

Carl Moyer Program Guideline Administration Chapter Revisions
ARB Audit Team Suggestions

- I. Glossary to Define Terms
 - A. Eligible expenses
 - B. Fully executed contract
 - C. Fully expended
 - D. Itemized invoice
 - E. Match funding
 - F. Obligation
 - G. Small business
- II. District Inspections
 - A. Review timeframes for pre- and post inspections
 - B. Base required pre- and post inspections on risk
 - C. Include usage on the pre-inspection form
 - D. Witnessing engine removal and destruction
- III. Guidance on Minimum Requirements for Districts' Project Files (including instructions on accessing electronic files)
 - A. Signed application
 - B. Documentation of eligibility
 - 1. cost effectiveness calculation
 - 2. historical usage
 - 3. case-by-case approval
 - C. Communication with the engine owner
 - 1. notification of incompleteness as required by H&S Code
 - 2. all other communication that "tells the story"
 - D. Fully executed contracts and amendments, if applicable
 - E. Pre- and post inspection forms
 - F. Annual reports from engine owners and their review
- IV. Guidance on Policies and Procedures Manual
 - A. Include process to evaluate annual reports and rectify activity not meeting project requirements.
 - B. Expand on sub areas under nine basic elements
- V. Fiscal Issues
 - A. Clarify circumstances and process for ARB to take funds back from a district and reallocate those funds
 - B. Clarify when a district must return funds and the process for returning the funds
 - C. District's tracking and timeframes for re-obligating and expending turn back funds
 - D. Expand on earned interest
 - 1. eligible uses
 - 2. timeframes for expending
 - 3. tracking using Cost Accounting Standards

- E. Expand on Match
 - 1. timeframe for expending
 - 2. tracking and documenting
 - 3. tracking and documenting in-kind portion of match
- VI. Other items to clarify
 - A. Protocol for case-by-case approvals
 - B. Retrofit requirements (highest level cost effective technology available)
 - C. Eligibility of projects subject to a change in emission requirements with a new year (date for designating the appropriate emission requirements)
 - D. What constitutes “work” that can or cannot be initiated (ordering a vehicle versus paying for it) prior to contract execution
 - E. Historic use documentation required
 - F. Engines with hour meters use hours to calculate cost effectiveness