

## Carl Moyer Program Administration Workgroup

California Environmental Protection Agency  
1001 I Street  
Sacramento, CA 95814  
Conference Room 110

May 16, 2007  
10:30 – 3:30 PM

Teleconference Information  
DIAL-IN NUMBER: 888-323-9686  
PASSCODE: 23205

### AGENDA

1. Introductions
2. ARB Process for Evaluating Progress and Awarding Program Funds
  - a. Applying for Annual Moyer Funding from ARB
    - i. Documentation of Match Commitment
    - ii. Local District Board Resolution
    - iii. Implementation Plan
    - iv. Obligation and Expenditure Requirements
    - v. Other
  - b. Fund Disbursement Obligation and Expenditure Requirements
    - i. Initial Disbursements
    - ii. Subsequent Disbursements
    - iii. Other
  - c. Report Streamlining (Time Permitting)
    - i. Implementation Plan
    - ii. Status Report
    - iii. Policies and Procedures Manual
    - iv. Annual Report
    - v. Final Report
    - vi. Other
3. Meeting Notes Summary
4. Future Meetings
  - a. Date Options
    - i. Last Wednesday: May 30, June 27, July 25, Aug. 29, Sept. 26 (+ Oct. 24)
    - ii. Third Tuesday: June 19, July 17, Aug. 21, Sept. 18, Oct. 17 (+ Oct. 30)
    - iii. Last Thursday: May 31, June 28, July 26, Aug. 30, Sept. 26, Oct. 25
  - b. Meeting Locations → If interested in hosting a meeting, please pick a date
  - c. Proposed Topic Areas

## Admin Work Group Topic Areas

### **ARB and Air District Program Interactions**

#### ARB Process for Awarding Annual Program Funds (May 16<sup>th</sup> meeting)

- Application Solicitation
- District Applications
- ARB Application Review and Approval
- Final Grant Awards
- Initial Disbursements
- Additional Disbursements

#### District Reporting Requirements

- Status Report
- Annual Report
- Final Report
- Policies and Procedures Manual

#### Fiscal Requirements (per DOF recommendations)

- Allowable Sources of Match Funds
- Tracking Match Funds
- Tracking and Reporting Earned Interest
- Defining and Tracking In-Kind Contributions
- Allowable Admin and Outreach Expenditures

#### Non-Compliance Ramifications

- Policies and Procedures for ARB Audits of Air Districts
- Fund Recapture and Reallocation Protocols
- At-Risk Districts

### **Air District and Applicant Interactions**

#### Project Implementation

- Outreach
- Minimum Project Application Requirements
- Minimum Contract Requirements
- Project Payment Issues
- Project Pre- and Post-Inspections
- Project Annual Reporting
- District Project Audits

#### Minimum Project Criteria

### **Glossary**