	Community Impact Fund
Funding Amount:	\$4,200,000.00
Update 2023:	\$4,200,000.00 Expended
Key Performance Indicator:	4,101 Households Served
Project Expenditure Category:	2.3 Household Assistance - Cash Transfers

Project Overview

- The Community Impact Fund will provide direct cash transfers to low-to-moderate income households in the amount of \$1,000 per household who were negatively impacted by the COVID-19 pandemic. The Subrecipient will host application and program platform website; accept, review and process applications; staff a help line for questions; provide notifications to grant applicants and status of application; distribute all funds to approved grant awardees; and provide all necessary reports.
- The program’s mission is to help mitigate the pandemic’s negative economic impact on low-to-moderate households by providing cash transfers for eligible uses. The vendor will provide low-to-moderate income households that have experienced negative economic impacts from the pandemic with cash transfers to address the negative economic impacts in the amount of \$1,000 per household. Approximately 4,100 households will receive grants.
- Economic Development Department (EDD) will engage with a subrecipient via a contract to oversee and manage the distribution of funds. Subrecipient has in place best practices for written policies, producers, standards of conduct and record maintenance and retention. EDD staff has undertaken a risk-based due diligence and compliance monitoring evaluation.
- The target population is facing food and housing insecurity, at risk of having their utilities shut off, or requires emergency financial assistance to cover burials, home repairs, weatherization or internet access. Cash transfers will allow these households to mitigate the negative economic impacts due to COVID-19.
- **Partners:**
 - El Centro de Iguala y Derechos
 - Encuentro
 - Enlace Comunitario
 - New Mexico Asian Family Center
 - Partnership for Community Action
 - Pre-K to 12 Schools; Community Resource Liaisons

Project 03:	Eviction Prevention Projects
Funding Amount:	\$240,000
Update 2023:	\$172,506 Expended
Key Performance Indicator:	894 Households Served
Project Expenditure Category:	2.2 Household Assistance: Rent, Mortgage and Utility Aid

Project Overview

- The projects under this program require emergency procurement of sub-recipient agreements with New Mexico Legal Aid (“NMLA”), New Mexico Immigrant Law Center (“NMILC”) to provide civil legal services to renters facing eviction due to COVID-19. The program also requires contracting hiring a full-time temp position to provide Emergency Rental Assistance application support for renters in eviction proceeds before Bernalillo County Metropolitan Court judges and coordinate pro bono eviction prevention clinics for Albuquerque tenants. This project will increase housing stability for Albuquerque’s vulnerable populations by expanding capacity to provide civil legal services Albuquerque renters, ERAP Application support at Metro Court, and eviction prevention pro bono clinic coordination.
- Civil Legal Services: Program funds will be used for legal support to Albuquerque renters to help support housing stability. Services will include referrals, provision of legal information, legal advice, and brief services, as well as extended legal representation. Funding will be used to hire an attorney to increase capacity to provide services. NMLA will also provide mentoring and technical support to the NMILC.
- CORA/Pro Bono Clinic Coordination: Program funds will be used to hire a full-time temp. 50% of the temp’s time will be to provide ERAP application support to tenants in eviction proceedings at Metro court. The other 50% of the temp’s time will be for coordinating eviction prevention pro bono legal clinics.
- The RivenRock staffing held open clinics to help people navigate available assistance and providing outreach to the community.
- **PARTNERS:**
 - **External to City**
 - New Mexico Legal Aid
 - New Mexico Immigrant Law Center
 - RivenRock Staffing
 - **Internal to City**
 - Legal Department – Policy Division
 - Department of Family and Community Services (“DFCS”) - Health and Social Service Center
- **Management Structure and Process(es) APRA and 2 CFR 200 Requirements:**
 - **External to City**
 - DFCS will oversee the social service contracts with NMLA and NMILC. Both NMLA and NMILC have internal policies for determining eligibility for legal services.
 - **Internal to City**
 - Mayan Armijo and Paul Haidle will co-supervise the temp staff
- **Website:**
 - [NMLA: www.newmexicolegalaid.org](http://www.newmexicolegalaid.org)
 - [NMILC: www.nmilc.org](http://www.nmilc.org)
 - [HSSC: www.cabq.gov/family/services/health-social-services](http://www.cabq.gov/family/services/health-social-services)

Project 15,16,17, 30, 40:	Small Business + Entrepreneurial Recovery Grants
Funding Amount:	\$7,500,000
Update in 2023:	\$7,063,502 Expended
Key Performance Indicator:	689 Businesses Served
Project Expenditure Category:	2.29 Loans or Grants to Mitigate Financial Hardship

Project Overview

- The Small Business + Entrepreneurial Recovery Grant Program is a new economic relief grant program available to local small businesses and non-profits. The \$7.5 million program is funded through the American Rescue Plan Act. Applications will open August 4, 2021, for the one-time grants of \$10,000 for businesses within Albuquerque city limits negatively impacted by the COVID-19 pandemic that have 50 employees or fewer, and meet other grant criteria.
- Problem: Loss of revenue for local small businesses due to the COVID-19 pandemic.
- Intended Outcome: Grant will help aid with recovery efforts by stimulating the local economy and provide relief to cover operating costs which will keep local small businesses open and workers employed.
- The City of Albuquerque Economic Development Department and the Small Business Office have created a new recovery grant program covering the following business sectors:
 - Family-Owned Business Grants
 - Mainstreet Business Grants
 - Hotels & Public Safety Grants
 - Arts & Entertainment Business Grants
 - Youth & Education Grants
 - Entrepreneurial & Start-Up Grants
- The program's mission will be to help mitigate the pandemic's negative economic impact by stimulating local economic activity and growth through one-time grants in the amount of \$10,000.
- Written policies and procedure to be followed according to ARPA and 2 CFR 200 requirements:
 - Formal documentation of policies and procedures
 - Documentation for determining eligibility
 - Record maintenance and retention
 - Creation and storage of financial and non-financial records
 - Storage of all subrecipient payment information
 - Salesforce is our record keeping platform. Salesforce will track submitted applications and responses to those who applied and to those receiving a grant award.
 - The City team involved with processing the grants will fill out a Conflict of Interest.
- The program will offer one-time grants of \$10,000 to qualifying small businesses that were negatively impacted by the COVID-19 pandemic to cover operating expenses, payroll, permitting, business equipment purchases, business mortgage obligations, business rent, lease payments, surveillance and security improvements, and utility expenditures. By helping keep small businesses open, the grants will help provide employment opportunities to current workers and those seeking work. The Hotel & Public Safety Grants may be used for safety improvements.
- Once an application is turned in, it will enter an internal review process. Grant Officers will be working with businesses, checking the application for eligibility, and document verification. Once complete, it will enter a secondary review for final decision. Once a business receives a grant they must submit a report six months after as detailed in the grant agreement. The objectives of these grants are to help stimulate the local economy.
- **Partners:**
 - Minority Business Development Center
 - Asian Business Collaborative

- WESST
- CNM (Central New Mexico Community College)
- African American Greater Albuquerque Chamber of Commerce
- Albuquerque Hispano Chamber of Commerce
- Dreamspring

Website - cabq.gov/RecoveryGrants

Project 33: **Rapid Re-Housing Program**
Funding Amount: **\$1,000,000**
Update 2023: **\$495,455 Expended**
Key Performance Indicator: **45 Households**
Project Expenditure Category: **2.2 Household Assistance: Eviction Prevention**

Project Overview

- The ARPA funds for housing vouchers will provide a two (2) years Rapid Re-Housing Program (RRH) for families and individuals experiencing homelessness. Participants in the RRH program will receive rental assistance (e.g. housing vouchers) and case management services for up two (2) years, which will help participants become self-sufficient and maintain housing on their own.
- Rental assistance can be used to pay for other housing related costs, including security deposit and rental application fees. Self-sufficiency upon exit includes obtaining permanent housing, employment and life skills necessary to maintain stability and independence. The RRH program will be managed by the Homeless Programs & Initiatives (HPI) Division within Family and Community Services (FCS), through subrecipients that are chosen from Request for Proposals (RFP).
- Subrecipients that are chosen from the RFP will be required to adhere to 2 CFR 200, Appendix II, and other federal requirements pertaining to ARPA. These requirements include adherence to 2 CFR 200.331 which lists the requirements for pass-through entities. All of these requirements will be detailed on the subrecipient agreement with the City.
- By providing rental assistance and case management services, families and individuals experiencing homelessness will become self-sufficient and maintain housing on their own.
- **Partners:**
 - Housing providers (subrecipients-TBD)
 - New Mexico Coalition to End Homelessness (NMCEH)

Expenditure Category – Revenue Replacement

Project 20:	Police Vehicles
Funding Amount:	\$3,000,000
Update 2023:	\$2,482,943 Expended
Key Performance Indicator:	59 vehicles
Project Expenditure Category:	6.1 Provision of Government Services - Revenue Replacement

Project Overview

- The purchase of vehicles for city police officers. Department of Finance and Administrative Services “DFAS” will be responsible for the purchase of all vehicles.
- Demographic and Community impacted – City wide
- The people of Albuquerque have told us unequivocally that public safety continues to be a top priority. Although we have made progress in the fight against property crime, Albuquerque has not been immune to the national trend of increased violent crime. This means we need to continue to invest in police, including working to bring the number of officers back to their historical levels.
- Violent crime has increased during the pandemic. Root causes include job and income loss as a consequence of the pandemic.
- The objective is to replace police vehicles that have met replacement criteria in a timely manner and to address the shortage of vehicles that the Police Department has identified. The dates of delivery and the reports utilized to identify eligible vehicles will be documented.
- All purchase and payment documents will be maintained in city information systems

Partners:

- Department of Finance & Administrative Services
- General Services Department

Project 42: **First Responder Payroll**
Funding Amount: **\$36,810,000**
Update 2023: **\$36,810,000 Expended**
Key Performance Indicator: **1,500 employees for 8 pay periods in Fiscal Year 2022**
Project Expenditure Category: **6.1 Provision of Government Services - Revenue Replacement**

Project Overview

- The salary and benefits for the staff in Albuquerque Police Department (APD) and Albuquerque Fire & Rescue (AFR) included in the project were reviewed by the Accounting Division and the fiscal managers from APD and AFR.
- The resulting staff are those that specifically work on public safety and fire. In addition, the specific pay and benefit codes included were reviewed by the Accounting Division to ensure allowability under ARPA Act guidance.
- The budget department tables were modified for the identified staff in the PeopleSoft HR to direct charge to the ARPA funding string. The Accounting Division worked with the staff in the City's Enterprise Resource Planning (ERP) unit to implement the change to PeopleSoft Human Resource (HR) and review the resulting entries in test version. The personnel direct charged to ARPA will begin with pay period November 6, 2021. Accounting reviewed the entries each pay period to ensure that the amounts posted correctly.
- The City has well-established policies, procedures, and internal controls that ensure sound fiscal management of all City expenditures and are audited by external auditors on an annual basis. These policies, procedures, and internal controls served as the foundation for the management of the ARPA Act funds.
- Public safety is a top priority, and increasing the number of police and officers and maintaining the number of fire fighters through the pandemic was essential despite significant revenue loss. The salary and benefits for the staff in Albuquerque Police Department (APD) and Albuquerque Fire & Rescue (AFR) included in the payroll project met the criteria of specifically work on public safety government services.

Partners:

- City Controller/Deputy Director of Department of Finance & Administrative Services
- DFAS Payroll Manager
- Grants Administrator

Project 120: **First Responder Payroll**
Funding Amount: **\$29,700,000**
Update 2023: **\$29,700,000 Expended**
Key Performance Indicator: **1,500 employees for 8 pay periods in Fiscal Year 2023**
Project Expenditure Category: **6.1 Provision of Government Services - Revenue Replacement**

Project Overview

- The salary and benefits for the staff in Albuquerque Police Department (APD) and Albuquerque Fire & Rescue (AFR) included in the project were reviewed by the Accounting Division and the fiscal managers from APD and AFR.
- The resulting staff are those that specifically work on public safety and fire. In addition, the specific pay and benefit codes included were reviewed by the Accounting Division to ensure allowability under ARPA Act guidance.
- The budget department tables were modified for the identified staff in the PeopleSoft HR to direct charge to the ARPA funding string. The Accounting Division worked with the staff in the City's Enterprise Resource Planning (ERP) unit to implement the change to PeopleSoft Human Resource (HR) and review the resulting entries in test version. The personnel direct charged to ARPA will begin with pay period November 6, 2021. Accounting reviewed the entries each pay period to ensure that the amounts posted correctly.
- The City has well-established policies, procedures, and internal controls that ensure sound fiscal management of all City expenditures and are audited by external auditors on an annual basis. These policies, procedures, and internal controls served as the foundation for the management of the ARPA Act funds.
- Public safety is a top priority, and increasing the number of police and officers and maintaining the number of fire fighters through the pandemic was essential despite significant revenue loss. The salary and benefits for the staff in Albuquerque Police Department (APD) and Albuquerque Fire & Rescue (AFR) included in the payroll project met the criteria of specifically work on public safety government services.

Partners:

- City Controller/Deputy Director of Department of Finance & Administrative Services
- DFAS Payroll Manager
- Grants Administrator

Expenditure Category – Premium Pay

Project 08:	Premium Pay
Funding Amount:	\$2,876,649
Update 2023:	\$2,876,649
Key Performance Indicator:	5,505 Employees
Project Expenditure Category:	4.1 Public Sector Employees

Project Overview

- One-time premium pay to essential city employees
- The City will recognize that during this transition period when the City is re-opening city facilities and services, each employee will, in the course of employment, perform additional services for the City as we contend with the ongoing COVID-19 pandemic. The City will provide full-time employees a one-time, non-recurring payment as premium pay for these services in the amount of \$500.00. The City will provide part-time employees a one-time, non-recurring payment as premium pay for these services in the amount of \$400.00.
- The city has elected to use funds to provide premium pay to recognize that city employees will, in the course of employment, perform additional services for the City as we contend with the ongoing COVID-19 pandemic. The demographic/community impacted are the City employees in all departments that are regular full-time or regular part-time.
- In accordance to ARPA and 2 CFR 200 requirements the Chief Financial Officer and DFAS Director will oversee the implementation of the program. An Agreement with all unions as signatories was executed. Employees will receive the one-time premium payment along with their regular paycheck on August 20, 2021. Payroll records will be maintained.

Partners:

- Union Leaders
- Human Resources Departments
- DFAS Payroll Manager

Expenditure Category – Administrative and Other

Project 39: ARPA CONSULTING SERVICES
Funding Amount: \$481,136
Update 2023: \$421,671 Expended
Project Expenditure Category: 7.2 Evaluation and Data Analysis

Project Overview

- The City issued an RFP and selected a contractor to provide consulting services to support the City's pandemic recovery operations; to expedite financial recovery and mitigation utilizing any federal and state programs available; and to ensure full compliance with all federal, state, and local laws in order to limit any subsequent audits and reviews. The program manager, along with DFAS Director, Grant Administrator will work with contractor during ARPA program development and meet weekly to ensure that the City is complying with all federal, state and local laws.
- In accordance to ARPA and 2 CFR 200 requirements: The consultant will be responsible for the following tasks:
 - Assist the City in developing appropriate policies and procedures for use of ARPA funds available from federal, state and other sources;
 - Assist the City in developing and implementing strategies and plans for the use and coordination of ARPA funds available from federal, state and other sources;
 - Assist the City in developing appropriate documentation to demonstrate compliance with ARPA guidance;
 - Perform comprehensive compliance and eligibility reviews of uses of the ARPA funds regular basis and in a timely manner to ensure compliance with ARPA guidance and propose corrective actions when necessary
- **Use of subrecipients and/or fiscal agents:** N/A
- **Demographic/community impacted:** N/A
- **Problem being addressed/intended outcomes:** To expedite financial recovery and mitigation utilizing any federal and state programs available; and to ensure full compliance with all federal, state, and local laws in order to limit any subsequent audits and reviews.
- **How does this program respond to the negative economic impact of COVID19?** The consultant works jointly with City key partners to ensure that each program is eligible under ARPA and address the economic impact of COVID-19.
- **Milestones, deliverables, reports, product of work, and/or objective of the program:** The consultant will deliver program checklists, weekly status reports, and dashboards to assist in managing ARPA projects, answer compliance questions as needed and share federal guidance and/or other local government best practices as available.
- **How data will be accumulated and maintained:** The program checklists and dashboards provided by the consultant will be updated weekly. The program manager and the grant administrator will establish a central ARPA electronic file to maintain guidance and reporting.

Partners:

- Department of Finance & Administrative Services Director
- City Controller/Deputy Director of Department of Finance & Administrative Services
- Grant Administrator and City Departments