

# CARL MOYER RURAL ASSISTANCE PROGRAM (RAP)

Administered by CAPCOA

## PROTOCOL FOR ALLOCATION OF ADMINISTRATIVE FUNDS

FOR PROGRAM YEARS 12 AND 13

### Background:

Administrative funds help to cover, at least in part, the administrative costs to an air district in implementing projects under the RAP. These costs include review of applications, coordination with project proponents, contract development, inspections, and project tracking. Administrative funds are provided by air districts contributing all or part of their annual Moyer allocations to the RAP. Approaches for administrative funds include factors for those air districts contributing such funds, and for those air districts receiving funds.

### Approach

#### For giving administrative funds:

- Districts that provide their full allocation to the pooled Rural Moyer program and have not undertaken efforts to solicit projects should also provide their full allocation of administrative funding.
- Districts that provide full or partial funding to the pooled Rural Moyer program and have undertaken local efforts for securing projects (not as part of the Rural Moyer program) should be allowed to keep their administrative funding up to a level to be commensurate with the documented level-of-effort expended.

#### For receiving administrative funds:

Administrative funds will be distributed using a “share” approach as follows:

#### (Part 1) Based on the Number of Projects Awarded:

# of Projects		# of Shares
5+	=	2 shares
3-4	=	1.5 shares
1-2	=	1 share

#### (Part 2) For Districts contributing to the RAP and awarded at least one project:

#### (% of available administrative funds to contribute)

100%	=	2 shares
67-99%	=	1 share
34%-66%	=	0.5 share
1-33%	=	0 share
0	=	minus 1 share

For each district awarded a project, a total amount of shares is determined. The dollar amount per share is determined by dividing the total administrative funds available by the total number of shares. The maximum administrative funding for any one district is limited to 10% of the total Moyer funding to that district, or \$20,000, whichever is less.

As an example:

<u>District</u>	<u># projects</u>	<u>#shares</u>	<u>%admin contrib.</u>	<u>#shares</u>	<u>Total</u>
A	1	1	0	-1	0
B	9	2	n/p	0	2
C	1	1	n/p	0	1
D	2	1	n/p	0	1
E	1	1	n/p	0	1
F	1	1	n/p	0	1
G	1	1	n/p	0	1

(n/p=non-participating contributor to RMP)

Total number of shares = 7.0

Total administrative funds = \$36,226

Amount per share = \$5,175

Amount of funds distributed to districts:

A	0
B	\$10,350
C	\$ 5,175
D	\$ 5,175
E	\$ 5,175
F	\$ 5,175
G	\$ 5,175

Rationale for this approach:

- 1) It covers all situations from low admin contribution levels to high contribution levels
- 2) It recognizes a larger admin workload based on the number of projects rather than the funding level of the project; that is, with more projects, there are more contracts to develop, administer, and inspect.
- 3) It recognizes the contribution level of admin fees; the greater the contribution level, the more "shares" awarded to receive those funds.
- 4) This approach recognizes that if there are 3 or more projects given to a district legitimately keeping all of its admin fees, it could qualify for at least a half share of additional admin fees.

Annual distribution of administration funds will be made near the end of the 2-year Moyer cycle to allow for any changes in contributions or project awards made during the cycle.