

**Santa Barbara Countywide IRWM (Agency) and  
Division of Financial Assistance (DFA)**

**Santa Barbara Countywide IRWM Implementation Grant (Project)**

***“An In-Depth Look at the Next Steps”***

**Agenda and Discussion Item List  
December 2, 2008**

**Location:** 2<sup>nd</sup> Floor Conference Room, Granada Garage, Santa Barbara, CA 93101

**Directions:** Enter glass door to “Environmental Services”, 1221 Anacapa St near Anapamu St; take elevator to 2<sup>nd</sup> floor

**Call in number: 805-681-5400  
Call in Passcode: 134676**

The purpose of the Meeting is to provide an in-depth look at what is required for invoicing and reporting; the role of the Grant Manager (GM) and Project Director (PD); and to answer any other questions.

**Agenda**

| <b>Proposed Time</b> | <b>Item</b>        | <b>Description/Objective</b>  |
|----------------------|--------------------|---|
| 1:30 – 1:45          | Introductions      | Name and Project Role   |
| 1:45 – 2:15          | Project Management | Contact Persons for Component Projects<br>Roles of GM and PD  |
| 2:15 – 2:45          | Invoicing          | Formatting – Do NOT change what I send!<br>Backup Documentation – When is it too much?<br>Common Mistakes – You’re not alone.<br>Invoice Disputes – Not the end of the world!                       |
| 2:45 – 3:15          | Reporting          | Progress Reports – Our approved format<br>PAEPs – The Basics<br>MP/QAPPs – Go over website tools<br>GAMA/SWAMP – What we know so far<br>CEQA – Get it to me yesterday!<br>GPS Data – Keep it simple |
| 3:15 – 3:30          | Q/A                | Any additional questions and/or comments  |