

AB 617 Community Air Protection Program Resident Stipend Policy and Enrollment Form

Community Steering Committees meet regularly, requiring ongoing participation and a significant time commitment from community residents, business owners, and other stakeholders. In most cases, steering committee meetings occur in the evenings and may draw attendees away from their families and other obligations. Community Steering Committee Resident members are not paid and do not have expenses reimbursed to participate in the process or attend these meetings. Providing stipends to help cover some time and expenses associated with attending meetings is an important way to support this critical participation and encourage meaningful community engagement throughout these processes.

The San Joaquin Valley Air Pollution Control District (SJVAPCD) recognizes and appreciates the involvement of community residents who have participated as Resident members of AB 617 Community Steering Committees. This policy is intended to assist in removing barriers to allow for meaningful and diverse community involvement in the AB 617 Community Steering Committee process through voluntary stipends for Resident members of AB 617 Community Steering Committees.

To be eligible for stipends, each Resident member of the Community Steering Committee must complete and submit a voluntary Resident Stipend Enrollment Form (see next page). Resident members of the steering committee requesting stipends will receive \$75 per regularly scheduled Community Steering Committee meeting (excluding any subcommittee meetings). Their attendance must be verified on the meeting roll-call list or sign-in sheet and must be present for 75% of the scheduled meeting (equivalent to participating in at least 1 hour and 30 minutes of a scheduled 2 hour meeting). Stipend payments will be issued to Resident members who have requested to receive stipends within 30 days of the scheduled meeting and will be sent to the mailing address provided on the enrollment form. Residents will receive stipends for attending up to fifteen (15) Community Steering Committee meetings in a calendar year, for a total stipend amount of up to \$1,125 per year. Stipend payments are subject to the availability of AB 617 funding on an annual basis.

All Resident members of the Community Steering Committees seeking reimbursement must be provided with, and acknowledge that they have received and reviewed, the AB 617 Resident Stipend Policy. Residents receiving stipends acknowledge that stipends may be considered income for tax purposes. Residents receiving \$600 or more in stipends in a calendar year will be issued a Form 1099-MISC for that calendar year. To receive reimbursement, Residents must complete, sign, and submit a Form W-9 to the Institute for Local Government before receiving a stipend and will need to submit a new form each year requesting stipends.

AB 617 Community Air Protection Program Resident Stipend Enrollment Form

Member Info

First and Last Name

Mailing Address

City

State

Zip Code

(Please ensure your mailing address is correct as your stipend check will be sent to this address)

E-mail Address

Preferred Phone #

Is this a cell phone?

Yes No

Preferred Contact Method *(check one or two)*: Phone Text Email Mail

(Note: stipend payment will be via check sent to your mailing address listed above)

Verify

By signing below, I certify that the following information is true, accurate, and complete to the best of my knowledge:

- I am a resident of a AB 617 selected community and serve as a Resident member of the Community Steering Committee
- I understand that I must be present for 75% of any regularly scheduled Community Steering Committee meeting (equivalent to participating in at least 1 hour and 30 minutes of a scheduled 2 hour meeting)
- I have read and agree with the information contained in the Resident Stipend Policy
- I am not an employee of the Valley Air District or the Institute for Local Government
- I give my consent to the Valley Air District to use the information on this Enrollment Form for the purpose of contacting me regarding matters related to the AB 617 Community Steering Committee and determining my stipend eligibility

Signature

Date

Submit

Submit application to the Institute for Local Government via e-mail at kjensen@ca-ilg.org

AB 617 Community Air Protection Program

Frequently Asked Questions Regarding Resident Member Stipends

- 1. Which CSC members are eligible for stipends?***Any Resident member of an AB 617 Community Steering Committee (CSC) in San Joaquin Valley Air Pollution Control District (SJVAPCD or Air District) territory is eligible to participate in the stipend program. CSC Members representing government, industry, a business or other private or non-profit organizations are not eligible to participate.*
- 2. How much is the stipend?***Each CSC Resident member is eligible for a \$75 stipend per eligible meeting for up to fifteen (15) meetings per year. The maximum total stipend amount per person is up to \$1,125 per calendar year.*
- 3. Which organization is administering the stipend program?***The stipend program is being administered by the Institute for Local Government (ILG), the non-profit organization that helps facilitate the SJVAPCD AB 617 CSC meetings. The Air District provides funding and oversight for the program. ILG manages the administrative elements. All stipend checks will come from ILG, not the District.*
- 4. How do I sign up for the stipend program?***Simply fill out the Stipend and return it to the Institute for Local Government. The application packet forms are electronic and can be returned via email to expedite processing. A physical mail option is also available, though processing may be delayed.*
- 5. Do I have to request a stipend after every meeting?***No. Once you sign up for the program, ILG will automatically process your stipend based on attendance logs.*
- 6. Are subcommittee meetings eligible for stipends?***No. Stipends will only be issued for full CSC meetings, not subcommittee meetings.*
- 7. How frequently will stipend checks be issued?***Stipends for CSC meetings held prior to the stipend program approval (in August 2020) will arrive in late August or early September 2020 in two separate checks. Stipends for meetings held after September 2020 will be issued monthly after the 21st of the month.*
- 8. When will the checks arrive?***The stipend checks will be mailed no later than 30 days after each CSC meeting.*
- 9. What if my check doesn't arrive?***If your check doesn't arrive, please contact the Institute for Local Government to troubleshoot the issue.*
- 10. Why do I have to provide a 1099 Tax Form?***The IRS requires additional tax documentation for any payments made to a single individual or business that exceed \$600. Any CSC Resident member that does not fill out the form will be restricted to an annual stipend amount of \$600.*
- 11. What if my mailing address changes?***Please notify ILG right away if your mailing address changes. ILG will begin processing checks sometime after the 15th of every month. Please note that address changes may delay the processing and delivery of your stipend check.*
- 12. Will I get a stipend if I arrive late or need to leave a meeting early?***CSC resident members can receive the full stipend for meetings IF they arrive no later than 30 minutes after the meeting starts and leave no later than 30 minutes before the meeting ends.*
- 13. Can I get a partial stipend?***No. There are no partial stipends.*

14. I attended a past meeting but my name isn't showing on the attendance log? What do I do?

All CSC meetings held virtually through Zoom have an automatically-generated attendance log provided by Zoom and verified by sign-in time and screen name. Please contact ILG to discuss any attendance logs in question. The District will make final decisions about attendance and stipend eligibility.

15. I'm an alternate. Can I still be reimbursed for a meeting?

Yes. Alternate members can be reimbursed for any meetings they attend, but only when their primary member is not in attendance. However, Alternate members must also fill out a Stipend.

16. How can I make sure my attendance is noted during each meeting?

The best way to ensure your attendance is accurately reflected in a virtual meeting is to make sure your screen name accurately reflects your name and CSC status (e.g. Jaime Ruiz – CSC). If you're sharing a screen with multiple CSC members, please rename your screen to reflect all the names of the eligible resident members (e.g. Jaime R., Oscar P. & Ana S. – CSC). The ILG meeting facilitators can also assist with screen names anytime throughout the meeting. We also encourage all residents to use the chat box function during the meeting if they want to make sure they are counted.

17. What happens if I have technical difficulties during a virtual meeting?

We understand that technical difficulties can happen. If a CSC Resident member has challenges logging into a virtual meeting via the internet, we ask that the resident call in using the phone number provided. Phone only participation will still be counted as participation.

18. Who do I contact for help?

The stipend program will be managed by Kristy Jensen at ILG. via email at kjensen@ca-ilg.org with any questions or concerns.

Please use the email subject line:

AB 617 stipend question

Note: While we remain sheltered in place, email is the best way to communicate about this program.

Physical mail can be sent to:

Institute for Local Government

1400 K Street, Suite 205

Sacramento, CA 95814

Re: AB 617 Stipends

19. I speak Spanish and have questions about the stipend program. Should I still contact ILG?

Spanish speakers should still email any questions to Kristy Jensen at ILG (kjensen@ca-ilg.org), but you should also cc Maricela Velasquez (maricela.velasquez@valleyair.org), the Air District's Spanish speaking representative on the email. Kristy and Maricela will work together to ensure all questions are answered in Spanish.