1. How would you go about billing for staff time?
    a. You could determine the cost of an hour of staff time and then invoice the City for x hours and x rate. For this scenario you would need to keep some type of tracking documentation on your end to support the totals you are invoicing. You wouldn't be required to submit tracking information to us but if we had questions, you'd have it available.
    b. You could complete X deliverables and invoice the City for it. This way wouldn't include any hours tracking.
2. Can we use the funds to build a food storage building?
    a. Consider these additional questions:
        i.   How is this food storage building connected to a larger project that increases access to healthy food?
        ii. Is the proposed structure allowed by the current zoning and building code?
        iii. Have they gone through any plan review or anything similar with their local planning department?