

BOARD MEETING DATE: May 2, 2025

AGENDA NO. 4

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

**SYNOPSIS:** In February 2024, the Board appropriated up to \$200,000 for the development of the Carl Moyer Program Grant Management System. The final phase in the development of the Grant Management System requires the integration of an invoicing module and annual report tracker. This action is to transfer and appropriate up to \$135,000 from the administrative portion of the Carl Moyer Program Fund (32) into Information Management's FY 2024-25 and/or 2025-26 Budget, Professional and Special Services and Supplies and/or Capital Outlays Major Objects for the further development and maintenance of the Carl Moyer Grant Management System.

**COMMITTEE:** Technology, April 18, 2025; Recommended for Approval

**RECOMMENDED ACTION:**

Transfer and appropriate up to \$135,000 from the administrative portion of the Carl Moyer Program (Grant # G22-MO-27) Fund (32) into Information Management's FY 2024-25 and/or 2025-26 Budget, Professional and Special Services and Supplies and/or Capital Outlays Major Objects for the further development and maintenance of the Carl Moyer Program Grant Management System (GMS).

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Executive Officer

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**Background**

The South Coast AQMD currently manages over 1,900 active projects under the Carl Moyer Program. Given the volume of projects, including complex multi-year projects with various milestones and reporting requirements stipulated by program guidelines, a robust in-house grant management system is needed. In February 2024, the Board

authorized \$200,000 for the development of the Carl Moyer Program Grant Management System to establish the online application and evaluation platform streamlining the evaluation and approval process.

The online application in the Grant Management System has been successfully implemented and is actively utilized by applicants and staff. However, additional functionalities are required to further enhance the system's capabilities, including the integration of an invoicing module and annual reporting tracker that would allow applicants to submit invoices and annual usage reports to the Grant Management System. Additional funds are needed to support South Coast AQMD's Information Management for the costs associated with developing and maintaining the Carl Moyer Program Grant Management System.

### **Proposal**

Staff recommends the development of the final phase of the Carl Moyer Program Grant Management System. This will support enhancements to the Grant Management System that include the following:

- Invoicing module for staff to directly review and process invoices in OnBase, the online platform for managing documents and processes, and
- Annual Report Tracker for end users to upload and staff to review annual usage reports required by Carl Moyer Program guidelines.

### **Benefits to South Coast AQMD**

The Development of a Grant Management System to manage Carl Moyer Program projects will provide seamless integration with the existing OnBase system, streamlining the contracting and invoicing process and enabling efficient tracking of project milestones and reporting requirements. Additionally, the system will enhance project transparency, providing greater visibility for program participants.

### **Resource Impacts**

Sufficient funding is available from the administrative portion of the Carl Moyer Program Fund (32) in the amount of up to \$135,000 for further development of the Carl Moyer Program GMS.