

BOARD MEETING DATE: April 1, 2022

AGENDA NO. 6

PROPOSAL: Transfer Funds for the Development of the Carl Moyer Program Grant Management System

SYNOPSIS: In September 2021, the Board appropriated up to \$120,000 for the initial development of the Carl Moyer Program Grant Management System. The next phase in development of the Grant Management System is required to incorporate business and administrative processes. This action is to transfer and appropriate up to \$125,000 comprised of \$62,500 from the administrative portion of the Community Air Protection Program Fund (77) and \$62,500 from the administrative portion of the Carl Moyer Program (Grant# G19-MO28) Fund (32) into Information Management's FY 2021-22 and/or 2022-23 Budget, Professional and Special Services, and/or Capital Outlays Major Objects and reimburse the General Fund (01) using administrative funds for the further development of the Carl Moyer Grant Management System.

COMMITTEE: Technology, March 18, 2022; Recommended for Approval

RECOMMENDED ACTION:

Transfer and appropriate up to \$125,000 comprised of \$62,500 from the administrative portion of the Community Air Protection Program (Grant# G18-MCAP-06) Fund (77) and \$62,500 from the administrative portion of the Carl Moyer Program (Grant# G19-MO28) Fund (32) into Information Management's FY 2021-22 and/or 2022-23 Budget, Professional and Special Services and/or Capital Outlays Major Objects and reimburse the General Fund (01) using administrative funds for the further development of the Carl Moyer Program Grant Management System (GMS).

Wayne Natri
Executive Officer

Background

In September 2021, the Board authorized \$120,000 from the administrative portion of the Community Air Protection Program for the initial development of the Carl Moyer Program Grant Management System (GMS), which will be utilized in place of the existing Carl Moyer Program Online Application System. Since April 2017, staff has been utilizing the existing Carl Moyer Program Online Application System to facilitate the online application submittal process for participants, as well as the application evaluation process. However, the existing system is antiquated and is unable to provide the functions for a streamlined review and approval process for Carl Moyer Program applications. To better accommodate the high volume of applications as well as the business needs of South Coast AQMD, staff will no longer utilize the existing Carl Moyer Program Online Application System and adopt a new, centralized, web-based GMS to manage all incentive programs, including the Carl Moyer Program.

As of December 2021, Information Management has successfully completed the initial development, which included the Carl Moyer Program GMS application interface for public users, internal staff dashboard, application forms, as well as the internal review and approval processes. However, additional development to the Carl Moyer Program GMS is needed to further enhance the capabilities of the GMS by including an inspection module, an administration module, a module for data migration into CARB's Carl Moyer Program Clean Air Reporting Log (or CARL) database, as well as other critical business processes.

Proposal

Staff is recommending the development of the next phase of the Carl Moyer Program GMS. This will support enhancements to GMS that includes the following:

- Inspection module for staff to upload inspection photos and to review and approve inspection reports
- Administrative module to assist staff in Carl Moyer project ranking, tracking and data queries
- Data Migration into CARB's CARL database
- Syncing the Carl Moyer Program GMS to other GMS systems such as the Lower-Emission School Bus Program and the Proposition 1B Goods Movement Program and well as the Contract Approval and Management System.

Benefits to South Coast AQMD

The transition to a centralized in-house GMS and database to manage the Carl Moyer Program projects and other incentive programs will better suit the business needs of South Coast AQMD and will further enhance the submittal process for participants, and the evaluation and approval processes for staff.

Resource Impacts

Sufficient funding is available from the administrative portion of the Community Air Protection Program (Grant # G18-MCAP-06) Fund (77) and the administrative portion of the Carl Moyer Program (Grant #G19-MO28) Fund (32) in the amount up to \$125,000 for further development of the Carl Moyer Program GMS.