Western Riverside Council of Governments
Administration & Finance Committee

AGENDA

Wednesday, July 11, 2018
12:00 p.m.

Western Riverside Council of Governments
Citrus Tower
3390 University Avenue, Suite 450
Riverside, CA 92501

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Administration & Finance Committee meeting, please contact WRCOG at (951) 405-6703. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 3390 University Avenue, Suite 450, Riverside, CA, 92501.

The Administration & Finance Committee may take any action on any item listed on the agenda, regardless of the Requested Action.

1. CALL TO ORDER (Chuck Washington, Chair)

2. PUBLIC COMMENTS

At this time members of the public can address the Administration & Finance Committee regarding any items listed on this agenda. Members of the public will have an opportunity to speak on agendized items at the time the item is called for discussion. No action may be taken on items not listed on the agenda unless authorized by law. Whenever possible, lengthy testimony should be presented to the Committee in writing and only pertinent points presented orally.

3. MINUTES

A. Summary Minutes from the June 13, 2018, Administration & Finance Committee Meeting are Available for Consideration. **P. 1**

<u>Requested Action</u>: *1. Approve the Summary Minutes from the June 13, 2018, Administration & Finance Committee meeting.*

4. CONSENT CALENDAR

All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Committee, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Committee request specific items be removed from the Consent Calendar.

A. Finance Department Activities Update **P. 7**

Requested Action: *1. Receive and file.*

B. Single Signature Authority Report **P. 13**

Requested Action: *1. Receive and file.*

C. Western Community Energy Activities Update **P. 15**

Requested Action: *1. Receive and file.*

D. Experience Regional Innovation Center Feasibility Analysis Update **P. 17**

Requested Action: *1. Receive and file.*

5. REPORTS / DISCUSSION

A. PACE Programs Activities Update **P. 65**

Requested Actions:

1. Recommend that the Executive Committee adopt Amended WRCOG Resolution 35-17; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending Resolution Number 35-17 to revise the requirements for the implementation of the financing of seismic strengthening improvements in member or associate member jurisdictions.

2. Recommend that the Executive Committee initiate judicial foreclosure on the delinquent property participating in the SAMAS Commercial PACE Program.

B. Local Assistance for WRCOG Member Agencies: Grant Writing Assistance and BEYOND Program Activities Updates **P. 119**

Requested Action: *1. Receive and file.*

C. Regional Streetlight Program Activities Update **P. 181**

Requested Action: *1. Receive and file.*

D. 4th Quarter Budget Amendment **P. 185**

Requested Action: *1. Recommend that the Executive Committee approve the 4th Quarter Budget Amendment for Fiscal Year 2017/2018.*

E. Public Service Fellowship Activities Update **P. 215**

Requested Action: *1. Receive and file.*

F. Distribution of Beaumont Settlement Agreement Revenues **P. 217**

Requested Action: *1. Receive and file.*

6. ITEMS FOR FUTURE AGENDAS ***Members***

Members are invited to suggest additional items to be brought forward for discussion at future Administration & Finance Committee meetings.

7. GENERAL ANNOUNCEMENTS ***Members***

Members are invited to announce items / activities which may be of general interest to the Administration & Finance Committee.

8. CLOSED SESSION

- Conference with Legal Counsel – Existing Litigation pursuant to Section Number 54956.9 (d)(1) Case Nos. RIC1707201, RIC1712044, E069977, RIC1812186

- Conference with Legal Counsel – Anticipated litigation
  Initiation of litigation pursuant to Section 54956.9 (d)(4): No. of Cases: 5

9. NEXT MEETING: **The Administration & Finance Committee is DARK in August. The next Administration & Finance Committee meeting is scheduled for Wednesday, September 12, 2018, at 12:00 p.m., at WRCOG's office located at 3390 University Avenue, Suite 450, Riverside.**

10. ADJOURNMENT

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Administration & Finance Committee **Item 3.A**
June 13, 2018
Summary Minutes

1. CALL TO ORDER

The meeting of the Administration & Finance Committee (Committee) was called to order at 12:00 p.m. by Chair Debbie Franklin at WRCOG's Office, Citrus Conference Room.

Members present:

Debbie Franklin, City of Banning (Chair)
Eugene Montanez, City of Corona
Bonnie Wright, City of Hemet
Laura Roughton, City of Jurupa Valley
Brian Tisdale, City of Lake Elsinore
Kelly Seyarto, City of Murrieta
Ben Benoit, City of Wildomar
Rusty Bailey, City of Riverside (12:03 p.m. arrival)
Marion Ashley, County of Riverside District 5

Staff present:

Steve DeBaun, Legal Counsel, Best Best & Krieger
Barbara Spoonhour, Director of Community Choice Aggregation Development
Chris Gray, Director of Transportation
Casey Dailey, Director of Energy and Environmental Programs
Andrew Ruiz, Program Manager
Andrea Howard, Program Manager
Janis Leonard, Administrative Services Manager
Anthony Segura, Staff Analyst
Sofia Perez, Staff Analyst
Suzy Nelson, Administrative Assistant

Guests present:

Warren Diven, Best Best & Krieger
Genevieve Sherman, Greenworks Lending
Arnold San Miguel, Southern California Association of Governments

2. PUBLIC COMMENTS

There were no public comments.

3. MINUTES – *(Jurupa Valley / Wildomar) 9 yes; 0 no; 0 abstention. Item 3.A was approved. The City of Riverside and the Western Municipal Water District were not present.*

A. Summary Minutes from the May 9, 2018, Administration & Finance Committee Meeting are Available for Consideration.

Action: *1. Approved the Summary Minutes from the May 9, 2018, Administration & Finance Committee meeting.*

4. CONSENT CALENDAR – *(Wildomar / Jurupa Valley) 9 yes; 0 no; 0 abstention. Items 4.A through 4.D were approved. The City of Riverside and the Western Municipal Water District were not present.*

A. Finance Department Activities Update

Action: *1. Received and filed.*

B. Regional Streetlight Program Activities Update

Action: *1. Recommended that the Executive Committee authorize the Executive Director, subject to legal counsel review and approval, to enter into an Equipment Purchase Agreement with California Electric Supply for LED fixtures and equipment procurement in an amount not to exceed $8,400,000.*

C. Amendments to Professional Services Agreements for On-Call Planning Professional Services for Member Jurisdictions

Actions:

1. Approved the First Amendment to the Professional Services Agreement between the Western Riverside Council of Governments and KOA Corporation to provide WRCOG planning support and advisory services in an amount not to exceed $50,000 for this Amendment and $100,000 in total.

2. Approved the First Amendment to the Professional Services Agreement between the Western Riverside Council of Governments and KTUA to provide WRCOG additional grant writing assistance in an amount not to exceed $50,000 for this Amendment and $100,000 in total.

D. Grant Writing Assistance Program Update

Action: *1. Received and filed.*

5. REPORTS / DISCUSSION

A. PACE Programs Proposal on New Commercial Construction

Casey Dailey reported that the proposed changes would only be allowed to fund improvements which exceed the minimum energy codes, and of those which do exceed the minimum, 100% of the eligible cost would be allowed to be financed by PACE for new commercial construction. Examples include items such as insulation, solar, lighting; items which go above and beyond the minimum requirements of Title 24.

Research shows that there are human benefits to working in a higher performing building, such as healthier employees, increased cognitive function – which translates to increased performance, reductions in the amounts of allergens, and reductions in asthma symptoms.

Mr. Dailey introduced Genevieve Sherman of Greenworks Lending.

Ms. Sherman reported that there is expanded interest in PACE in the commercial real estate development community throughout the nation. Ms. Sherman shared an example of a 19th century warehouse facility currently being renovated, partly utilizing PACE commercial funding. Developers are utilizing many different forms of funding for projects, including PACE funding. With more funding opportunities, developers are able to build premiere buildings, not just those meeting the bare legal minimum requirements.

Committee member Eugene Montanez asked if the financing is for new construction, or rehab.

Ms. Sherman responded that it is for both; from a credit perspective they are the same.

Committee member Laura Roughton asked if the commercial financing is similar to residential financing in regard to selling the property, and there being a lien attached to it.

Ms. Sherman responded that Greenworks will have the consent of all the lenders in a capital stack when a project closes. Developers are not restricted to voluntarily prepay. A new buyer can assume the lien as a long-term assessment on the property.

Mr. Dailey added that there is not the same financing issue with the FHA as the residential sector has.

Ms. Sherman indicated that developers are making greener buildings because they have this financing available. If the proposed changes are approved, there could be a lot more investment in California.

Committee member Montanez asked about the triple-net pass thru.

Ms. Sherman responded that for residential development, the information would be built into the leases.

Chair Franklin asked that, given that Greenworks is in 14 states, what challenges are Greenworks finding with the Program?

Ms. Sherman responded that education and awareness are challenges; not enough contractors and developers are aware of commercial PACE. Most states outside of California require the consent of the mortgage lender. As a business practice, Greenworks does that in all states. Most challenges have been technical in nature, such as how to develop new guidelines for new construction.

Committee member Chuck Washington asked if the financing would be available for commercial condominiums, such as the smaller businesses that are 2,500 sq.ft. to 3,500 sq.ft.

Ms. Sherman responded that it could be a commercial condominium, but not a residential condominium. The one exception would be for mixed use development.

Action: 1. *Recommended that the Executive Committee approve proposed changes to the PACE Program Reports and Greenworks Commercial Program Handbook to allow for PACE financing on new commercial construction projects.*

(Wildomar / Jurupa Valley) 10 yes; 0 no; 0 abstention. Item 5.A was approved. The Western Municipal Water District was not present.

B. WRCOG Executive Committee Member Alternate Provisions

Christopher Gray reported that in addition to today's discussion, there are other items within the JPA which need to be updated. Staff believes it is best to make all the changes at once.

Regarding the alternate provision, options include 1) Supervisorial designation of any member of their staff, elected or not, who would have full voting privileges, but could not already be a member or alternate of the Executive Committee; 2) Supervisorial designation of an elected official within their District, who would have full voting privileges, but could not already be a member or alternate of the Executive Committee; 3) leave as currently written that the Supervisorial designation of an alternate for any District is the District 4 Supervisor.

Committee members discussed the pros and cons of the various options.

Action: 1. *Directed staff to leave the Supervisorial alternate provision as it currently stands, and to update the language in the JPA regarding the clarifying language on agency appointments; the removal of the reference to the County performing as WRCOG's Treasurer and Auditor; and adding the position of 2nd Vice-Chair to coincide with the language of the Bylaws.*

(Lake Elsinore / Banning) 6 yes; 4 no; 0 abstention. Item 5.B was approved. The Cities of Murrieta and Riverside, and the County of Riverside Districts 3 and 5 voted no. The Western Municipal Water District was not present.

C. Adoption of Salary Schedule to meet CalPERS Requirements

Andrew Ruiz reported that In February 2018, CalPERS conducted an audit of WRCOG's Pension Records. During that review, it was determined that the Salary Schedule had not been approved by the Executive Committee, and is therefore not in compliance with California Code and Regulations which states that a public agency must have its Salary Schedule approved by its Board.

***Actions*:**
1. *Recommended that the Executive Committee approve the WRCOG Salary Schedule as to form.*
2. *Recommended that the Executive Committee adopt a Cost-of-Living Adjustment (COLA) Policy, outlining that WRCOG use the Los Angeles / Long Beach / Anaheim demographics from the U.S. Department of Labor's website when calculating a COLA.*

(Murrieta / Riverside) 10 yes; 0 no; 0 abstention. Item 5.C was approved. The Western Municipal Water District was not present.

D. Approval of Professional Services and Contractor Agreement with WSP USA to Provide Technical Support for the Riverside County Traffic Analysis Model Update

Christopher Gray reported that there is a long-standing effort amongst WRCOG, the Riverside County Transportation Commission (RCTC), the County of Riverside, and other agencies, to develop and operate a County-wide traffic forecasting model, the Riverside County Traffic Analysis Model (RIVTAM). The RIVTAM was previously developed in 2008. It is used for traffic forecasts for Economic Impact Reports, General Plans, Specific Plans, etc. It is also used for WRCOG'S TUMF Nexus Study.

WRCOG paid nearly $200,000 to perform a limited update of the RIVTAM for the 2017 Nexus Study. A number of other agencies have spent money for small-scale updates. Projects have been delayed because the RIVTAM is outdated.

Over the past year, staff have had discussions with partner agencies on this matter. An agreement has been prepared in which several agencies would contribute to model development, WRCOG would oversee it, and pay just roughly half of the cost to update the RIVTAM. A recent survey determined that nearly 80% of projects which used RIVTAM were within WRCOG's subregion.

The procurement process began in November 2017, and after review of several proposals, WSP was selected as the best responding firm. WRCOG will work closely with its member jurisdictions to ensure the model RIVTAM has the most relevant information, and it will take approximately 2 ½ years to complete.

Committee member Kelly Seyarto asked how this information is used by a member jurisdiction.

Mr. Gray responded that a road widening project requires a traffic forecast. General / Specific Plan amendments or traffic studies also utilize the RIVTAM. Caltrans is increasingly questioning model forecasts, which is forcing jurisdictions to prepare project-by-project model updates versus County-wide model updates.

Chair Franklin asked that, if it will take 2 ½ years to complete the update to the RIVTAM, what happens to current projects?

Mr. Gray responded that there will be interim deliverables which various studies can use, so projects should not be delayed. The WRCOG Public Works Committee was heavily involved in the development of the agreement. Staff have presented this item to WRCOG's partner agencies.

Committee member Brian Tisdale asked that the payment schedule from partner agencies be included with the packet of information when presented to the Executive Committee.

Action: *1. Recommended that the Executive Committee approve the Professional Services Agreement between the Western Riverside Council of Governments and WSP USA to provide technical and advisory support for the update of the Riverside County Traffic Analysis Model in an amount not to exceed $749,548.*

(Murrieta / Riverside) 10 yes; 0 no; 0 abstention. Item 5.D was approved. The Western Municipal Water District was not present.

E. Western Community Energy Activities Update

Barbara Spoonhour reported that in order for jurisdictions to launch in the year 2020, they must join the Western Community Energy (WCE) Joint Powers Agreement by August 15, 2018.

The City of Perris was the first jurisdiction to join WCE. The Cities of Hemet, Lake Elsinore, and Wildomar are anticipated to join in July 2018.

WCE's consultants will prepare an Environmental Savings Report to present to the Board at its first meeting. If the Board determines the Report is favorable, it can prepare to move forward. If the Reports shows to not be favorable, WCE can stop. This step simply secures the ability to move forward with a 2020 launch, if so approved.

Action: *1. Received and filed.*

F. 27th Annual General Assembly & Leadership Address Update

Andrea Howard reported that staff anticipates being on budget this year, with potential excess funding that will help to cover overages from last year's event. Both the VIP and general receptions will begin at 4 p.m. Rooms are provided for the Executive Committee member attending the next morning's Executive Committee meeting.

Action: *1. Received and filed.*

6. ITEMS FOR FUTURE AGENDAS

Chair Franklin would like a presentation on AB 1912.

7. GENERAL ANNOUNCEMENTS

There were no general announcements.

8. NEXT MEETING: **The next Administration & Finance Committee meeting is scheduled for Wednesday, July 11, 2018, at 12:00 p.m., at WRCOG's office located at 3390 University Avenue, Suite 450, Riverside.**

9. ADJOURNMENT: **The meeting of the Administration & Finance Committee adjourned at 1:02 p.m.**

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Item 4.A

Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: **Finance Department Activities Update**

Contact: **Andrew Ruiz, Program Manager, aruiz@wrcog.us, (951) 405-6741**

Date: **July 11, 2018**

***The purpose of this item is to** provide an update on the 4th Quarter Budget amendment schedule for Fiscal Year (FY) 2017/2018, the FY 2017/2018 Agency Audit, and the Agency Financial Report summary through May 2018.*

Requested Action:

1. Receive and File.

FY 2017/2018 Agency Audit

WRCOG's annual Agency Interim Audit was completed on May 31, 2018. WRCOG utilizes the services of the audit firm Rogers, Anderson, Malody, and Scott (RAMS) to conduct its financial audit. The first visit is known as the "interim" audit, which involves preliminary audit work that is conducted prior to fiscal year end. The interim audit tasks are conducted in order to compress the period needed to complete the final audit after fiscal year end. In August, RAMS will return to finish its second round, which is known as "fieldwork."

Financial Report Summary through May 2018

The Agency Financial Report summary through May 2018, a monthly overview of WRCOG's financial statements in the form of combined Agency revenues and costs, is provided as Attachment 1.

Prior Action:

July 2, 2018: The Executive Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

1. Financial Report summary – May 2018.

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Item 4.A

Finance Department Activities Update

Attachment 1

Financial Report summary – May 2018

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Western Riverside Council of Governments
Monthly Budget to Actuals
For the Month Ending May 31, 2018

Revenues	Approved 6/30/2018 Budget***	Thru 5/31/2018 Actual	Remaining 6/30/2018 Budget
Member Dues	311,410	313,695	(2,285)
General Assembly	300,000	121,400	178,600
PACE Residential Revenue	816,771	845,632	(28,861)
CA HERO Residential Revenue	4,000,000	3,591,765	408,235
The Gas Company Partnership	50,000	47,254	2,746
SCE WREP Revenue	75,000	89,081	(14,081)
PACE Residential Recording Revenue	182,775	199,490	(16,715)
CA HERO Residential Recording Revenue	1,000,000	792,695	207,305
CA First Residential Revenue	167,000	34,464	132,536
CA First Residential Recording Revenue	86,000	13,081	72,919
Regional Streetlights	228,960	74,544	154,416
Other Misc Revenue	-	27,198	(27,198)
Solid Waste	117,100	78,835	38,265
Used Oil Revenue	255,000	207,961	47,039
Active Transportation Revenue	150,000	211,301	(61,301)
RIVTAM Revenue	25,000	25,000	-
Air Quality-Clean Cities	137,500	205,500	(68,000)
LTF	726,000	726,000	-
Commercial/Service - Admin Portion	101,097	102,919	(1,822)
Retail - Admin Portion	118,867	93,457	25,411
Industrial - Admin Portion	249,133	405,890	(156,757)
Residential/Multi/Single - Admin Portion	1,045,779	970,234	75,545
Multi-Family - Admin Portion	129,787	91,794	37,993
Commercial/Service - Non-Admin Portion	2,426,945	2,572,967	(146,022)
Retail - Non-Admin Portion	2,852,820	2,336,418	516,402
Industrial - Non-Admin Portion	5,979,195	10,147,247	(4,168,052)
Residential/Multi/Single - Non-Admin Portion	25,098,070	24,255,848	842,222
Multi-Family - Non-Admin Portion	3,114,890	2,294,844	820,046
Total Revenues	**52,475,415**	**50,876,514**	**1,598,901**

Expenditures			
Wages & Salaries	2,581,400	**2,567,660**	13,740
Fringe Benefits	739,956	**736,239**	3,717
Total Wages and Benefits	**3,381,356**	**3,303,899**	**77,457**
Overhead Allocation	2,219,371	1,849,476	369,895
General Legal Services	634,193	625,394	8,799
3rd Party Litigation	250,000	139,862	110,138
Audit Fees	27,500	20,200	7,300
Bank Fees	29,000	22,666	6,334
Commissioners Per Diem	62,500	46,950	15,550
Office Lease	427,060	213,560	213,500
WRCOG Auto Fuel	750	686	64
WRCOG Auto Maintenance	260	710	(450)
Special Mail Srvcs	1,800	1,314	486
Parking Validations	6,458	8,202	(1,744)

Staff Recognition	1,245	761	484
Coffee and Supplies	1,363	1,088	275
Event Support	103,364	71,876	31,488
General Supplies	29,292	20,081	9,211
Computer Supplies	14,004	8,988	5,016
Computer Software	28,522	22,358	6,164
Rent/Lease Equipment	35,100	23,022	12,078
Membership Dues	34,448	20,212	14,236
Subcriptions/Publications	5,238	991	4,247
Meeting Support/Services	19,667	12,817	6,850
Postage	6,412	7,119	(707)
Other Household Expenditures	4,490	2,007	2,483
COG Partnership Agreement	25,000	14,898	10,102
Storage	12,296	11,655	641
Printing Services	16,462	5,603	10,859
Computer Hardware	4,286	1,750	2,536
Misc. Office Equipment	1,376	688	688
EV Charging Equipment	5,975	5,975	-
Communications-Regular	12,978	16,364	(3,386)
Communications-Long Distance	500	231	269
Communications-Cellular	14,155	11,054	3,101
Communications-Comp Sv	77,409	43,783	33,626
Communications-Web Site	8,465	7,550	915
Equipment Maintenance - General	10,000	6,187	3,813
Equipment Maintenance - Computers	26,200	11,927	14,273
Insurance - General/Business Liason	73,705	67,140	6,565
WRCOG Auto Insurance	3,457	3,457	(0)
PACE Recording Fees	1,404,783	1,047,942	356,841
Seminars/Conferences	22,494	14,529	7,965
General Assembly Expenditures	300,000	76,757	223,243
Travel - Mileage Reimbursement	28,033	20,242	7,791
Travel - Ground Transportation	8,272	4,349	3,923
Travel - Airfare	26,506	13,331	13,175
Lodging	18,068	12,182	5,886
Meals	11,283	5,547	5,736
Other Incidentals	11,676	7,238	4,438
Training	15,400	9,245	6,155
Supplies/Materials	63,292	14,310	48,982
Ads	81,071	79,525	1,546
Education Reimbursement	13,553	2,500	11,053
Consulting Labor	4,306,894	2,738,436	1,568,458
Consulting Expenses	96,466	4,443	92,023
TUMF Project Reimbursement	39,000,000	12,942,117	26,057,883
BEYOND Expenditures	2,052,917	583,584	1,469,333
Computer Equipment Purchases	44,877	17,847	27,030
Office Furniture Purchases	312,500	293,945	18,555
Office Improvements	-	84,819	(84,819)
Total General Operations	**61,580,166**	**21,301,489**	**40,278,677**
Total Expenditures	**64,961,522**	**24,605,388**	**40,356,133**

*****Includes 1st & 2nd & 3rd quarter budget amendments**

Item 4.B

Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: **Single Signature Authority Report**

Contact: **Andrew Ruiz, Program Manager, aruiz@wrcog.us, (951) 405-6741**

Date: **July 11, 2018**

***The purpose of this item is to** notify the Committee of any recent contracts signed under the single signature authority of the Executive Director.*

Requested Action:

1. Receive and file.

The Executive Director has single signature authority for contracts up to $50,000. For the months of May and June, one contract was signed by the Executive Director.

1. On June 6, 2018, a contract in the amount of $36,215 was signed into agreement with Economic & Planning Systems, Inc. (EPS). This agreement is to provide an update of the Development Fee Analysis EPS conducted in 2016. EPS will update the schedules of development fees / exactions paid by new development for all WRCOG jurisdictions. EPS will collect information on any new / refined fee schedules and other underlying technical documents (e.g., "nexus" studies), along with enabling ordinances / resolutions. This research will focus on the same set of infrastructure / capital facilities fees as in the 2016 Study. Development fees will be shown for a range of land uses, including all TUMF land use categories.

   EPS will consult with each WRCOG member jurisdiction to ensure all fee refinements are included and to understand any unique applications of fees. This process of refining and understanding local fees will be iterative, and, similar to in 2016, EPS will communicate fee estimates with each jurisdiction through a series of PowerPoint slides.

Prior Action:

April 11, 2018: The Administration & Finance Committee received report for the period of January 1, 2018, through March 31, 2018.

Fiscal Impact:

The item for this quarter is informational only; therefore, there is no fiscal impact.

Attachment

None.

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Item 4.C

Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: **Western Community Energy Activities Update**

Contact: **Barbara Spoonhour, Director of CCA Development, bspoonhour@wrcog.us, (951) 405-6760**

Date: **July 11, 2018**

***The purpose of this item is to** provide an update on the status of implementing Western Community Energy (WCE), a Community Choice Aggregation, for participating jurisdictions in the subregion.*

Requested Action:

1. Receive and file.

Community Choice Aggregation (CCA) allows cities and counties to aggregate their buying power to secure electrical energy supply contracts on a region-wide basis. In California, CCA legislation (Assembly Bill 117, Chaptered in 2002) allows for local jurisdictions to form a CCA, and several jurisdictions throughout California are pursuing the formation of CCAs as a way to provide local control in rate-making, and lower energy costs for businesses and residents. A CCA allows a local government – either alone or as a group of jurisdictions in a Joint Powers Authority (JPA) – to purchase power on behalf of its community, while utilizing the delivery system of the investor owned utility, Southern California Edison (SCE) in this region's case.

A CCA provides a choice for the community, which it does not currently have (unless their community is served by a separate public utility). Under a CCA, residents and businesses have the ability to choose from new rates and power sources (which are often more renewable) offered by the CCA, or they can choose to stay with SCE. Local jurisdictions, by participating in a CCA, allow for their businesses and residents to voluntarily make these choices. Importantly, a CCA also provides local control over rate setting and programs by locally elected city councilmembers. Rates and programs would be designed and implemented at the local level, at local public meetings, where members of the public who are living within the CCA boundaries can readily participate. In contrast, SCE currently sets its rates through the California Public Utilities Commission (CPUC) in San Francisco.

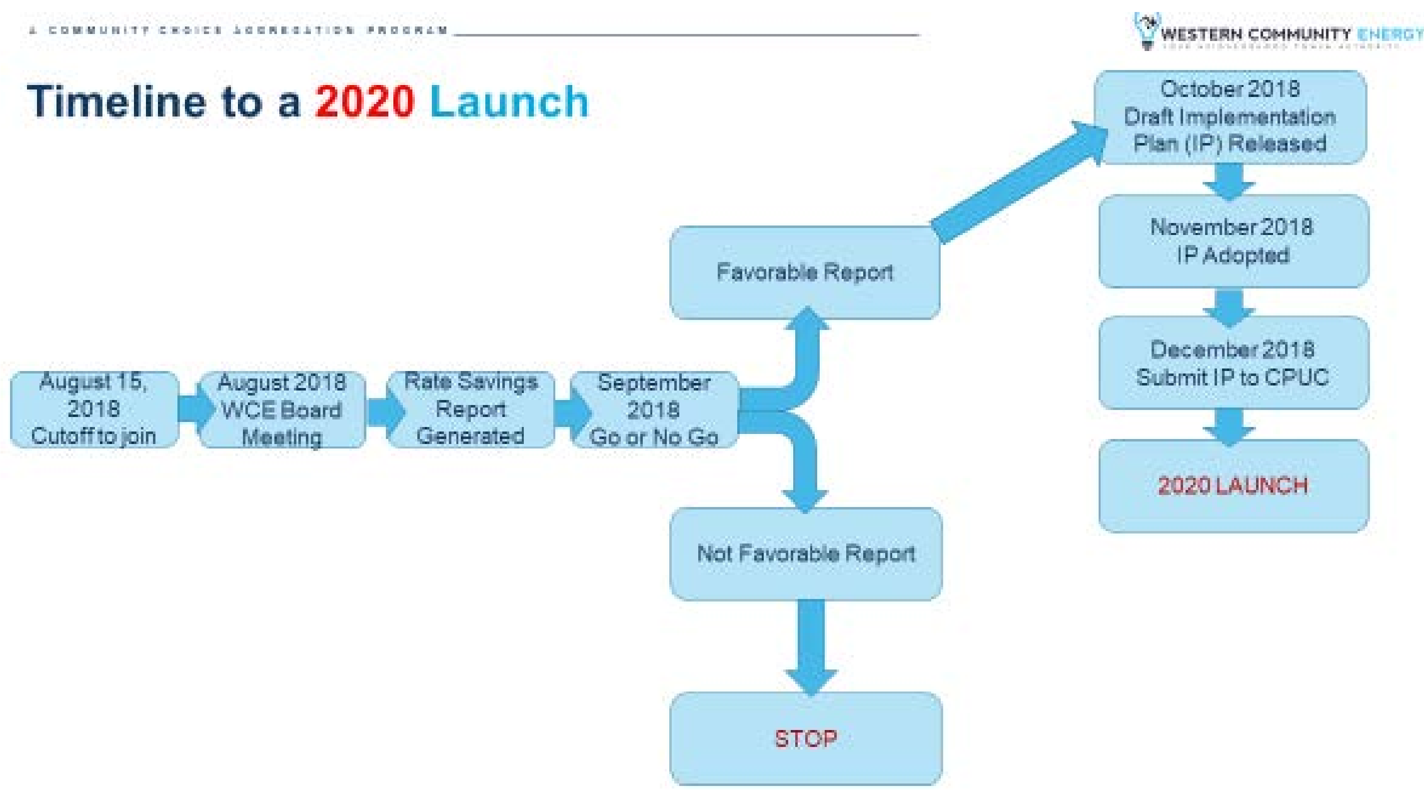
CCAs are not a new or novel concept, and there is ample history to lean on. There are currently 17 operational CCAs in California; all of them have met their objectives to either reduce costs to consumers and/or achieve environmental gains. It is anticipated that an additional six new CCAs will commence operations in the State during the last part of 2018. Jurisdictions representing over 65% SCE's service territory are examining CCA formation. In Los Angeles and Ventura Counties, more than 31 jurisdictions have recently joined "Clean Power Alliance," the multi-jurisdictional CCA underway in that region.

Western Community Energy Update

Timing is critical: For any jurisdiction that would like to have the option to service their community in 2020, they must join WCE by August 15, 2018. Staff is requesting that jurisdictions join the Joint Powers Authority (JPA); this does not commit the jurisdiction to implementing a CCA. A jurisdiction is able to leave the JPA up to the time energy contracts are signed (which would be in late 2019) without having any liabilities. There is no cost to join the JPA; WRCOG and its consultants are covering the start-up costs, which will be recouped in the rates that will be set.

The August 15, 2018, deadline is based on the requirement that an Implementation Plan must be submitted to the CPUC in December 2018 to ensure a 2020 launch. Submittal of an Implementation Plan to the CPUC after January 1, 2019, would prohibit a CCA from operating until 2021. In order to submit the Implementation Plan, jurisdictions must join the JPA so that its consultants can develop a cost / environmental savings report to the WCE Governing Board in September 2018. The savings report will indicate whether or not it is favorable for WCE to move forward. If favorable, WCE would prepare its Implementation Plan for a 30-day public review prior to submitting to the CPUC. If it is not favorable, work would stop.

The following outlines the process:



Joining WCE by the August 15, 2018, deadline does not lock the City into implementation. It simply provides for a potential launch in 2020 should the WCE Governing Board make a determination to do so. For those jurisdictions that take action after August 15, 2018, WCE would not be able to service their community until 2021.

Prior Action:

June 13, 2018: The Administration & Finance Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.

Item 4.D

Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: **Experience Regional Innovation Center Feasibility Analysis Update**

Contact: **Andrea Howard, Program Manager, ahoward@wrcog.us, (951) 405-6751**

Date: **July 11, 2018**

The purpose of this item is to *provide an update on the Feasibility Analysis for Experience, the concept of a regional innovation center, which would provide a host of community resources, promote sustainable practices, and showcase the assets and capabilities of the subregion.*

Requested Action:

1. Receive and file.

Background

Western Riverside County is one of the fastest growing subregions in the State of California and the United States. During past WRCOG visioning efforts, subregional leaders identified six interrelated components critically important to achieving a premier quality of life in Western Riverside County, and incorporated these into the WRCOG Economic Development & Sustainability Framework (the Framework), which serves as a guide to grow strategically and achieve a vibrant and livable community. The six Framework goal areas pertain to: 1) Economic Development; 2) Water and Wastewater; 3) Education; 4) Health; 5) Transportation; and 6) Energy and the Environment.

In 2016, staff introduced the concept of Experience, envisioned as a vibrant, regional center with a variety of visitor attractions that could also serve as a sustainability demonstration center, innovation hub, business incubator, and more. The aim of Experience is to showcase the assets and capabilities of inland southern California while serving community needs and advancing the Framework goal areas. Experience would be designed to draw audiences for a variety of purposes by including such elements as an education center, community farm, water efficient garden, walking loop, amphitheater, farm-to-fork café, and other public assets. Once at Experience, visitors would be exposed to best practices in water and energy, emerging technology, employment prospects, and more. Experience would borrow inspiration from similar concepts from across the globe including, but not limited to:

- Los Angeles Cleantech Incubator (LACI) – Los Angeles, CA
- The Frontier Project – Rancho Cucamonga, CA
- Southern California Edison Energy Education Center – Irwindale, CA
- Alegria Farms – Irvine, CA

Feasibility Analysis

On October 2, 2017, the Executive Committee authorized staff to enter into a contract not to exceed $249,823, with PlaceWorks consultants to perform a comprehensive Feasibility Analysis of the Experience concept. The Analysis scope includes thorough research of relevant models, a demand analysis for the center and program elements, analysis of up-to four potential sites, analysis of governance options and partnership opportunities, financial analysis, and a final Feasibility Analysis with recommendation(s). Additionally, the Analysis would review potential funding partners and mechanisms to ensure a viable implementation plan for Experience, should it be found feasible to move forward.

Staff and consultants held an internal kick-off meeting on October 16, 2017, to discuss the goals and visions, as well as potential sites to include in the Analysis, and the formation of an advisory Steering Committee. The Steering Committee is scheduled to convene six times during the course of the Analysis to weigh in on the process and findings through August 2018, when the Analysis is scheduled to conclude. The Steering Committee is composed of members from the Executive Committee, who volunteered to serve in this role, in response to an email solicitation to all members. Additionally, staff invited a variety of stakeholders, including member agency staff, utility partners, and university representatives, to participate on the Steering Committee.

Steering Committee Meeting #4

On Monday, June 18, 2018, the Steering Committee convened for its fourth meeting. The meeting began with a recap of an optional tour organized to the Los Angeles Cleantech Incubator (LACI) and an overview of the various types of jobs-related economic development models, including incubators, accelerators, co-working, and maker space and those activities already occurring in the subregion. The Experience consultant team then shared their initial findings from the market demand analysis, including reviewing the economic benefits and costs of potential program elements. Finally, meeting participants weighed in on the site selection criteria that will be used to assess the strength of the site hosts under consideration. Among the criteria selected, participants identified that financial sustainability, regional economic impact, and market demand as priorities for the chosen site. Meeting notes are included as Attachment 1, and the meeting presentation deck is included as Attachment 2.

Steering Committee Meeting Schedule

The Steering Committee was originally scheduled to meet for the fifth time in July, but to allow for additional analysis the next meeting has been postponed to August. The list below summarizes the topics and provides dates for each of the remaining Steering Committee meetings.

- August 20, 2018: Meeting #5, host site opportunities review and alternative governance, operations, and partnerships evaluation
- September 17, 2018: Meeting #6, Final recommendations

Educational Tours

Experience is drawing inspiration from a wide variety of programs and facilities to refine the concept of a site that will best address the opportunities and challenges unique to the WRCOG subregion. Following the presentations from three other model organizations and a tour of the Frontier Project during the February 26, 2018, Steering Committee meeting, staff arranged tours at two facilities for Steering Committee members. On May 11, 2018, immediately following an unrelated WRCOG trip to the Bay Area, staff and Committee members toured the Port Workspaces, a co-working space in Oakland that has repurposed an abandoned mall to create an affordable means for entrepreneurs to grow their small businesses. On May 16, 2018, staff arranged a tour of the Los Angeles Cleantech Incubator, which offers business mentorship and state-of-the-art equipment to bring innovations in Cleantech to market and fosters economic development for the City of Los Angeles.

Staff will provide regular updates to WRCOG Committees for the duration of the Analysis.

Prior Actions:

June 14, 2018: The Planning Directors Committee received and filed.

June 4, 2018: The Executive Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachments:

1. Steering Committee Meeting #4 Notes.
2. Steering Committee Meeting #4 Presentation Slides.

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Item 4.D

Experience Regional Innovation Center Feasibility Analysis Update

Attachment 1

Steering Committee Meeting #4 Notes

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Feasibility Study for EXPERIENCE
A Regional Innovation Center

Steering Committee Meeting #4 Summary
June 18, 2018 | 11:00 AM- 1:00 PM

Project Contact: Andrea Howard, Program Manager, ahoward@wrcog.us, (951) 405-6751

Steering Committee:
Executive Committee Members: Council Member Debbie Franklin, City of Banning; Council Member Adam Rush, City of Eastvale; Council Member Laura Roughton, City of Jurupa Valley; Mayor Rusty Bailey, City of Riverside; Council Member Kevin Bash, City of Norco; Dr. Judy White, Riverside County Superintendent of Schools;

Member Agency Staff: Grace Williams, City of Perris; Rafael Guzman, City of Riverside; Steve Massa, City of Riverside; Danielle Coates, EMWD; Melanie Nieman EMWD; Rohan Kuruppu, Riverside Transit Agency; Rick Sandzimier, City of Moreno Valley

Regional Stakeholders: Ana Aceves, Southern California Gas Company (SoCal Gas); Alexandra Orozco, University of California, Riverside (UCR)

Staff and Consultants: Chris Gray, WRCOG; Andrea Howard, WRCOG; Mike Wasgatt, WRCOG; Karen Gulley, PlaceWorks; Steve Gunnells, PlaceWorks; Eric Carbonnier, HMC Architects

Experience – Concept and Origin:
WRCOG envisions that Experience would draw audiences for a variety of purposes by including such elements as an education center, community farm, water efficient garden, walking loop, amphitheater, farm-to-fork café, and other public assets. Once at Experience, visitors would be exposed to best practices in water and energy, emerging technology, community stewardship, business operations, employment prospects, and more.

In 2010, WRCOG adopted the Economic Development & Sustainability Framework, which recognized six interrelated goal areas for achieving a high quality of life and regional economic growth: transportation, water and waste water, energy and environment,

economic development, health, and education. Experience would be a physical space to explore and grow the subregion's work to advance the Framework Goals.

Meeting #4 Review:
The Steering Committee held its fourth meeting on June 18, 2018. The agenda included a debrief from the tour of the Los Angeles Cleantech Incubator (LACI), a presentation on the findings of the market demand analysis and review of economic benefits of potential program elements, identification of site selection criteria by the Steering Committee participants. There was also an initial discussion of the different models of incubator/accelerator/co-working/maker spaces in the region. Definitions for each were presented along with what various existing organizations provide (see attached).

LACI Tour
Attendees shared their reflections of the LACI tour. The comments included:

- LACI has a 30-year lease from LAWDP for $1/year
- They utilize all their current space (indoors and out) and are branching out across the street
- They currently have 35 staff and interns working there
- LACI's "secret sauce" or greatest value added are the Executives in Residents, CEO's and CFO's who mentor the businesses
- They only accept 9% of the applications they receive to be part of LACI – an indication of potential demand
- 3.2 acre parcel, 60,000 sf under roof
- They have a wet lab, which is also needed in Riverside
- There is demand for a LACI type model in western Riverside
- There is some concern about start-up costs for a model similar to LACI
- Not all participants agree whether an incubator/accelerator model should be part of Experience

Market Demand Presentation
Steve Gunnells, Chief Economist for PlaceWorks, gave a presentation on the market demand and economic benefits of the following potential program elements:

- Entrepreneurial Support
  - Incubator/accelerator
  - Makerspace
  - Coworking/meeting space
- General office space for lease
- Event space/venue
- Food service
- Outdoor demonstration area
- Urban agriculture

For each of the elements, Mr. Gunnels walked through the economic and market issues associated with the three potential locations (Riverside, Temecula, and Perris), the expectation for revenue generation; and implications for ultimate site selection. His analysis included evaluating population and employment (existing and future), existing providers of the different program components, a general assessment of existing market demand and potential revenue for each of the three locations, and an assessment of the overall locational strengths and/or weaknesses associated with each program element in each location. This was a high- level assessment designed to inform the conversation about demand in Western Riverside and potential synergies that could be achieved between the elements and within a surrounding community. The market analysis will also be used to develop a series of alternative programs to be evaluated in the next stages of the project.

Site Selection Criteria and Ranking

The Steering Committee provided input on site selection criteria that would be used in assessing each of the potential locations for Experience. An initial list of site selection criteria was presented and meeting participants were asked for input on additional criteria to be evaluated. Finally, each of the agencies present was asked to rank their top ten criteria. The results are as follows, with 1 being ranked most important:

1. Financially sustainable
2. Regional economic impact
3. Sufficient space for "Must Haves/Like to Haves"
4. Sufficient parking either on-site or off-site
5. Alignment with previously identified Goals for Experience
6. Expansion potential
7. Competitive location for grant funding
7. (tie) Proximity to existing population and employment
9. Proximity to transit
10. Sufficient demand for "Must Haves/Like to Haves"

The ranking of all the site selection criteria is attached. The results will be used in the forthcoming site evaluation process.

Next Meeting: August 20, 2018 from 11:00 am to 1:00 pm

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Item 4.D

Experience Regional Innovation Center Feasibility Analysis Update

Attachment 2

Steering Committee Meeting #4 Presentation Slides

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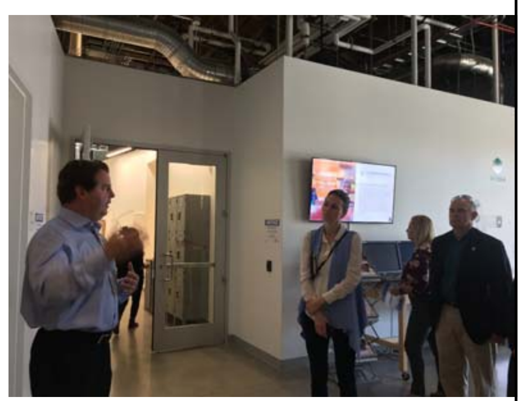
Feasibility Study for EXPERIENCE – A Regional Innovation Center

Steering Committee Meeting #4

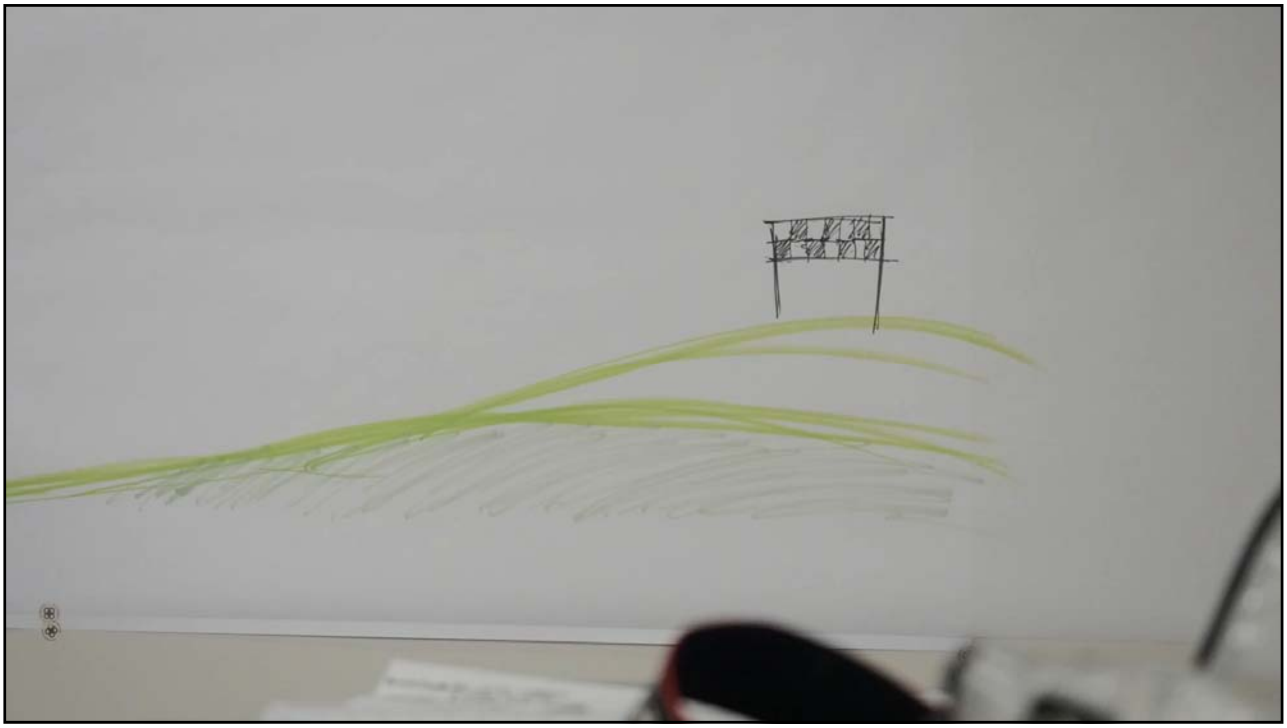
June 18, 2018

Today's Agenda

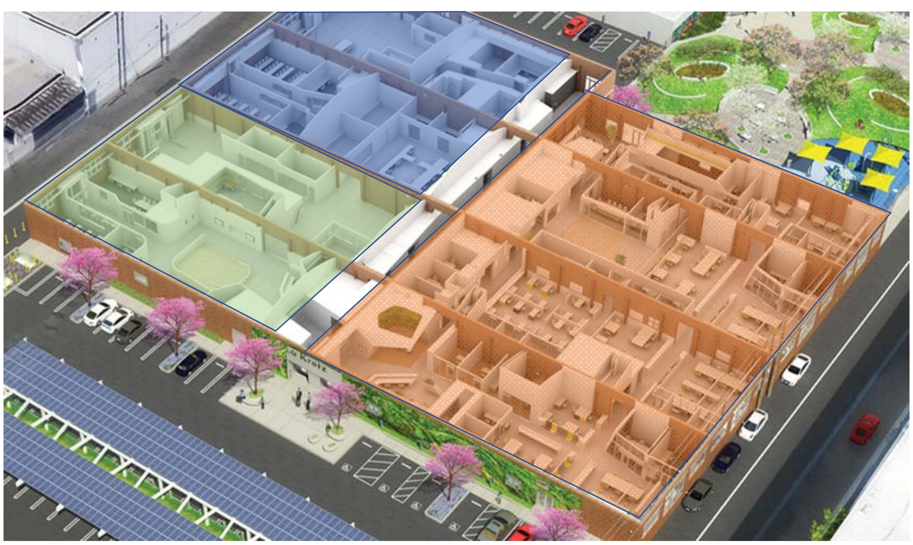
- Meeting Purpose/Summary of Meeting #3
- Debrief from Tour of Los Angeles Cleantech Incubator (LACI)
- Presentation of Market Demand and Economic Benefits of Potential Program Elements
- Site Selection Criteria and Ranking by Committee



LACI Tour



Los Angeles Cleantech Incubator



3.2 acre footprint
60,000sf under roof
230 desks
100+companies/organizations

Makerspace/Prototyping Laboratories

Training center

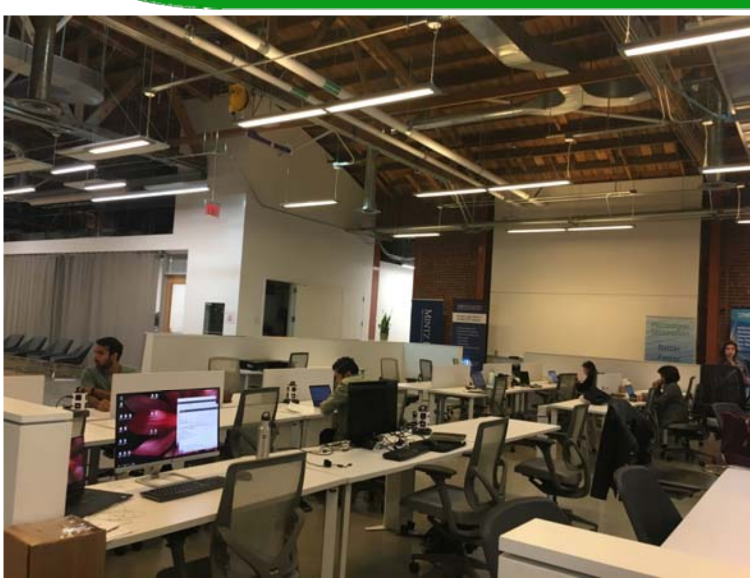
Display Area: micro-grid, UV grey water system, Smart Home

LADWP testing and certification lab

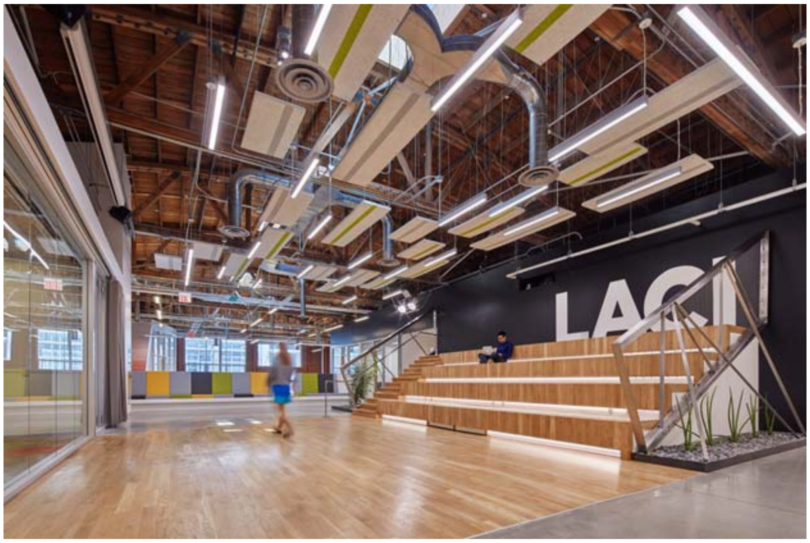
Space Organization

Campus Floor Plan

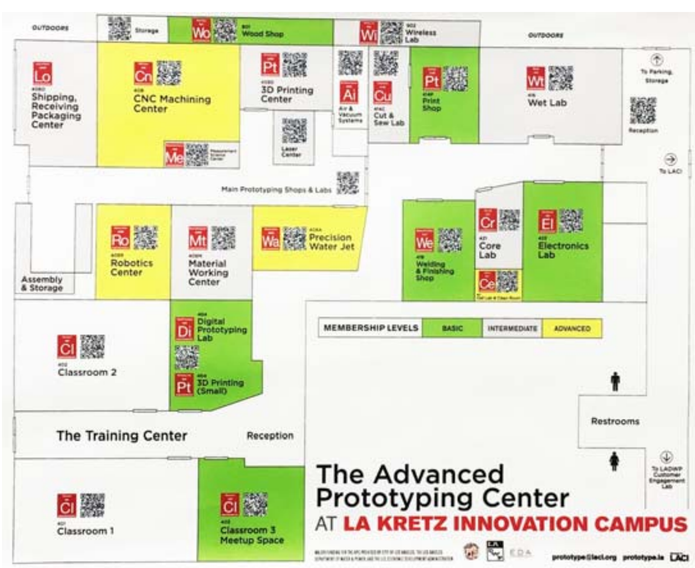
Co-Working Space



Assembly Area



LACI Program Organization



Maker Space

Cleantech Display

Construction Display

Microgrid Display

Smart Home Display



Economic and Market Assessment

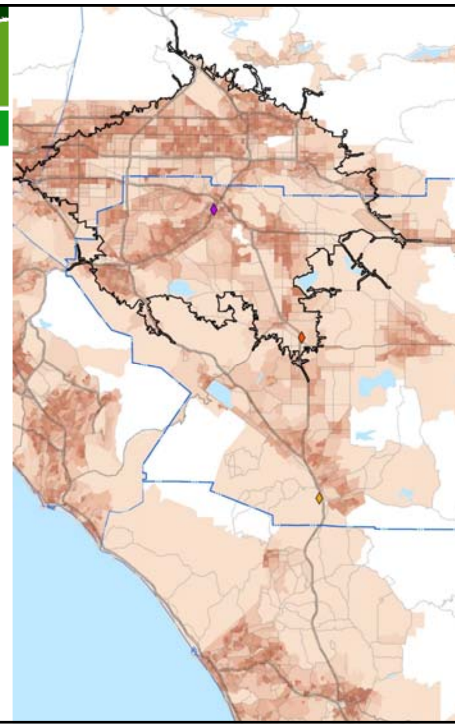
Potential Site Locations

1. Downtown Riverside
2. EMWD, Perris
3. Old Town Temecula

Potential Locations

- Population

	Riverside	EMWD	Temecula
Land Area (sq. mi.)	820	648	411
2017 Population	2,413,559	1,163,984	485,900
Pop. Growth 2017–22	109,249	74,110	38,040
Annual Pop. Growth Rate	0.89%	1.24%	1.52%
Median Age	31.6	32.9	35.6
Median Household Income	$59,497	$60,497	$77,285



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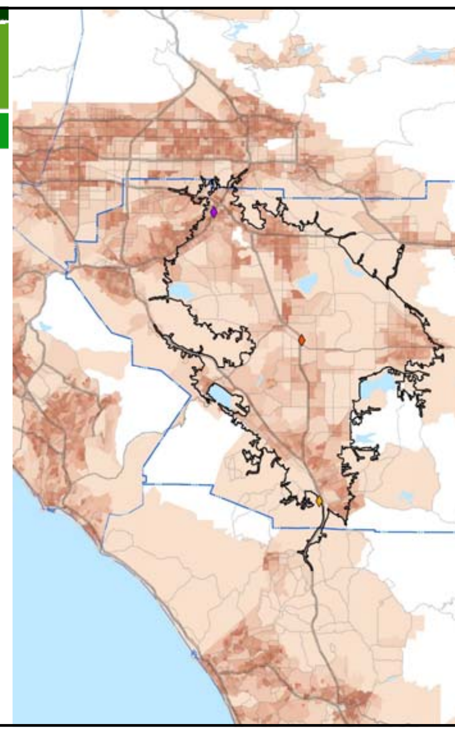

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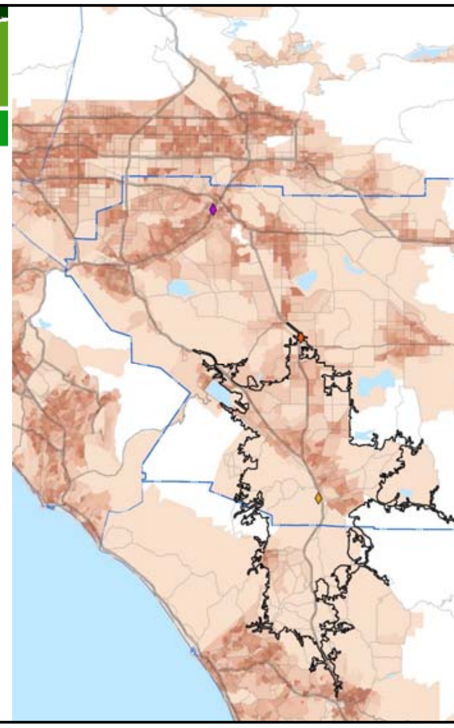
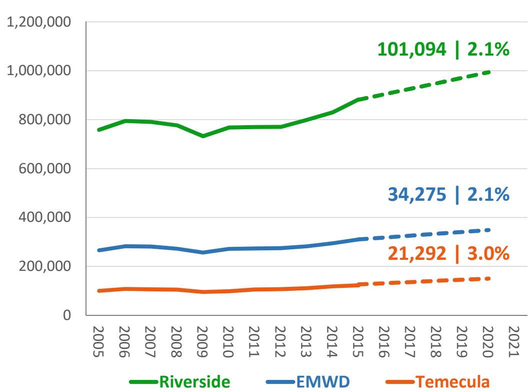
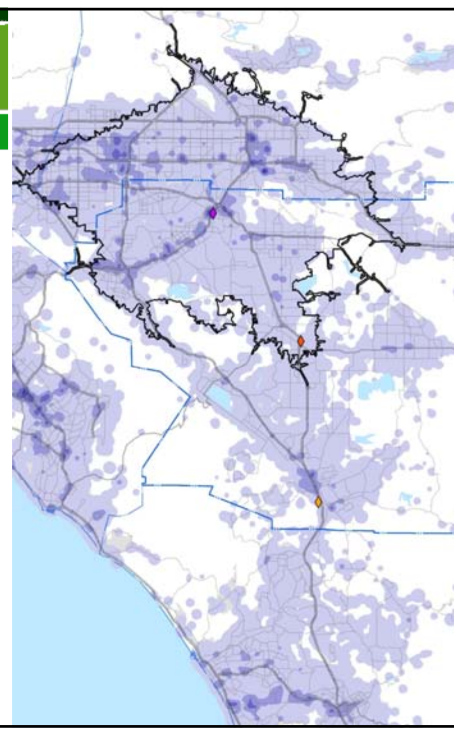


Potential Locations

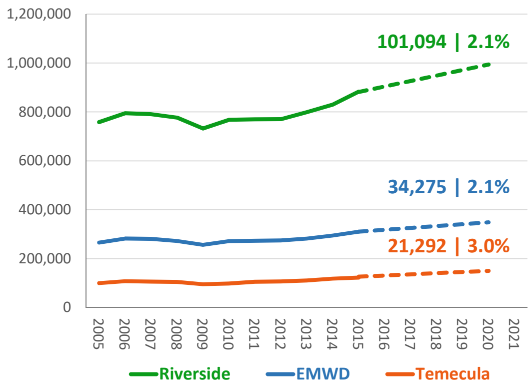
Employment

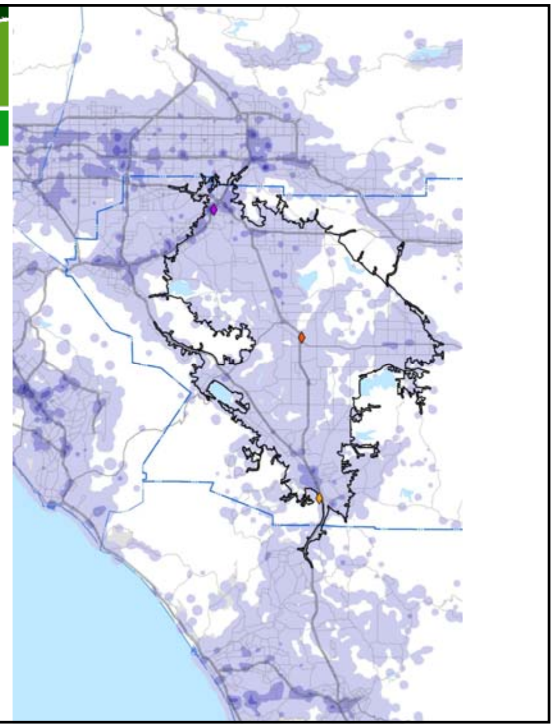




Potential Locations

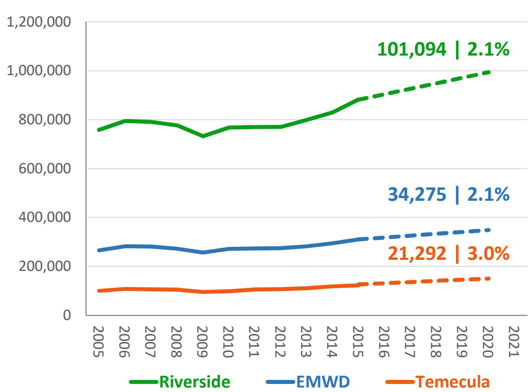
Employment

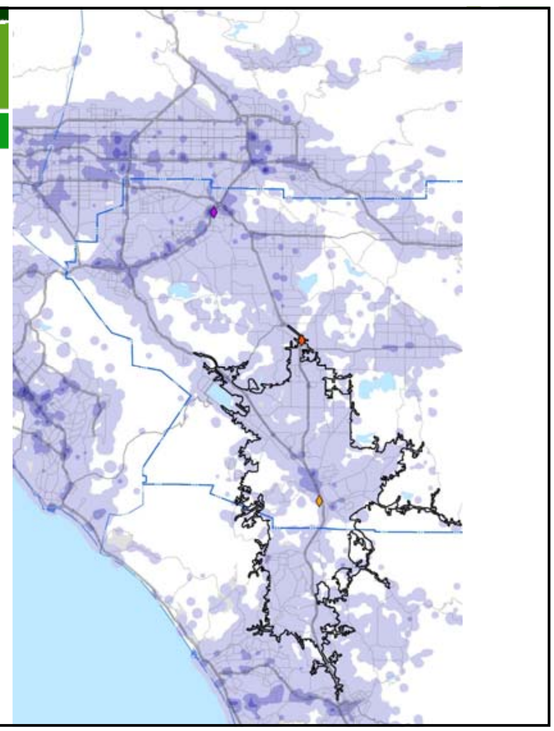




Potential Locations

Employment





Economic and Market Assessment

Topics

1. Economic and market issues
2. Expectation for revenue generation
3. Implications for site selection

Function/Use Categories

- Entrepreneurial Support
  - Incubator/accelerator
  - Makerspace
  - Coworking/meeting space
- General office space for lease
- Event space/venue
- Food service
- Outdoor demonstration area
- Urban agriculture

Entrepreneurial Support Organizations

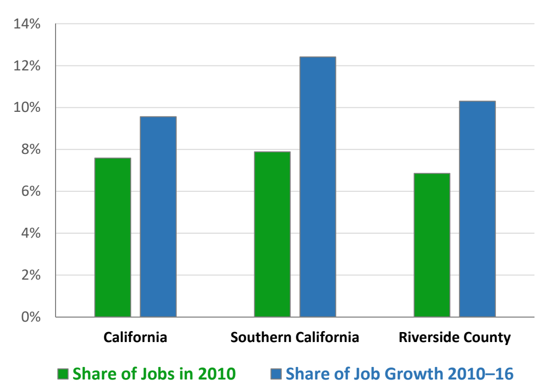
Organizations that help and support entrepreneurs in starting and building small businesses with the intent to:

- Improve and expand the local/regional economy
- Increase the number of jobs
- Build wealth

Why Entrepreneurs?

Employment at Firms with 0 to 4 Employees

	Share of Jobs in 2010	Share of Job Growth 2010–16	Difference
California	7.6%	9.6%	1.26
Southern California	7.9%	12.4%	1.57
Riverside County	6.8%	10.3%	1.50



Entrepreneurial Support Organizations

- Economic development organization
- Higher education
- Small business development centers

Entrepreneurial Support Organizations

- Economic development organization
- Higher education
- Small business development centers

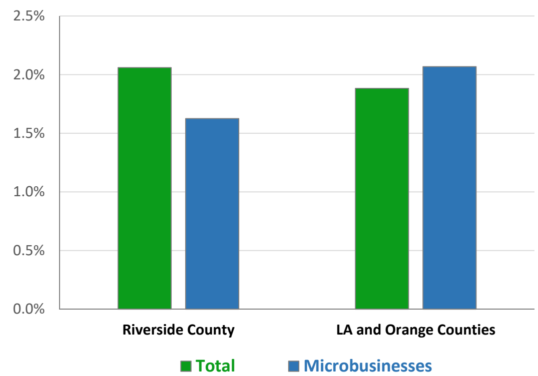
- Incubator
- Accelerator
- Makerspace
- Coworking space

Microbusiness Growth

Annual Rate of Change in Number of Businesses, 2012 to 2016

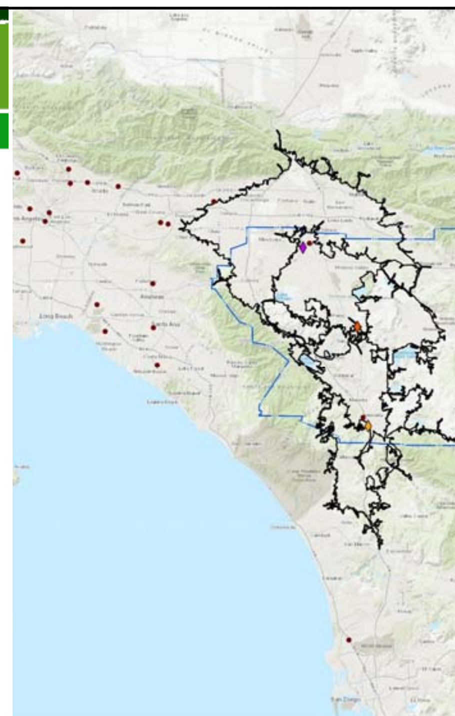
	Total	Microbusinesses
Riverside County	2.1%	1.6%
LA and Orange Counties	1.9%	2.1%

Note: Microbusinesses are firms with 0 to 4 employees.



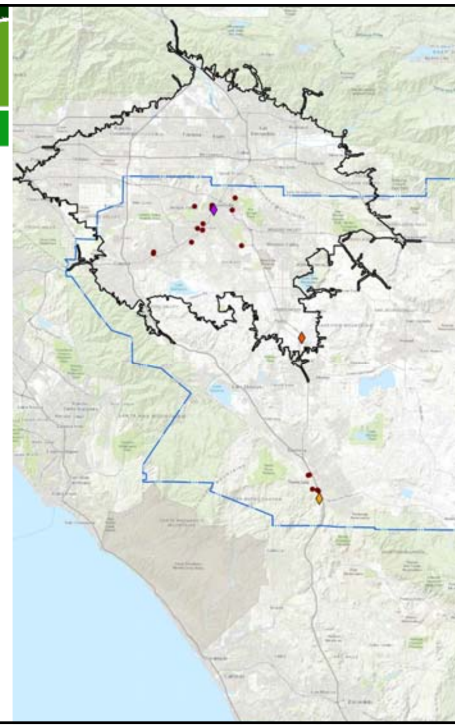
Existing Providers

- Incubators, accelerators, and makerspaces



Existing Providers

- Coworking, meeting, and classroom space



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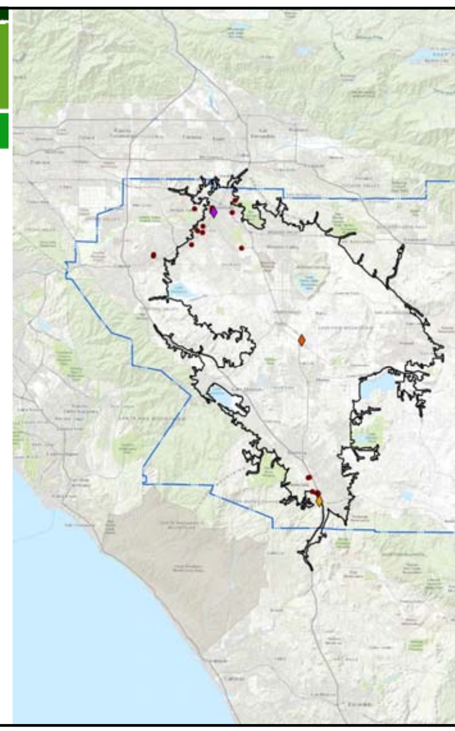
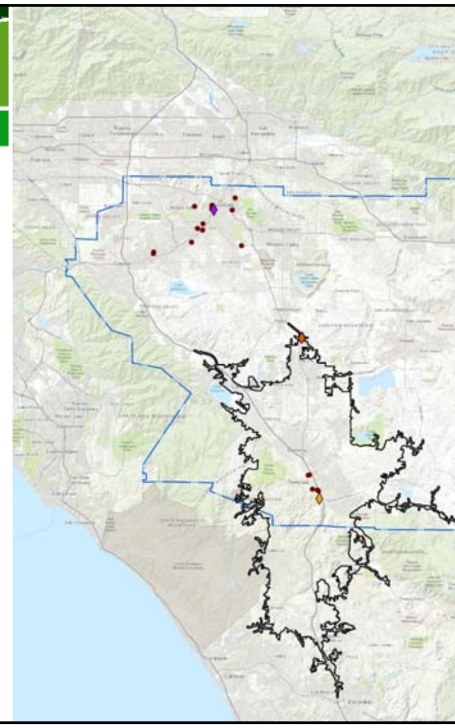


Existing Providers



- Coworking, meeting, and classroom space

Incubator/Accelerator

FINDINGS

- Lower rate of business startups indicates need for entrepreneurial support organizations (incubators, accelerators, coworking space, and maker space)
- Majority of incubators/accelerators and makerspaces are in LA and Orange Counties
- UCR's experience with ExCITE demonstrates existing need

Incubator/Accelerator

LOCATIONAL STRENGTHS—RIVERSIDE

- Innovation district
- Proximity to UCR
- Downtown setting

Incubator/Accelerator

LOCATIONAL STRENGTHS— EMWD

- Water technology
- EMWD technical staff
- EMWD testing

Incubator/Accelerator

LOCATIONAL STRENGTHS— TEMECULA

- Potential San Diego—biotech focus
- Potential for tie-in with Abbott
- Old Town setting

General Office Space

- May not be critical to the vision for Experience
- Can be a revenue generator
- Potential location for businesses graduating from incubator/accelerator
- Tie-in with coworking space
- Potential transition, allows for expansion of other functions

General Office Space

- Increasing office lease rates
- Declining vacancy rates (IE overall office vacancy rate 10.7%)
- Consistent net absorption of office space
- Office market is strongest in areas with thriving downtowns

General Office Space

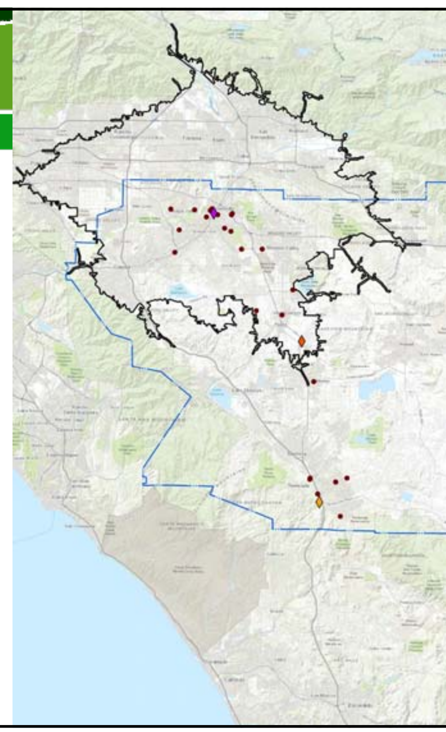
LOCATIONAL STRENGTHS

- Office-based employment projected to increase in all three areas
- Largest increases are in the Riverside area: suggests general office space is a viable consideration in the Riverside location
- Office-based employment growth in EMWD and Temecula areas in near-term does not warrant new office construction: general office space probably not a viable option

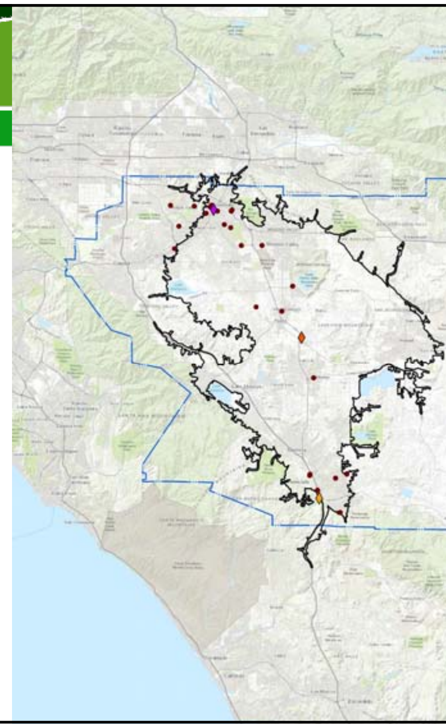
Event Space/Venue

- This category includes larger spaces for conferences, conventions, and performances
- Market for smaller spaces is well-served by existing facilities, such as banquet halls and, in some cases, meeting facilities in hotels
- There are limited facilities for larger meetings/conferences, except for Riverside Convention Center and Pechanga Resort and Casino

Event Space/Venue



Event Space/Venue



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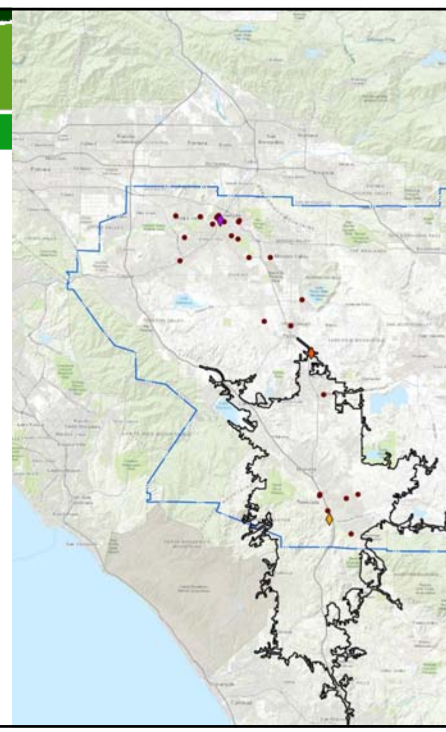


Event Space/Venue

LOCATIONAL STRENGTHS

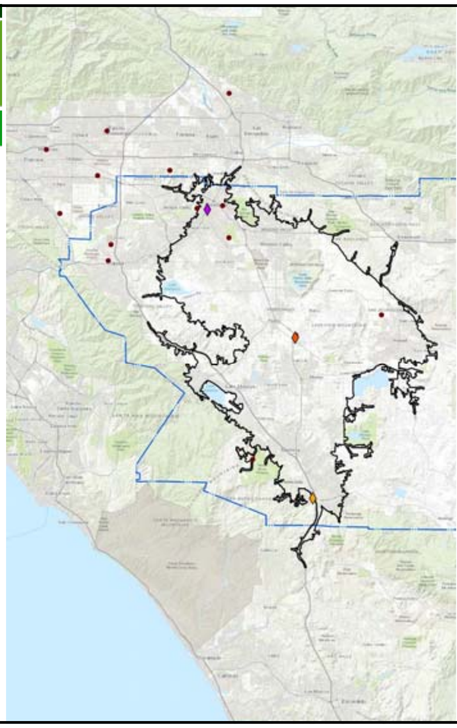
- Event and venue space may overlap with other functions
- Event and venue space is a potential revenue generator for Experience
- There are more existing facilities in proximity to Riverside location
- Few facilities in proximity to EMWD
- Limited facilities near Temecula, but many wineries may capture demand for weddings

Outdoor Demonstration Areas

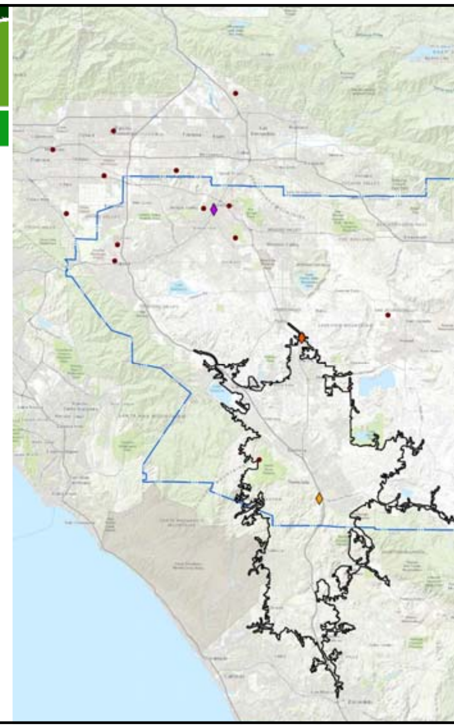
- Includes functions such as landscaping, habitat, water conservation and stormwater management
- It could include related outdoor activities, such as connections to bike/ped routes, outdoor gathering spaces, educational programs
- Not a quantifiable market demand for this function as the majority of these types of facilities are constructed by agencies and organizations with related jurisdiction or authority

Outdoor Demonstration

Outdoor Demonstration



Outdoor Demonstration



Outdoor Demonstration Areas

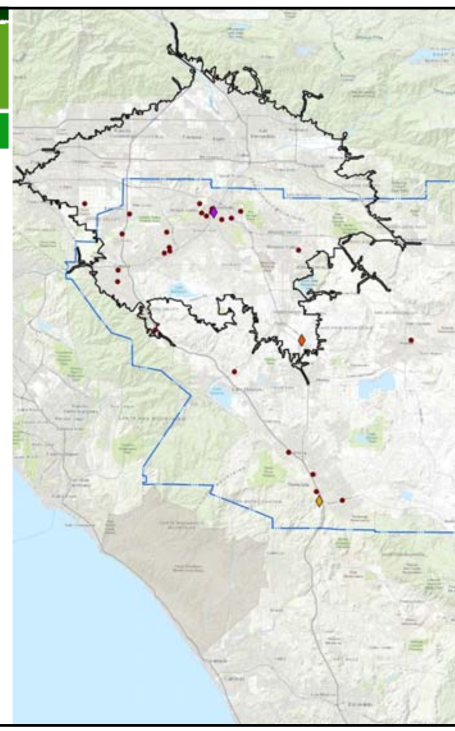
LOCATIONAL STRENGTHS

- Outdoor demonstration area not likely to generate revenue
- Relative to existing facilities, there is potential for additional outdoor demonstration areas
- From an economic standpoint, all three locations may be similarly suitable for outdoor demonstration areas, but not all of the locations would have sufficient/suitable land area

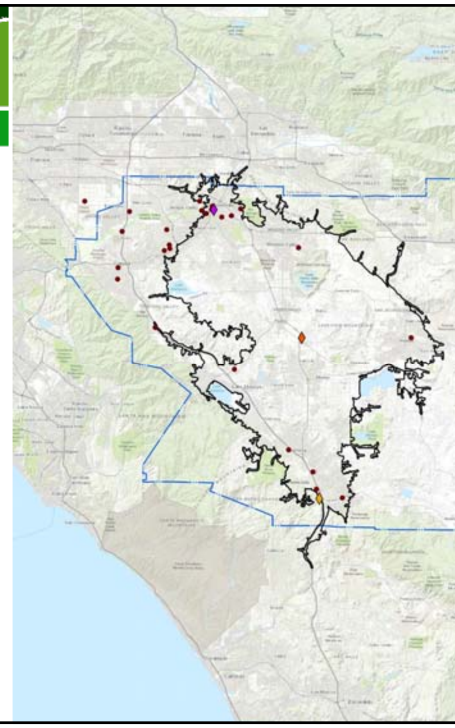
Urban Agriculture

- Agricultural functions, such as community gardens, a farmer's market, plant nursery, and a farm products store
- Existing market demand for retail in the three locations; expected to grow as the region's population grows
- The three locations have a variety of existing farmer's markets, plant nurseries, and farm products stores.
- May be opportunities to introduce new farmer's markets on alternating days
- Demand for plant nurseries and farm products stores expected to increase with population

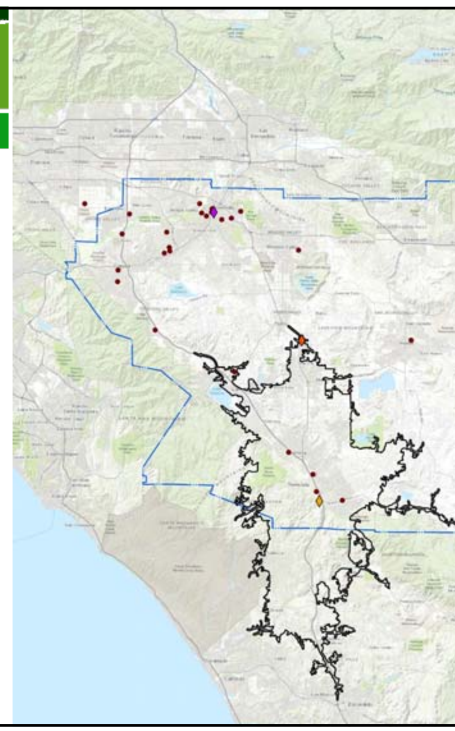
Urban Agriculture



Urban Agriculture



Urban Agriculture



Urban Agriculture

LOCATIONAL STRENGTHS

- Sufficient existing or near-term demand to support urban agriculture functions in each of the locations
- The Perris area is the least served by existing farmer's markets
- With the exception of community gardens, urban agriculture functions could be revenue generating
- Community gardens can generate user fees to cover operation and maintenance costs and therefore be revenue neutral

Implications

Incubator/Accelerator

- The Riverside location has the most economic activity and would likely be the most active
- Incubators/accelerators serve a regional market, and any location would help satisfy regional demand
- Each location would provide a unique flavor for an incubator/accelerator
- A great deal of planning and team building will be necessary at any of the locations

Implications

Makerspace

- The Riverside location has the most economic activity and would likely satisfy the most regional demand
- The potential for EMWD to partner with Experience at the EMWD and the potential for Abbott to partner with Experience at the Temecula location create unique opportunities for makerspace in these locations
- The variety of potential partners at the Riverside location would enable makerspace in this location to serve a larger variety of users

Implications

Coworking Space

- The Riverside location has the most economic activity and would likely support more coworking space, which is a potential revenue generator
- The relative dearth of existing coworking space in the EMWD and Temecula locations means that coworking space in these locations could satisfy unmet demand

Implications

General Office Space

- General office space could be a revenue generator, even though it might not be a priority function for Experience
- General office space is probably not an economically feasible option at the EMWD and Temecula locations

Implications

Event/Venue Space

- There is demand for large event and venue space in all three locations
- Event and venue space is a potential revenue generator
- Because the Riverside location has the most economic activity, event space in this location might be the most well used, but this location has the most competition across facility sizes
- There may be less wedding use at event/venue space in Temecula

Implications

Food Service

- There is sufficient market demand for restaurants in all three locations
- Because the Riverside location is an urban area, a restaurant here would have the greatest potential to attract foot traffic. Restaurants at the EMWD and Temecula locations would likely rely greatly on Experience patrons and destination diners.
- A culinary incubator at the Riverside location would have to complement Riverside Food Lab
- It is not clear that there would be sufficient demand to support a culinary incubator at the EMWD and Temecula locations

Implications

Outdoor Demonstration Areas

- Western Riverside appears to be underserved by outdoor demonstration areas, indicating that there should be demand for this function
- Outdoor demonstration areas are not likely to generate revenue, and without a funding stream, may not be revenue neutral
- The capacity to accommodate outdoor demonstration area varies from location to location and site to site

Implications

Urban Agriculture

- There should be demand to support a farmer's market, plant nursery, and a farm products store at each location
- These functions could be revenue generating
- Community gardens could be supported at each location, but this function would not likely be a revenue generator

Economic and Market Assessment

- **What's next?** Identifying site selection criteria and prioritizing
  - How important is revenue generation?
  - Is fostering business development an important benefit of investing in Experience?
  - What synergies should be achieved among the functions of experience and what synergies should exist between Experience and its neighborhood?
- **Questions**

Site Selection Evaluation Criteria

- Define Evaluation Criteria
- Prioritize Top Ten Criteria to be Used in the Final Programming for Experience and the Site Evaluation Process

Next Meeting

- Next Meeting: **July 23**, 11-1 pm
- Present Site Assessment

LACI EMPOWERING INNOVATION FOR ENTREPRENEURS laci.org

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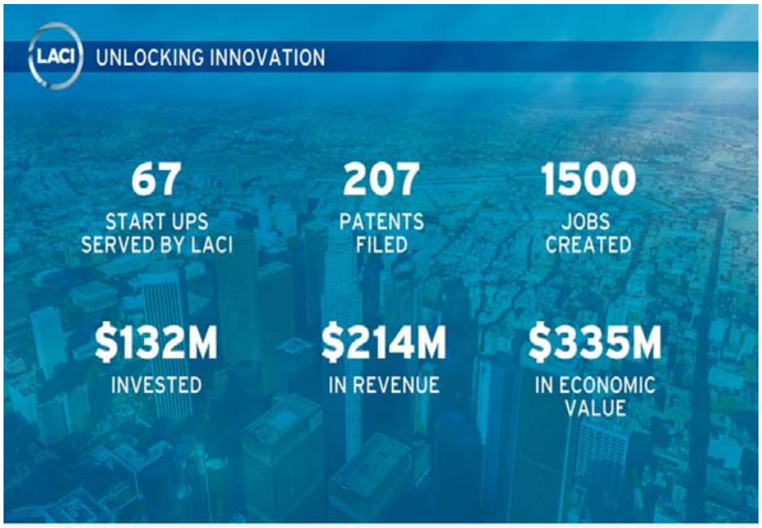

LACI EMPOWERING INNOVATION FOR ENTREPRENEURS laci.org

- **History**
  - **PPP Founded by City of LA in October 2011**
  - **City's primary objective: To revitalize industrial core through the creation of a cleantech cluster = "Cleantech Corridor"**
  - **Independent non-profit, run by entrepreneurs, partnering w/LADWP and the City of Los Angeles**
  - **La Kretz Innovation Campus: 60,000sf (30,000 for LACI + 30,000 for labs/demonstration space/prototyping space + LADWP owned**

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Key Stakeholders

- City of LA Mayor's Office
- LA Department of Water & Power (LADWP)
- UCLA, USC, Caltech, JPL, Cal State Northridge (CSUN)
- Los Angeles County Economic Development Corporation (LAEDC), LA Chamber of Commerce, LA Business Council (LABC)
- Los Angeles County
- State of California
- Federal Government
- Port of Los Angeles, Metro, Metropolitan Water District (MWD), Southern California Edison (SCE)
- Industry partners
- Financial institutions (JP Morgan, Wells Fargo)

Sources of funding

- City funding
- State funding
- Federal funding
- Corporate sponsorship
- Contract for hire
- Philanthropy
- Events
- Tenant fees
- Equity stake in companies

Examples of Clean Technologies in the LACI Portfolio

- Energy efficiency
- Energy storage
- Home energy management
- Online solar marketplace
- Efficient lighting
- Advanced transportation
- Goods movement
- Water leak detection
- Electronic waste recycling
- Sustainable consumer goods
- Controlled environment agriculture

Partners

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Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: **PACE Programs Activities Update**

Contact: **Michael Wasgatt, Program Manager, PACE Compliance, mwasgatt@wrcog.us, (951) 405-6731**

Date: **July 11, 2018**

***The purpose of this item** is to request the Committee's support of amended WRCOG Resolution 35-17, which authorizes the financing of seismic strengthening improvements, initiate judicial foreclosure on a delinquent Commercial PACE property, and to review the WRCOG PACE Compliance Manual for activities across all WRCOG Residential PACE Programs.*

Requested Actions:

1. Recommend that the Executive Committee adopt Amended WRCOG Resolution 35-17; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending Resolution Number 35-17 to revise the requirements for the implementation of the financing of seismic strengthening improvements in member or associate member jurisdictions.
2. Recommend that the Executive Committee initiate judicial foreclosure on the delinquent property participating in the SAMAS Commercial PACE Program.

WRCOG PACE Compliance Manual

PACE financing offers constituents a government administrator responsible for signing and recording assessments. As the liaison between providers and homeowners, WRCOG is in a unique role to ensure that any agent involved in the promoting, selling, or offering of financing through WRCOG PACE Programs acts responsibly and fully understands each applicable Program and how it works.

Over the last six months, staff has worked with WRCOG's PACE providers to develop a comprehensive compliance program that can be applied uniformly across Programs. The purpose of this manual is to provide a standard guideline for the review of assessment contracts prior to countersignature, as well as the reporting and handling of complaints received by providers and WRCOG. This Manual is intended to ensure prompt, courteous and fair attention is given to all constituents who contact providers working under the PACE Programs. In addition, it outlines the procedures that WRCOG and its providers shall take to ensure that the PACE Programs comply with the Program Report, Handbook, Consumer Protection Policy, and applicable state and federal laws and regulations.

This Manual is meant to codify the practices that have developed since the launch of the WRCOG PACE Program and to maintain consistency across providers. The Manual consists of four sections: Countersignature Review, Complaint Process, Contractor Management and Asset Verification.

Countersignature Review: As the signer of all assessment contracts generated through its PACE Programs, WRCOG reserves the right to review all aspects of such assessment contracts prior to countersignature and to request additional information as needed. This includes a copy of, or access to review, the Home Improvement Contract or a recording of the Confirmed Terms Call made between the provider and property owner. In addition to the provider-required confirmed terms calls, WRCOG makes a Quality Assurance Call to all homeowners participating in the PACE Programs. The purpose of this call is to verify the homeowner's understanding of the nature of improvements being made, the terms of their financing and to answer any questions they may have. WRCOG implemented these calls in March of 2017, and in that time, complaints have dropped nearly 90%.

Month	Completed Projects for the Month	Escalations Opened for the Month	Cumulative Assessments Since Launch	Percent of All Assessments	
March 2017	1,730	142	66,106	0.215%	WRCOG started Quality Assurance Calls
May 2018	557	16	84,097	0.019%	

Complaint Process: Providers are required to implement a system of tracking and verifying that all constituent contacts are handled in a professional and timely manner and shall provide weekly reports to WRCOG. These reports are required to include all complaints and claims made by property owners who have applied and/or are participants in the PACE Programs, as well as any resolution thereto.

Contractor Management: As requested, providers shall make available to WRCOG any additional information pertaining to a specific contractor's practices or work with the applicable PACE Program. In addition, providers are required to notify WRCOG of a contractor being added to a watch list, suspended or terminated.

Asset Verification: The Compliance Program requires that each provider complete on-site asset verification inspections on 5% of projects completed each month. The findings from any completed inspections from months prior and a course of action for any failed inspections, including restitution to the homeowner and status of the contractor shall be submitted to WRCOG monthly.

Because PACE financing is only allowed for approved eligible products, any instance of ineligible product being installed shall be corrected immediately. An ineligible product is considered anything that is not directly related to, or necessary for, the installation of products that are included in the WRCOG Eligible Product List at the time of application. Upon discovery of an installed ineligible product, providers shall pay down, or otherwise remove, the amount of the assessment attributable to the ineligible work. In order to ensure that the ineligible product is removed from the property tax roll, payment shall be made directly to the Assessment and shall not be made from the contractor to the homeowner.

Revision of WRCOG Resolution 35-17: Addition of Seismic Strengthening Projects

On July 10, 2017, the Executive Committee adopted Resolution Number 35-17 which approved the proposed modification of the Program Report to include seismic strengthening projects as eligible for PACE financing. The amended language in the Program Reports included supplemental policies, procedures and eligible products.

The resolution also provided that WRCOG members may authorize the financing of seismic strengthening within such members' jurisdiction by entering into an amendment of the Implementation Agreement that each member entered into when the PACE program was originally launched. The resolution further provides that the financing of the installation of seismic improvements shall be authorized to be provided within the jurisdiction of an associate member by the adoption by the City Council or Board of Supervisors, as applicable, of such associate member of a resolution, in form and substance satisfactory to such city or county and WRCOG, authorizing WRCOG to provide such financing within such jurisdiction.

This adopted process for both WRCOG members and associate members has proven to be cumbersome and time consuming for both WRCOG staff and the staff within each member jurisdiction. The proposed revised resolution will remove the requirement for WRCOG members to amend the Implementation Agreements of such members or the adoption by the City Council or Board of Supervisors of associate members to affirmatively authorize financing of seismic strengthening, and will instead allow for WRCOG to finance Seismic

Improvements in all participating PACE jurisdictions unless either a WRCOG member or associate member affirmatively elects to opt out of financing such improvements within their jurisdictions.

To complete this action, the Executive Committee will need to adopt the Amended WRCOG Resolution 35-17.

Judicial Foreclosure on Commercial PACE Parcel

WRCOG's PACE Programs offer both residential and commercial properties. One commercial property located in the City of Pomona participating in the SAMAS Commercial Program has been consistently unable to pay their PACE assessment and property taxes since April 2016. As of July 3, 2018, this parcel has been delinquent in the amount of $27,380.89.

Previously, the Executive Committee has deferred foreclosure on all delinquent parcels as a result of the advancement of funds from a third party, principally Renovate America on the residential side, but the holder of this particular bond wants to move forward with foreclosure, due to the history of delinquency and non-payment.

Staff is recommending that the Administration & Finance Committee recommend that the Executive Committee initiate judicial foreclosure on the delinquent commercial parcel at its August 6, 2018 meeting. The next step would be for staff to bring forth a resolution to the Executive Committee at the August 6, 2018, meeting to have WRCOG file the paperwork to initiate the judicial foreclosure on the delinquent property.

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachments:

1. Draft WRCOG PACE Compliance Manual.
2. Amended WRCOG Resolution 35-17; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending Resolution Number 35-17 to revise the requirements for the implementation of the financing of seismic strengthening improvements in member or associate member jurisdictions.

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Item 5.A
PACE Programs Activities Update

Attachment 1
Draft WRCOG PACE Compliance Manual

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Property Assessed Clean Energy (PACE) Program

Compliance Manual

July 2018

An energy efficiency, water conservation and renewable energy financing program provided by the Western Riverside Council of Governments

Table of Contents

Program Overview

In July 2008, the State of California approved Assembly Bill 811 which authorized cities and counties to establish voluntary contractual assessment programs as a financing mechanism used to pay for energy efficiency and renewable energy products which are permanently attached to a property. These became known as Property Assessed Clean Energy programs, or PACE. In 2009, the State of California approved Assembly Bill 474, which added water efficiency improvements and allowed Joint Powers Authorities such as Western Riverside Council of Governments (WRCOG) to establish this type of program. The WRCOG Executive Committee authorized the commission a PACE program for Western Riverside County in 2009; the Program has since expanded statewide.

The Energy Efficiency and Water Conservation Program for Western Riverside County was created in accordance with state law in order to assist property owners who want to improve the energy and/or water usage of their home or building. Through the Program, property owners may borrow money to finance the installation of eligible, permanently fixed, renewable energy systems, energy efficiency and/or water efficiency products on their property (Eligible Products) and repay the financing through an additional assessment on their property tax bill. Participation in the Program is completely voluntary and requires the full consent of the property owner. Property owners sign assessment contracts with WRCOG, and agree to repay the amount financed over a 5-, 10-, 15-, 20-, 25-, or 30-year period, depending on the type of property, the financing amount, the homeowner’s ability to repay, and the expected useful lifetime of the installed Eligible Products. An assessment lien is recorded on the property by WRCOG to secure the financing.

Purpose and Scope

Being a public-private partnership, WRCOG’s Program offers constituents a government administrator responsible for entering into assessment contracts to provide financing to property owners for the installation of eligible improvements and levying the assessments to provide for the repayment of the financing. As such, WRCOG is in a unique role to serve as a liaison between the Program Administrator (Provider) and homeowner. WRCOG directs its Providers to ensure that any agent involved in the promoting, selling or offering of financing through its PACE Programs acts responsibly and fully understands the financing and how it works. This Manual is intended to cover all Providers working within WRCOG’s jurisdiction, including any contractors offering financing through WRCOG’s PACE Programs, and may pertain to subcontractors, vendors, suppliers or other parties, if they solicit, offer or refer to PACE financing throughout their interaction with the homeowners. It is the intent of this Manual to ensure that when utilizing this Program, homeowners are given accurate information by professional, law abiding contractors and salespeople.

The purpose of this Manual is to provide a standard guideline for the review of assessment contracts prior to countersignature, as well as the reporting and handling of complaints received by Providers and WRCOG. This Manual is intended to ensure prompt, courteous and fair attention is given to all constituents who contact Providers working under WRCOG’s PACE Programs. In addition, the Manual outlines the procedures that WRCOG and their Providers shall take to ensure that the Programs comply with the Program Report, Program Handbook, Consumer Protection Policy, as well as applicable state and federal laws and regulations.

To the extent permitted by law, information gathered during the compliance process will not be subject to disclosure. WRCOG retains the right to compile aggregate data and disseminate Program wide statistics with the Executive Director, WRCOG Executive Committee, Standing or Ad-Hoc Committees and/or our member or associate member jurisdictions.

Program Contact Information

The Program office is located in WRCOG's headquarters at 3390 University Avenue, Suite 450, Riverside, CA 92501. Office hours are from 8 a.m. to 5 p.m., Monday through Friday, excluding holidays.

General questions about the Program can be answered by visiting the Program website at http://www.wrcog.us/230/PACE-Programs, visiting the WRCOG offices, and/or calling the Program's toll free number at (866) 359-5681.

Project Review Prior to Countersignature

As the signer of all assessment contracts generated through its Programs, WRCOG reserves the right to review all aspects of such assessment contracts prior to countersignature. WRCOG shall provide a template for a daily data file which shall be emailed, delivered or uploaded to a secure site that allows copying, in a standard, readable format, prior to 7 a.m. each day, containing the information for the prior day's assessment contracts.

Home Improvement Contract Review

Prior to countersignature, WRCOG reserves the right to request additional information as needed, including, but not limited to, a copy of, or access to review, the Home Improvement Contract or a recording of the Confirmed Terms Call made between the Provider and property owner. As a measure of precaution WRCOG may request that Providers supply, at time of countersignature, a copy of the Home Improvement Contract for projects over $100,000; projects over $50,000 and 90% utilization of available PACE financing; and projects that elicit further review, as deemed necessary by WRCOG. Providers will have 10 days to respond to a request for a Home Improvement Contract, or risk the cancelation of the assessment. WRCOG understands the sensitive nature of pricing, warranty or other offers that may be visible on the Home Improvement Contract, as well as other documents, and will only utilize the information contained in these documents to verify project eligibility and compliance with the Program Report and Handbook, as well as applicable state and federal laws or regulations. WRCOG will maintain, to the greatest extent possible, the confidentiality of pricing or other proprietary information contained on any documents received during review.

Quality Assurance Call

In addition to the Provider-required confirmed terms calls, WRCOG will make a Quality Assurance Call with homeowners participating in WRCOG's PACE Programs. The purpose of this call is to verify the homeowner's understanding of the nature of improvements being made, the terms of their financing and to answer any questions they may have. These are recorded calls, made by WRCOG staff, and typically occur within the 72-hour cancellation window. A copy of the script is included as Appendix A. In order to complete the call and verify homeowner identity, assessment contract documents need to have the homeowner's phone number and birth year visible to WRCOG, or distributed through the daily data file.

Providers shall provide WRCOG with a phone line to connect directly to customer service when staff is online with a homeowner. In addition, Providers shall provide contacts for cancellation support, changes to the assessment contract, compliance issues and homeowner questions; these may be e-mails or phone lines, depending on Provider preference or volume requirements.

In the event that a connection is not made with the property owner, WRCOG will leave at least two voice mail messages and an email message in order to reach out to the property owner.

Complaint Process

WRCOG understands that, when handled appropriately in a prompt and constructive manner, complaints can present the Program with an opportunity to improve Customer Protections, Operations, as well as Policies and Procedures. Aggregate data gathered during this process will be utilized to amend policies, procedures, and general business practices, as well as to improve the customer experience, increase efficiency, and reduce risk.

To the extent permitted by law, information gathered during the compliance process will not be subject to disclosure. WRCOG retains the right to compile aggregate data and disseminate Program wide statistics with the Executive Director, WRCOG Executive Committee, Standing or Ad-Hoc Committees and/or our member or associate member jurisdictions.

Provider Complaint Process

Providers shall implement a system of tracking and verifying that all constituent contacts are handled in a professional and timely manner. Upon receipt of contact by any homeowner, business owner or other interested party regarding the Program via any media (e-mail, call, letter, etc.), the Provider's system shall gather all pertinent information required for the weekly report stipulated in the Administration Agreement, and also be capable of tracking communications with the homeowner, as well as documenting any responses from the property owner or contractor and updating with any resolution.

Providers shall provide weekly reports to WRCOG showing all complaints and claims made by property owners who have applied and/or are participants in WRCOG PACE Programs and any resolution thereto. This report shall include the following for all open or closed cases:

1. Date of Complaint
2. Assessment Contract Number
3. Date of Assessment Contract
4. Type of Complaint
5. Homeowner Name
6. Contractor Name
7. Summary of Compliant
8. Last contact by Provider

After the Provider has determined the case to be closed, the following additional information shall be provided:

1. Finding/Determination
2. Resolution
3. Property Owner Acknowledgement
4. Contractor Status with Program

As volume requires, WRCOG will schedule regular meetings to review each case. The Provider will make available personnel capable of reviewing each case status and the resolution as it pertains to the homeowner, contractor and/or salesperson involved. In addition, WRCOG reserves the right to contact homeowners in order to verify their understanding of the resolution of their case.

WRCOG Contact Process

WRCOG receives questions, requests, or complaints regarding the Program in a variety methods, including in person, phone call, e-mail or letter. Upon receipt, WRCOG will document and log each contact made by any homeowner, constituent, business owner or other contact made regarding the Program. Staff has been mandated to respond in-kind when contacted, which many times requires input from the Provider for information as it pertains to the case including timeline information, confirmed terms call verification or review, or other supporting documentation. Depending on the severity of the case, certain Service Level Agreements may be established in order to ensure a prompt response. Any matters involving attorneys or lawyers will require input and review by WRCOG Legal Counsel.

Contractor Management

All Providers offering financing through WRCOG's PACE Programs shall be familiar with, and hold all contractors and salespeople working in their Program to the rules and regulations set forth in the California Business and Professional Code, Chapter 9, Article 4- Classifications, as well as all other applicable state and local regulations.

In addition, Providers shall confirm that any contractor working in WRCOG's Programs comply with, and adhere to, California Business and Professional Code, Chapter 9, Article 10- Home Improvement Business. Section 7159 of this statute includes specific requirements for the standardization of Home Improvement Contracts and was intended to clearly delineate the information required to be given to homeowners that a layperson would not typically be aware of. As the expert in their field, it is the contractor's obligation to educate and inform a homeowner of their rights and responsibilities throughout the contracting process. Pursuant to this, at time of registration and annual recertification, Providers shall positively affirm that all contractors offering their products utilize Home Improvement Contracts that comply with the standards laid out in Section 7159.

Contractor Review

WRCOG may, as needed, request additional information pertaining to a specific contractor's practices or work with the Program. Providers shall make available to WRCOG the following information when requested for a specific contractor:

1. Number of projects
2. Number of applications
3. Number of complaints
4. Any action taken against contractor

Suspended or Terminated Contractors

Providers shall notify WRCOG, in real time, of a contractor that is working in WRCOG (including statewide) territory being added to a watch list, suspended or terminated. In addition, should a Provider establish their own system of evaluating contractors, WRCOG shall have access to view contractor's ratings or scores.

Asset Verification

The Program requires that each Provider complete on-site asset verification inspections on 5% of projects completed each month.   WRCOG shall provide a template for a monthly data file which shall be emailed, delivered or uploaded to a secure site that allows copying, in a standard, readable format, prior to the end of business on the tenth day for the following month, and report each inspection scheduled, in progress and completed during the prior month. The report shall also include the findings from any completed inspections from months prior and a course of action for any failed inspections, including restitution to the homeowner and status of the contractor.

Because PACE financing is secured through property taxes and is only allowable for eligible products, any instance of ineligible product being installed shall be corrected immediately. Ineligible Product is considered anything that is not directly related to, or necessary for, the installation of products that are included in the WRCOG Eligible Product List at time of application.   Ancillary work that would reasonably be considered part of the installation is not considered ineligible and should be noted on the assessment contract as “additional work” or a similar designation.

Upon discovery of an installed ineligible product, Providers shall pay down, or otherwise remove, the amount of the assessment attributable to the ineligible work. In order to ensure that the ineligible product is removed from the property tax roll, payment shall be made directly to the Assessment and shall not be made from the contractor to the homeowner.

Appendices

Appendix A: Quality Assurance Call Script

Voicemail
Hello. This is _______________ with the PACE Program's government partner, Western Riverside Council of Governments. I am calling to review the details of your proposed home improvement project and financing. Please call 951-395-8102 and have your project documents available for this important step to review the details and terms of your project.

That number again is 951-395-8102.

Thank you.

Answer
Hi, my name is _____________, from Western Riverside Council of Governments. I am calling regarding your PACE financing for your Home Improvement Project. Is this {PO's name}?

Not PO
Are they available to speak at this time?

Not home
Do you know if there is a better time to reach them?

Schedule call back reminder in calendar

Wrong Number
I understand. We will update our system.

Email partner that number is incorrect.

PO On Phone
Before I begin, please be aware that this call will be recorded for quality assurance purposes.

Introduction
I am calling to verify the terms of your PACE financing and to answer any questions you may have about your financing and home improvement project. Do you have a few minutes to speak?

No Time
I understand. Is there a better time that will work for you?

Reschedule Call
OK, I set an appointment to call you then.

Add call back to outlook calendar.

Email
I understand, if it would be easier, I can email a summary of the financing details and the work to be completed and you can confirm the details of your project by replying to the email. Would that work for you?

Confirm Email
OK. I will be sending you an email shortly with the details of your project. If you could please review the information and if everything is correct, respond to it today with "yes" or "OK," we would appreciate it.

Can you please confirm the email address we have on file for you?

Changes
OK. Please remember that if you decide to make any changes, it is important that you notify your contractor yourself, as your home improvement contract with them is a separate agreement between you and the contractor that we cannot address.

Phone Number
In case we get disconnected, is {phone number} the best number to reach you on?

ID Verification
For ID verification purposes, could you please verify the address the project will be completed at? And your birth year?

Why we need ID Info
Because your contract contains personally identifiable information, we need to verify that you are a party to the contract before we can discuss any details.

Unverified ID
I'm sorry, but that information does not match what I have on file. Before we can continue, we will need to connect with a PACE Program representative.

Please give me a moment.

ID Verified
Thank you.
Are you familiar with the Home Improvement Project being financed through PACE?

Other Party
Or should I speak to {Other Party on AC}?

Third Party
Or was there a third party that was on the line when PACE reviewed your project and financing?

Power of Attorney

If I need to speak to someone who is not on the documents, we must get permission to speak to the new person on your behalf.
In order to do this, I will need to conference a PACE Program Representative, I will do that now.

Documents
Thank you. I need to make sure you have received your PACE financing documents by email or in the mail. Do you know if you have you received those documents?

Not Sure About Documents
I understand. Have you been able to check your e-mail since you signed documents with your contractor?

Clarify Documents
And did you receive the e-mail from the PACE Program with at least one attachment?

Check Email
Are you in a place that you can safely review your documents now?

Verify Email
The email address we have on file for you is {email@provider.com}, is that correct?

Wrong Email
I apologize, can you please provide me with the correct e-mail address so that I can send a copy of your documents?

Mail Documents
I understand, I can send a copy of your documents overnight to the address on the file and we can reschedule this call once you get them.

Email Documents
OK, I am going to e-mail a copy of your documents to this address, and we schedule a time for me to call back.

Pulling Documents
Great, I will stay on the line while you pull up your documents. Please let me know when you are ready.

Separate Companies
I want to make sure you are aware that the PACE Program is the financing company for your project and they will be paying {CO Company}, who is the contractor that you have selected to complete the work.

Financing Summary
OK. In these documents, you will find the details of your financing for your home improvement project, which includes information on the interest and fees applied.
Starting on page 2, you will find a document titled “Financing Estimate and Disclosures” which details your planned project improvements and your payment schedule.

Please let me know when you are there.

Product
OK, can you please confirm what work you are having done? {Product}

Home Improvement Contract
Can you verify that these products match those listed on your Home Improvement Contract?

No Home Improvement Contract
California State law requires contractors to supply homeowners with a copy of their Home Improvement Contract prior to beginning work.
If you have not received a copy of your contract, I would recommend you contact you contractor.
For now, we will bring a PACE Representative on the line to verify your documents.

What is a Home Improvement Contract?
A home improvement contract is an agreement between you and your contractor and should include a description of all labor, services, and materials to be furnished and performed.
In California, the terms of all home improvement projects must be in a written contract and include specific information about your rights and responsibilities as a consumer.

Received Home Improvement Contract?
Your home improvement contract should identify all project expectations to help avoid misunderstandings.
Can you confirm that you received a copy of your Home Improvement Contract and that the products match those listed on your PACE Financing Documents?

Project Cost
OK. Looking at the tab "Product Costs," do you see that your product cost is {$$}, which is the amount that will be paid to your contractor?

Financed Amount
And do you see that your "Total Financed Amount" is going to be {$$}, which includes your project cost and all applicable fees and interest?

Term
Which you will be financing for a term of {X} years.
This means your final payment will be in {20xx (this year plus term)}, unless you decide to pay off your financing early.

Annual Payment
Thank you, do you see in the line titled "Projected Payments" that your annual payment will be {$$} per year?

Ability to Pay

Great, based on your current income and expenses, does this new expense fit within your budget?

Not able to Pay
I understand.
At this point, I encourage you to review your project and the terms laid out in your financing documents.
If you feel that this expense does not fit within your budget, we recommend discussing the scope of your project with your contractor to make it feasible.

Property Tax Bill
And you understand that {$$} will be the additional amount added to your annual property tax bill?

First Payment
You should see your financing payment added as an additional line item on your Property Tax Statement that will be due in December 20{XX} (*this year if before June 15, next year if after June 15*).

Tax Payments
Do you typically pay your taxes through your mortgage or do you pay directly to the county?

Payment Next Year
The documents are drawn up to reflect the “worst case scenario” which assumes your project will not be complete for six months, however your final payment will be based on your actual completion date. If work is complete before June 15 of this year, your first payment will be in December and if your project is completed after June 15, your first payment will not be on your taxes until next year.

Multiple Quotes
Lastly, for our reference, did you receive any other quotes for the work you are having completed?

Quotes
There is no requirement that a homeowner do so, but the standard practice is to get at least three quotes prior to accepting a proposal.
This allows a homeowner to determine if the prices, equipment or warranties are in line and if the services offered are comparable.

Conclusion
Thank you. If you have any additional questions, I would be happy to assist you with those at this time.
Pause for response
As a reminder, the PACE Program will not pay your Contractor until your project is completed to your satisfaction and you have signed the Completion Certificate.

Provider Contact
Finally, should you have any questions in the future, the PACE Program can be reached at XXX-XXX-XXXX.
This number is also noted in your financing documents, should you need it in the future.

Questions/Comments/Concerns
I understand that you have some questions, and those are best answered by a The PACE Program Representative. We recommend that you do not proceed with your project unless you completely understand and are comfortable with the terms and conditions of your financing.
For now, we can proceed with reviewing your project and we will conference in our The PACE Program Partner at the end to get any additional questions answered for you.

Assessment on Taxes
PACE Financing, like PACE, are secured through an assessment on property taxes. Liens are recorded against a property as a way for creditors to guarantee payment. The law that set up PACE financing allowed for the use of voluntary tax assessments to pay for the projects.

Product Mismatch
OK…will all of these products be financed through the PACE Program, or will portions of this project be paid via other means?

Ineligible Product
I understand. From what you've described, it appears your project may have an ineligible product included in the scope of work.
The PACE Program may only be used to finance eligible energy efficiency, renewable energy, and/or water efficiency improvements and products.
Are you certain these additional products are included in your PACE financing?

Ineligible Product 2
Ok. PACE financing may not be used to pay for ineligible products to be installed. If you still want to proceed with those improvements, you will need to find another way to finance or pay for those products, separate from PACE.
If you would like to review the list of eligible improvements, there is a link to the List on the last page of your financing documents, or I can email a copy to you.

Additional Product
Thank you. Because there is a discrepancy in your documents, I will need you to speak to a PACE Program representative so that we can get this clarified.

Change Terms
I understand. If you feel there is an error, or you would like to change the terms of your financing, or the scope of your project, I will need to connect you to a PACE Program representative.

Pre-Transfer

After we are done, it is important that you notify your contractor of any changes you make, as your Home Improvement Contract with them is a separate agreement that we cannot administer for you. Now, I will conference you in with a PACE Representative to update your file and stay on the line with you while you speak to them.

Transfer to Partner
General Line – XXX-XXX-XXXX

Tax Payment Clarification
I understand, can you tell me how you typically pay your property taxes, do you pay your property taxes through an impound or escrow account with your mortgage, or do you pay the county directly?

Impound Payment Clarification
OK, your mortgage servicer should provide you with a statement when they determine the payment is due, which typically happens around the anniversary of your mortgage.
We encourage you to begin saving now in order to be ready for the first payment, which may be well into the second year of your financing.

Impound Saving
Please understand that if you do not make this one-time payment when the statement is received, your mortgage payments may be temporarily higher while your account adjusts to make up the difference in your impound account.

County Payment Clarification
OK, you will still receive your statement from the county, and your assessment will be added as a line item on it.
Your tax payment may, or may not be split, depending on whether you pay once or twice a year.
You will need to make the entire payment, for both your property taxes and your assessment by the date due, as counties do not take partial payments.

Payment Amount Discrepancy
I understand, do you recall the amount that your contractor quoted you, was it a monthly or annual amount?

Annual Discrepancy
Do you know if your contractor included any energy and/or tax savings into that quote?

Energy Savings
Please keep in mind that any potential future energy or tax savings that you may receive are not reflected in the PACE financing payment.

Energy Bills
If your Contractor asked you for your utility bills or discussed rebates/tax savings with you, then your Contractor may have incorporated potential future energy or tax savings into your quote.

Monthly Payments
OK, please understand that while your contractor may have used monthly pricing to show your payment breakdown, your Assessment is paid annually through your property taxes as an additional line item.

Monthly Impounds
If you have an impound/escrow account, your lender may collect this annual payment on a monthly basis, however, this is still part of the annual property taxes.

Confused/Pressured/Uncertain Customer
I am sorry to hear that you are having reservations. I would recommend we pause until you are comfortable with your project and the financing selection. If you would like to hold off on proceeding with your financing or project, I can conference in a PACE Program Representative now to take care of that. Please remember that your financing application does not expire for six months, so if you decide to proceed at a later date, you are free to do so.

Who is WRCOG
We are the PACE Program's government partner and are responsible for approving and recording your project assessment onto the property taxes. This call is to ensure we're recording the correct information regarding your PACE financing.

Appendix B

CONTRACTORS STATE LICENSE BOARD

California Department of Consumer Affairs

Contracting for Success

A Contractor's Guide to Home Improvement Contracts

CSLB

TABLE OF CONTENTS

NOTE: This booklet contains legal guidelines for "home improvement" and "service and repair" contracts. It does not contain definitive statements of the law or a precise copy of a legal contract. If you have questions about the application of the law for specific situations, you should contact an attorney who is familiar with the construction business.

Dear Contractor,

A contract is one of the most important tools you have to help you have a successful business. A well written contract can help open the lines of communication between you and your client. A badly written contract can quickly lead to miscommunication and misunderstandings; problems that could land you in court or under investigation by the Contractors State License Board (CSLB).

Contracting for Success was written to help you understand the different elements that are required to be in all home improvement contracts. It also explains the state requirements for Service and Repair contracts. Please review this booklet closely and make sure your contracts follow California law. We also encourage you to use the other materials available to you for free on the CSLB website: www.cslb.ca.gov.

The CSLB hopes that by making this information available, we can help you strengthen your management and service skills. Please help us by doing your part to protect California consumers.

Sincerely,

Contractors State License Board

CONTRACTS – THE GROUND RULES

There are several basic elements that all Home Improvement Contracts must legally contain:

> A home improvement contract and any changes to the contract must be in writing and signed by all parties. The writing must be legible and printed forms must be readable.

> Before any work is started, the contractor must give the buyer a copy of the contract signed and dated by both the contractor and the buyer.

> Unless a larger typeface is specified in the law *(Business and Professions Code 7159)*, text in any printed form shall be in at least 10-point typeface and the headings shall be in at least 10-point boldface type. **(Example of 10-point bold)**

> Except for a down payment, a contractor can't demand or accept payment for work or materials until the work is actually done or the materials are delivered. The down payment may not exceed $1,000 or 10 percent of the contract amount, whichever is less.

> If the contract includes a salesperson's commission in the contract price, the payment to the salesperson shall be made on a pro rata basis in proportion to the schedule of payments made to the contractor.

> The contract must also contain the name and registration number of the salesperson.

[A] NUTS AND BOLT -
PUTTING THE CONTRACT TOGETHER

Contracts can vary according to personal and business needs. California law *(Civil Code: 1689.7)* does require the following elements in all home improvement and swimming pool contracts. Service and Repair Contracts are different. (For details on those differences see page 20.)

[A.1] CONTRACTOR INFORMATION

The name, business address, and license number of the contractor. If applicable, the name and registration number of the home improvement salesperson that solicited or negotiated the contract.

Example:

EFG
CONSTRUCTION

1234 Address – Santa Sierra, CA 90000 – License # 12345 (Earthwork and Paving)

[A.2] IDENTIFY THE CONTRACT

Identify the type of contract in at least **10-point boldface type: "Home Improvement".** (Also see "Service and Repair Contracts" on page 20.)

Example:

CONSTRUCTION CONTRACT
(Home Improvement)

This Construction Contract entered into by and between EFG and...

[A.3] CONSUMER NOTIFICATION

Insert the following statement in at least **12-point boldface type:**

"You are entitled to a completely filled in copy of this agreement, signed by both you and the contractor, before any work may be started."

[A.4] DESCRIBE WORK

"Description of the Project and Description of the Significant Materials to be Used and Equipment to be Installed"

This should be followed by a description of the project along with what materials will be used and what equipment will be installed. Swimming pools go further, requiring a plan and scale drawing showing the shape, size, dimensions, construction and equipment specifications. The more details that are included, the less chance there is for misunderstandings. (Get more details about putting together accurate work descriptions on the next page.)

Example:

Description of the Project and Description of the Significant Materials to be Used and Equipment to be Installed.

Contractor will furnish all labor, materials, equipment, supervision, and contract administration to complete in a good and workmanlike manner the following: Alterations to home of Owner, located at [address] (the "Project"), as described more fully in the drawings prepared by [design professional], Sheets 1-___, dated_____________. By this reference, those drawings are incorporated in and made a part of this Contract. Contractor's scope of work under this Contract does not include any of the following items:____.

2. DESCRIPTION OF MATERIALS AND EQUIPMENT.

The materials and equipment to be used in the construction of the Project are described more fully in the specifications prepared by [designer name], dated _____________. By this reference, those specifications are incorporated in and made part of this contract.

DESCRIPTION OF WORK TO BE DONE

(THE SIGN OF A WELL-BUILT CONTRACT)

The best way to avoid disputes over what is or isn't expected from a home improvement job is to write out the details in a contract.

The contract should be as specific as possible regarding all materials to be used, such as the quality, quantity, weight, color, size, or brand name as it may apply.

For example, the contract should say "Install oak kitchen cabinets, manufactured by Company XYZ, model 01381A, as per the plan," not just "Install kitchen cabinets."

DESCRIBING THE JOB – THE GOOD, THE BAD AND THE UGLY		
THE GOOD	THE BAD	THE UGLY
Install kitchen cabinets manufactured by Company XYZ, model ABC, per plan.	Install oak country style kitchen cabinets	Install kitchen cabinets
Paint indoor entry (per plan) using brand X paint, color ABC, two coats, with preparation described in next paragraph.	Prep and paint entryway with blue paint	Paint the entry
Install brand X kitchen faucet in style ABC and color BCS.	Kitchen faucet replaced if necessary	Replace kitchen fixtures

Swimming pool contracts must include a plan and scale drawing showing the shape, size dimensions, and construction and equipment specifications.

Make sure the contract includes everything that is agreed to, up to and including complete cleanup and removal of debris and materials, and special requests, like saving lumber for firewood or saving certain materials or appliances. Also, note any work that will be done by the homeowner.

[A.5] THE PRICE

Use the heading: **"CONTRACT PRICE"** followed by the amount of the contract in dollars and cents. If a finance charge will be charged, the heading: **"FINANCE CHARGE"** followed by the amount in dollars and cents. The finance charge must be separate from the contract amount. (The contract amount must include the entire cost of the contract, including profit, labor, and materials, but excluding finance charges.)

Example:

> **THE CONTRACT PRICE**
> Owner shall pay Contractor the fixed sum of $_____________ (the "Contract Price") for the work to be performed under this Contract, subject to additions and deductions pursuant to change orders agreed upon in writing by the parties, and subject to "allowances" as provided in this Paragraph 3.

The Contract Price can include specific dollar amounts that are set aside for certain materials, finishes, fixtures, and other items that have not been selected or decided upon by the Owner. These allowances from the Contractor include all overhead and profit, plus all applicable sales taxes. If the final cost of any item covered by the allowance is more or less than the dollar amount listed, the Contract Price will be increased or decreased by a written change order from the Contractor.

[A.6] DOWN PAYMENT

If a down payment is charged, the details of the down payment shall be stated in the following form:

(A) The heading: **"DOWN PAYMENT"**

(B) A space where the actual down payment appears.

(C) The following statement in at least **12-point boldface type:**

> **"THE DOWN PAYMENT MAY NOT EXCEED $1,000 OR 10 PERCENT OF THE CONTRACT PRICE, WHICHEVER IS LESS."**

[A.7] PROGRESS PAYMENTS

If any payments (other than the down payment) are required before the project is completed, the details must be spelled out in the following format:

(A) A schedule of progress payments shall be preceded by the heading: **"SCHEDULE OF PROGRESS PAYMENTS."**

PROGRESS PAYMENT SCHEDULE WORKSHEET

This worksheet is to help you determine the progress payment schedule you will use in your Home Improvement Contract.

The information should be transferred to the actual contract.

Note: *This worksheet should NOT be included with the contract.*

1.	**Total Contract Price**		**$**	__________
2.	**Down Payment** ***(10 percent or $1,000, whichever is less)***	**–**	**$**	__________
3.	**Amount Remaining to be Billed to Customer** ***(Subtract Line #2 from Line #1 above)***	**=**	**$**	

Remember: *Except for the original down payment (Line #2 above), it is against the law for you to get paid before you do the work, or for materials before they have been delivered.*

In the left column below list the work or services that you will perform for a particular phase of the project. In the right column show the amount of money the customer should pay you when that portion of the project is complete.

	Work or Service Performed			Amount Due on Completion
4.	__________		**$**	__________
5.	__________	**+**	**$**	__________
6.	__________	**+**	**$**	__________
7.	__________	**+**	**$**	__________
8.	__________	**+**	**$**	__________
9.	__________	**+**	**$**	__________
10.	__________	**+**	**$**	__________
11.	**Amount of Progress Payments** ***(This should equal the figure in Line #3 above)***	**=**	**$**	

(B) Each progress payment shall be stated in dollars and cents and specifically reference the amount of work or services to be performed and any materials and equipment to be supplied.

(C) The section of the contract reserved for the progress payments shall include the following statement in at least **12-point boldface type**

"The schedule of progress payments must specifically describe each phase of work, including the type and amount of work or services scheduled to be supplied in each phase, along with the amount of each proposed progress payment. IT IS AGAINST THE LAW FOR A CONTRACTOR TO COLLECT PAYMENT FOR WORK NOT YET COMPLETED, OR FOR MATERIALS NOT YET DELIVERED. HOWEVER, A CONTRACTOR MAY REQUIRE A DOWN PAYMENT." (12-point bold)

[A.8] THE WORK TIME FRAME

The contract should describe the work schedule in the following form:

- A statement that describes what the "start of work" consists of, a heading of **"APPROXIMATE START DATE"** and the approximate date when the work will start.
- Under the heading: **"APPROXIMATE COMPLETION DATE",** put in approximate date of completion.

Example:

START AND COMPLETION OF WORK
The work to be performed under this Contract shall be commenced on approximately [date], as long as any required building permits are received and any agreed upon funds are paid to Contractor. The Project shall be completed by approximately [date], subject to permissible delays as defined in this contract.

[A.9] CONSUMER NOTICES

"LIST OF DOCUMENTS TO BE INCORPORATED INTO THE CONTRACT"

Use this statement followed by the list of papers if additional documents need to be added into the contract.

[A] PUTTING THE CONTRACT TOGETHER *Continued*

[A.9] CONSUMER NOTICES *Continued*

Insert: **"Note about Extra Work and Change Orders"**
followed by the following statement:

"Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments."

ADDITIONAL CONSUMER NOTICES

All of the following notices must be provided to consumers in the contract or, in some cases they can be added as an attachment if the law allows.

> *Commercial General Liability Insurance*

> *Workers' Compensation Insurance*

> *Performance of Extra or Change-order Work Notice*

> *Mechanics' Lien Warning*

> *Contractors Board Notice*

CANCELLATION NOTICE

More information about these notices and how they should be presented is outlined in pages 15-18.

[A.10] THE BOTTOM LINE

Places for signatures of contractor, salespersons and representatives, consumers, along with today's date.

EFG CONSTRUCTION, INC.	**PROPERTY OWNER**	
DATED: ______________	DATED: ______________	
By: ______________	______________	______________
Arnold W. Mason, President or Salesperson	Owner's Name	Registration#

NOTE: You can get sample contracts from trade associations, off the Web, and through other legal publications. It is always advisable to have an attorney or legal expert check out your contracts to make sure they are accurate and up-to-date. There have been a number of recent changes in contract law that could affect the validity of older forms.

EFG CONSTRUCTION

1234 Address – Santa Sierra, CA 90000 – License # 12345 (Earthwork and Paving)

CONSTRUCTION CONTRACT

(Home Improvement)

This Construction Contract ("Contract") is entered into by and between EFG Construction, Inc. ("Contractor") and ____________________________ ("Owner"), whose residence address is ____________________________, and whose project address is ____________________________.

"You are entitled to a completely filled in copy of this agreement, signed by both you and the contractor, before any work may be started."

1. DESCRIPTION OF WORK.
2. DESCRIPTION OF MATERIALS AND EQUIPMENT.
3. THE CONTRACT PRICE. Gue elis eu feum ing elis nim vulluptat
4. PAYMENT SCHEDULE. El et eu feugait utatetum dolore consequat. Ut ulla consed dolor inciduisim aut iustisseniam nonum zzrilit vel ute magnissi exeraes tissis: $__________ upon signing this Contract;
5. START AND COMPLETION OF WORK. Put wissequis doloborem nosto consequat
6. PERMITS AND TESTS. Vulputat praestie velenibh euissim volorpe rcilit ver irillum volor
8. PERMISSIBLE DELAYS. Facinci liquisl essim dolorpe raesse faciduisi
9. EXTRA WORK. Exerat nonse ero commy numsandre molor accum et am do cor
10. RELEASE OF MECHANICS' LIENS. Sum quipit veros ent in ullam, consequam veril
11. ATTORNEY'S FEES. quis dolore dolobore feugiat incil init alit iliquam consed moluptat ipit erat, quat, core tis enisisi smolobore mincilis at la commy nim dit lut.
12. CONTRACTORS REQUIRED TO BE LICENSED. Irit acidunt eugait acilis accum dui tion
13. COMPLETE AGREEMENT. Ure tis nullamet, commy niscidunt praestie veniat
14. OWNER'S RIGHT OF CANCELLATION. Ut ulla consed dolor inciduisim aut iustisseniam nonum zzrilit vel ute magnissi exeraes tissis ad tet, sim quis duipis acipit nit accum velit augiat

EFG CONSTRUCTION, INC.	PROPERTY OWNER	
DATED: ____________________	DATED: ____________________	
By: ____________________	____________________	____________________
Arnold W. Mason, President or Salesperson	Owner's Name	Registration#

[B] NOTIFICATION AND DISCLOSURE STATEMENTS

Home improvement and swimming pool contracts in California are required to have a number of notices for consumers. Some of these notices must be in the main body of the contract and others may be attached as a separate piece of paper.

Service and Repair contracts are slightly different. See page 20 for details about notifications in Service and Repair contracts.

The following is a list of notifications and how they should be presented.

[B.1] EXTRA WORK AND CHANGE ORDERS

On the contract insert the heading: **"NOTE ABOUT EXTRA WORK AND CHANGE ORDERS,"** followed by the following statement:

> "Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments."

CHANGE ORDERS

Disputes frequently arise over "changes" or "extras". First of all, in order to determine if something is extra or outside the scope of the original agreement, contractors must see what the original contract says. If the original agreement is well defined, it will be easier to determine if something is extra.

Change orders are required to perform extra or changed work. Change order forms become a part of the contract once the contractor and the homeowner sign them. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. Change orders can also be written for the removal of items from the original agreement. All change orders must be in writing.

[B.2] COMMERCIAL GENERAL LIABILITY INSURANCE

This notice may be provided as an attachment to the contract if the contract includes the following statement: "A notice concerning commercial general liability insurance is attached to this contract."

The notice shall include the heading: **"COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)"** followed by whichever of the following statements is correct:

(A) "(The name on the license or 'This contractor') does not carry commercial general liability insurance."

(B) "(The name on the license or 'This contractor') carries commercial general liability insurance written by (the insurance company). You may call the (insurance company) at __________ to check the contractor's insurance coverage."

(C) "(The name on the license or 'This contractor') is self-insured."

[B.3] WORKERS' COMPENSATION INSURANCE.

This notice may be provided as an attachment to the contract if the contract includes the statement: **"A NOTICE CONCERNING WORKERS' COMPENSATION INSURANCE IS ATTACHED TO THIS CONTRACT."**

The notice shall include the heading: **"WORKERS' COMPENSATION INSURANCE"** followed by whichever of the following statements is correct:

(A) "(The name on the license or 'This contractor') has no employees and is exempt from workers' compensation requirements."

(B) "(The name on the license or 'This contractor') carries workers' compensation insurance for all employees."

[B.4] PERFORMANCE OF EXTRA OR CHANGE-ORDER WORK NOTICE

(A) A statement telling the buyer that a contractor is not required to perform additional work or changes without written approval in a "Change Order" before any of the new work is started.

(B) A statement informing the buyer that extra work or a change order is not enforceable against a buyer unless the change order also identifies all of the following in writing prior to the commencement of any work covered by the new change order:

(i) The scope of work encompassed by the order.
(ii) The amount to be added or subtracted from the contract.
(iii) The effect the order will make in the progress payments or the completion date.

[B] NOTIFICATION AND DISCLOSURE STATEMENTS *Continued*

[B.4] PERFORMANCE OF EXTRA OR CHANGE-ORDER WORK NOTICE *Continued*

(C) A statement informing the buyer that the contractor's failure to comply with the requirements of this paragraph does not preclude the recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.

[B.5] MECHANICS' LIEN WARNING

All contracts must contain the following statement and heading:

"MECHANICS LIEN WARNING:"

"Anyone who helps improve your property, but who is not paid, may record what is called a mechanics' lien on your property. A mechanics' lien is a claim, like a mortgage or home equity loan, made against your property and recorded with the county recorder.

Even if you pay your contractor in full, unpaid subcontractors, suppliers, and laborers who helped to improve your property may record mechanics' liens and sue you in court to foreclose the lien. If a court finds the lien is valid, you could be forced to pay twice or have a court officer sell your home to pay the lien. Liens can also affect your credit.

To preserve their right to record a lien, each subcontractor and material supplier must provide you with a document called a '20-day Preliminary Notice.' This notice is not a lien. The purpose of the notice is to let you know that the person who sends you the notice has the right to record a lien on your property if he or she is not paid.

BE CAREFUL. The Preliminary Notice can be sent up to 20 days after the subcontractor starts work or the supplier provides material. This can be a big problem if you pay your contractor before you have received the Preliminary Notices. You will not get Preliminary Notices from your prime contractor or from laborers who work on your project. The law assumes that you already know they are improving your property.

PROTECT YOURSELF FROM LIENS. You can protect yourself from liens by getting a list from your contractor of all the subcontractors and material suppliers that work on your project. Find out from your contractor when these subcontractors started work and when these suppliers delivered goods or materials. Then wait 20 days, paying attention to the Preliminary Notices you receive.

PAY WITH JOINT CHECKS. One way to protect yourself is to pay with a joint check. When your contractor tells you it is time to pay for the work of a subcontractor or supplier who has provided you with a Preliminary Notice, write a joint check payable to both the contractor and the subcontractor or material supplier.

For other ways to prevent liens, visit CSLB's website at www.cslb.ca.gov or call CSLB at 1-800-321-CSLB (2752).

Remember, if you do nothing, you risk having a lien placed on your home. This can mean that you may have to pay twice, or face the forced sale of your home to pay what you owe."

[B.6] CONTRACTORS BOARD NOTICE

The following notice shall be inclided in at least 12-point typeface under the heading:

"INFORMATION ABOUT THE CONTRACTORS STATE LICENSE BOARD (CSLB)"

"CSLB is the state consumer protection agency that licenses and regulates construction contractors. Contact CSLB for information about the licensed contractor you are considering, including information about disclosable complaints, disciplinary actions and civil judgments that are reported to CSLB. Use only licensed contractors. If you file a complaint against a licensed contractor within the legal deadline (usually four years), CSLB has authority to investigate the complaint. If you use an unlicensed contractor, CSLB may not be able to help you resolve your complaint. Your only remedy may be in civil court, and you may be liable for damages arising out of any injuries to the unlicensed contractor or the unlicensed contractor's employees.

For more information:

VISIT CSLB's website at www.cslb.ca.gov
CALL CSLB at 1-800-321-CSLB (2752)
WRITE CSLB at P.O. Box 26000, Sacramento, CA 95826"

[B.7] "THREE-DAY RIGHT TO CANCEL

A "Three-Day Right to Cancel," notice must be provided to the buyer unless the contract is: negotiated at the contractor's place of business, subject to the "Seven-Day Right to Cancel," or subject to licensure under the Alarm Company Act, or is a Service and Repair Contract. This notice should be in **12-point boldface type.** There should be a place near the notice for the consumers signature. It should be written in the same language (e.g., Spanish) that was used in any oral sales presentation.

"THREE-DAY" RIGHT TO CANCEL

"You, the buyer, have the right to cancel this contract within three business days. You may cancel by e-mailing, mailing, faxing, or delivering a written notice to the contractor at the contractor's place of business by midnight of the third business day after you received a signed and dated copy of the contract that includes this notice. Include your name, your address, and the date you received the signed copy of the contract and this notice.

If you cancel, the contractor must return to you anything you paid within 10 days of receiving the notice of cancellation. For your part, you must make available to the contractor at your residence, in substantially as good condition as you received it, any goods delivered to you under this contract or sale. Or, you may, if you wish, comply with the contractor's instructions on how to return the goods at the contractor's expense and risk. If you do make the goods available to the contractor and the contractor does not pick them up within 20 days of the date of your notice of cancellation, you may keep them without any further obligation. If you fail to make the goods available to the contractor, or if you agree to return the goods to the contractor and fail to do so, then you remain liable for performance of all obligations under the contract."

The notice may be attached to the contract if the contract includes, in at least **12-point boldface type,** a check box with the following statement:

☐ **"The law requires that the contractor give you a notice explaining your right to cancel. Initial the check box if the contractor has given you a 'Notice of the Three-Day Right to Cancel.'"**

The notice shall be accompanied by a completed form in duplicate, captioned "Notice of Cancellation," which shall also be attached to the agreement or offer to purchase and be easily detachable, and which shall contain the following statement written in the same language, e.g., Spanish, as used in the contract on the next page.

NOTICE OF RIGHT TO CANCEL

Notice of Cancellation

____

(Enter date of transaction)

You may cancel this transaction, without any penalty or obligation, within three business days from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation.

If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

____

(Name of seller)

at ____

(Address of seller's place of business)

not later than midnight of ____________________

(Date)

I hereby cancel this transaction ________________

(Date)

____

(Buyer's signature)

[B.8] "SEVEN-DAY RIGHT TO CANCEL"

This notice is to be provided to the buyer for any contract that is written for the repair or restoration of residential premises damaged by any sudden or catastrophic event for which a state of emergency has been declared by the President of the United States or the Governor, or for which a local emergency has been declared by the executive officer or governing body of any city, county, or city and county:

"SEVEN-DAY RIGHT TO CANCEL

You, the buyer, have the right to cancel this contract within seven business days. You may cancel by e-mailing, mailing, faxing, or delivering a written notice to the contractor at the contractor's place of business by midnight of the seventh business day after you received a signed and dated copy of the contract that includes this notice. Include your name, your address, and the date you received the signed copy of the contract and this notice.

If you cancel, the contractor must return to you anything you paid within 10 days of receiving the notice of cancellation. For your part, you must make available to the contractor at your residence, in substantially as good condition as you received it, any goods delivered to you under this contract or sale. Or, you may, if you wish, comply with the contractor's instructions on how to return the goods at the contractor's expense and risk. If you do make the goods available to the contractor and the contractor does not pick them up within 20 days of the date of your notice of cancellation, you may keep them without any further obligation. If you fail to make the goods available to the contractor, or if you agree to return the goods to the contractor and fail to do so, then you remain liable for performance of all obligations under the contract."

The "Seven-Day Right to Cancel" notice must have text that is at least **12-point boldface type,** in immediate area next to consumer's signature, is in the same language, that was used in sales presentation.

The notice may be attached to the contract if the contract includes, in at least **12-point boldface type,** a check box with the following statement:

☐ **"The law requires that the contractor give you a notice explaining your right to cancel. Initial the check box if the contractor has given you a 'Notice of the Seven-Day Right to Cancel.'"**

The notice shall be accompanied by a completed form in duplicate, captioned "Notice of Cancellation," which shall also be attached to the agreement or offer to purchase and be easily detachable, and which shall contain the following statement written in the same language, e.g., Spanish, as used in the contract on the next page.

NOTICE OF RIGHT TO CANCEL

Notice of Cancellation

____
(Enter date of transaction)

You may cancel this transaction, without any penalty or obligation, within seven business days from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram

to ________________________________,
(Name of seller)

at ________________________________ not later than midnight of ______________.
(Address of seller's place of business) (Date)

I hereby cancel this transaction. ____________________________ ______________
(Buyer's signature) (Date)

More information about notifications and contracts is available in section 7159 and 7159.5 of the business and professions code.

NATURAL DISASTERS

Any person who schemes to defraud an owner or tenant of a by offering repairs to damage caused by a natural disaster, can be ordered to make full restitution to the victim *(Section 1203.1b of the Penal Code)* Plus they can face jail time and fines ranging from $500 to more than $25,000 This law applies to natural disasters where a state of emergency is proclaimed by the Governor or President of the United States.

COMMON PROBLEMS
WITH HOME IMPROVEMENT CONTRACTS

1. Notice regarding CSLB Registrar's address is missing
2. Excessive down payment requested or received
3. Equipment to be used or installed is not detailed, and materials to be used not described specifically enough
4. Notice to owner regarding liens is not included
5. Job to be completed is not clearly stated and described
6. "Right to Cancel" notice missing
7. Bid not figured out carefully and/or completely
8. Change Orders are not included
9. Old notices used with old addresses and noncompliant language
10. Start and Finish dates are not included
11. Home Improvement Salesperson's Registration Number is missing
12. Failure to get required building permits
13. No Payment Schedule

[C] SERVICE AND REPAIR CONTRACTS

Service and Repair Contracts are limited and apply only when all four of the following criteria below are met:

1. The contract amount is seven hundred fifty dollars ($750) or less;
2. The buyer must have initiated contact with the contractor to request the work;
3. The contractor does not sell the buyer goods or services beyond those reasonably necessary to take care of the particular problem that caused the buyer to contact the contractor; and
4. No payment is due until the work is completed

Any residential remodeling contract that does not fit within all four of the above mentioned items must be written as a Home Improvement or Swimming Pool Contract.

One significant difference between Service and Repair Contracts and others is the Three-Day cancellation notice. Before January 1, 2006, when a consumer wanted immediate/emergency services he/she needed to sign a waiver of the Three-Day cancellation notice.

When a contract falls within the Service and Repair parameters, then the right to cancel ends when contractor provides a fully signed contract complying with the law, and starts work.

[C] SERVICE AND REPAIR CONTRACTS *Continued*

[C.1] THE FINE PRINT

Service and Repair Contracts have many of the same elements as the standard Home Improvement Contracts. Some of the differences are listed below. *(Business and Professions Code 7159.10)*

[C.1a] REPLACEMENT PARTS

The heading: **"The law requires that the contractor offer the consumer any parts that were replaced during the service call. If they do not want the parts, they initial the check box labeled 'OK for contractor to take replaced parts.'"**

[C.1b] SERVICE CHARGES

If a service charge is charged, the heading **"AMOUNT OF SERVICE CHARGE"** followed by the service charge, and the statement

> **"You may be charged only one service charge, including any trip charge or inspection fee".**

[C.1c] RIGHT TO CANCEL

The contractor lets the consumer know that the right to cancel, expires when the contract is signed and work starts. The contract, or an attachment to the contract must include, in immediate proximity to the space reserved for the buyer's signature, the following statement, in a size equal at least to 12-point boldface type **(12-point bold)**, which shall be dated and signed by the buyer:

> **"YOUR RIGHTS TO CANCEL BEFORE WORK BEGINS**
>
> **(A) You, the buyer, have the right to cancel this contract until:**
>
> **1. You receive a copy of this contract signed and dated by you and the contractor; and**
>
> **2. The contractor starts work.**
>
> Alarm company operators fall under different rules. *See Civil Code Chapter 11.6 (commencing with Section 7590), provided the person complies with Sections 1689.5, 1689.6, and 1689.7 of the Civil Code, as applicable.*

[D] RESOURCES

[D.1] CSLB WEBSITE

The CSLB website, www.cslb.ca.gov, provides a wealth of information and services, including:

- The status of a contractor's license
- The status of a license application
- Licensing and exam information
- How to file a complaint
- Information for disaster victims
- Forms and applications for contractors and consumers
- CSLB office locations
- CSLB publications and pamphlets
- *"California Contractors License Law and Reference Book"*
- New topics, new laws, pending legislation

Also, search engines available online are an excellent resource for construction related information, including online bookstores for contractors.

[D.2] CSLB HEADQUARTERS CONTACT INFORMATION

Mailing Address:

P.O. Box 26000,
Sacramento CA 95826-0026

Street Address:

9821 Business Park Drive,
Sacramento CA 95827-1703

Licensing Fax:

(916) 366-9130

[D.3] TRADE ASSOCIATIONS

Printed standard forms of agreements used in the industry are available from Contractor associations (i.e., *Associated General Contractors*), Associations for specialized trades (i.e., *California Landscape Contractors Association*); and Builders' Exchanges.

[D] RESOURCES *Continued*

[D.4] STATIONERY & BOOK STORES

Printed standard forms are also available from various stationery and contractors' book stores. When purchasing or obtaining a standard form, you should carefully check it to make sure it contains all the current legal requirements.

[D.5] LEGAL ASSISTANCE

A continuing relationship with an attorney familiar with the construction business is helpful. It is a good idea to have an attorney check arrangements for individual jobs which might not quite fit a standard form.

The CSLB cannot and does not give legal advice as to how the courts or an arbitrator would regard a specific matter. CSLB staff can only provide information about how the CSLB interprets the law for its own purposes. For example, the CSLB staff can give an interpretation on whether a particular action by a contractor would constitute a violation that might lead to action by the CSLB. Any other questions should be researched through other sources.

[D.6] AUTOMATED PHONE RESPONSE SYSTEM (APRS)

The Automated Phone Response System (APRS) is an automated, toll-free number, 1-800-321-CSLB (2752), for obtaining information, forms, publications and other valuable assistance pertaining to contracting and the Contractors State License Board.

NOTES

www.cslb.ca.gov

CONTRACTORS STATE LICENSE BOARD
P.O. Box 26000
Sacramento, CA 95826-0026
1-800-321-CSLB (2752)
www.cslb.ca.gov

Item 5.A

PACE Programs Activities Update

Attachment 2

Amended WRCOG Resolution 35-17; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending Resolution Number 35-17 to revise the requirements for the implementation of the financing of seismic strengthening improvements in member or associate member jurisdictions

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AMENDED RESOLUTION NUMBER 35-17

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING RESOLUTION NUMBER 35-17 TO REVISE THE REQUIREMENTS FOR THE IMPLEMENTATION OF THE FINANCING OF SEISMIC STRENGTHENING IMPROVEMENTS IN MEMBER OR ASSOCIATE MEMBER JURISDICTIONS

WHEREAS, the Executive Committee of the Western Riverside Council of Governments (the "Executive Committee" and “WRCOG” respectively) has undertaken proceedings to establish and has established pursuant to Chapter 29 of Part 3 of Divisions 7 of the California Streets and Highways Code (“Chapter 29”) to the “WRCOG Energy Efficiency and Water Conservation Program for Western Riverside County” (the “WRCOG Program”) and the “California HERO Program” (the “California HERO Program,” together with the WRCOG Program, the “Programs”) to assist property owners within the jurisdictional boundaries of the program area of each Program (the “Program Areas”) with the cost of installing distributed generation renewable energy sources, energy and water efficient improvements and electric vehicle charging infrastructure that are permanently fixed to their properties (“Authorized Improvements”); and

WHEREAS, on July 10, 2017, the Executive Committee adopted Resolution Number 35-17 confirming the modification of the WRCOG Program Report and the California Program Report so as to authorize the financing of Seismic Improvements to assist property owners within the boundaries of the Members participating in the WRCOG Program and the Associate Members participating in the California Program; and

WHEREAS, Section 2 of Resolution Number 35-17 (“Section 2”) further provides that the financing of Seismic Improvements shall be authorized to be provided within the jurisdiction of a Member upon the approval of such Member and WRCOG of an amendment to the Implementation Agreement previously entered into between such Member and WRCOG to implement AB 811 within such jurisdiction to modify the Authorized Improvements to include Seismic Improvements; and

WHEREAS, Section 2 further provided that the financing of Seismic Improvements shall be authorized to be provided within the jurisdiction of an Associate Member by the adoption by the governing board of such Associate Member of a resolution authorizing WRCOG to provide such financing within such jurisdiction; and

WHEREAS, in order to facilitate the availability of the financing of Seismic Improvements in the jurisdictions of Members and Associate Members it is recommended that Section 2 be amended to authorize the financing within the jurisdictions of Members and Associate Members unless the governing body of any Member or Associate Member elects not to make such financing available with their jurisdictions.

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Western Riverside Council of Governments as follows:

Section 1. Recitals and Definitions. The above recitals are true and correct. All capitalized terms used in this Resolution and not defined herein shall have the meanings given such terms in Resolution Number 35-17.

Section 2. Amendment of Section 2 of Resolution Number 35-17. Section 2 of Resolution Number 35-17 is amended in its entirety to read as follows:

> "Section 2. Implementation of Seismic Improvements in Member or Associate Member Jurisdictions. The financing of the installation of Seismic Improvements is authorized to be provided within the jurisdictions of all Members and Associate Members unless the governing body of any such Member or Associate Member elects not to make such financing available within such jurisdiction and provides written notice of such election to the Executive Director of WRCOG."

Section 3. Other Provisions of Resolution Number 35-17. Except as expressly provided for herein, all other provisions of Resolution Number 35-17 shall remain in full force and effect.

______________________________	______________________________
Chuck Washington, Chair WRCOG Executive Committee	Rick Bishop, Secretary WRCOG Executive Committee

Approved as to form:

____
Best Best & Krieger, LLP
WRCOG Bond Counsel

AYES: _______ NAYS: _______ ABSENT: _______ ABSTAIN: _______

Item 5.B

Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: **Local Assistance for WRCOG Member Agencies: Grant Writing Assistance & BEYOND Program Activities Updates**

Contact: **Andrea Howard, Program Manager, ahoward@wrcog.us, (951) 405-6751**

Date: **July 11, 2018**

***The purpose of this item is to** provide an update on the local assistance programs WRCOG administers to provide funding for member driven projects and programming through the Grant Writing Assistance Program and BEYOND Framework Fund Program, and to provide an update on that status of BEYOND-funded projects and collect Committee input on the Program Guidelines moving forward.*

Requested Action:

1. Receive and file.

WRCOG provides assistance to member jurisdictions to fund local projects through the BEYOND Framework Fund Program (BEYOND) and the Grant Writing Assistance Program. BEYOND provides funding directly to member jurisdictions through both competitive and non-competitive funding channels to enable member agencies to develop and implement plans and programs aimed at improving quality of life in Western Riverside County by addressing the goal areas outlined in WRCOG's Economic Development and Sustainability Framework. The Grant Writing Assistance Program covers the cost of hiring professional grant writers to develop proposals for competitive external funding across

BEYOND Program Overview

Piloted in Fiscal Year (FY) 2015/2016, the BEYOND Framework Fund supports development and implementation of local projects aligned with the six goal areas outlined in WRCOG's Economic Development and Sustainability Framework: economy, health, education, energy & environment, water & waste water, and transportation. To date, the Executive Committee has allocated a total of $4.1 million through two rounds of funding. Round I of BEYOND is funded through FY 2014/2015 Agency carryover funds, while Round II is funded through FY 2015/2016 Agency carryover funds.

BEYOND Round I Status: Round I provided $1.8 million to member jurisdictions, allocated according to a population-based formula in a single funding stream. Thirty-two (32) projects were funded under Round I and, as of this writing, twenty-three (23) projects have been completed, five projects granted extensions are pending completion, and four projects have been approved as multi-year efforts (the Water Task Force project, funded jointly by EMWD and WMWD, and one project each from the Cities of Corona, Riverside, and Temecula, which are combining Round I and Round II funding for the same project). Attachment 1 includes a summary of each Round I project and identifies which projects are complete.

BEYOND Round II Status: Round II is operating three funding streams: 1) BEYOND Core, a central category of funding allocating $2.05 million to WRCOG member agencies using a population-based formula; 2) BEYOND Team, a competitive fund for collaborative projects between multiple member agencies; and 3) BEYOND Health, a competitive fund for public health promoting projects. Through these three funding streams, Round II is funding 51 projects. To date, five (5) projects have been completed, including the Party Pardners project from the City of Norco, which utilized BEYOND Health funding. A summary of each Round II project, noting which projects are complete, is provided as Attachment 2.

BEYOND Project Spotlight: Party Pardners

The City of Norco's Party Pardners Program is administered by the City's Parks, Recreation and Community Services Department, but is supported by a variety of community partners including non-profit and faith-based organizations. The Program offers monthly recreational and social activities for individuals with varying degrees of disabilities, as well as their families. These activities are offered to community members across the region, not only those living in Norco. Photos from 2017 Party Pardners activities, supported in-part by BEYOND Health funding, are included as Attachment 3 to this Report.

BEYOND Program Logistics

As of this writing, \$2.6M of the Program's \$4M budget has yet to be requested for reimbursement. Round II projects are scheduled for completion November 15, 2018, with final invoices and progress reports due the following month. Staff anticipate that, similar to Round I, not all Round II projects will be completed by the current deadline, therefore, staff recommend extending the deadline.

Grant Writing Assistance Program Overview

WRCOG manages a bench of consultants to help jurisdictions prepare grant applications in five program areas: Active Transportation; Caltrans Sustainable Transportation and Adaptation Planning; Affordable Housing and Sustainable Communities; electric vehicle and alternative fuel readiness, or funding related to Clean Cities activities; and any new planning grant opportunities. The Program aims to strengthen the region's overall competitiveness for statewide funding and to provide needed supplemental support to jurisdictions prevented from seeking grant funds due to limited capacity and/or resources. WRCOG has allocated \$700,000 toward this Program, of which, approximately \$120,000 has been used resulting in more than \$1.8 million in awarded grants for the region. Attachment 4 to this report provides an overview of Assistance provided through the Program to date.

Grant Opportunities Summary Table

In addition to offering grant writing assistance, WRCOG provides regular updates on various grant opportunities that may be of interest to jurisdictions with the goal of returning as much grant funding to member agencies as possible. In the Grant Opportunities Summary Table (Attachment 5), there are two tables: Table 1 provides possible grant opportunities which WRCOG may be able to provide grant writing assistance for, while Table 2 provides additional opportunities which are not eligible for assistance through WRCOG, though they may be of interest to members. The tables list both the estimated "Level of Difficulty" to provide an indication of the level of support needed to develop applications, and the "Success Rates" indicating the number of applications awarded in relation to the number of applications submitted.

Prior Actions:

April 26, 2018: The Finance Directors Committee received and filed

April 19, 2018: The Technical Advisory Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachments:

1. BEYOND Round I – Project Summaries.
2. BEYOND Round II – Project Summaries.
3. BEYOND Project Spotlight: Party Pardners, Activities Photos.
4. Grant Writing Assistance Provided Summary.
5. Grant Opportunities Table.

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Item 5.B

Local Assistance for WRCOG Member Agencies: Grant Writing Assistance & BEYOND Program Activities Updates

Attachment 1

BEYOND Round I – Project Summaries

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Round I Project Summaries

City / Agency	Project Name	Framework Goal(s) Supported	Project Description
City of Banning	Park Facilities Improvements	Health	The City of Banning is expanding and updating facilities at Lions Park. Round I funding supported initial planning for the park improvements. Status: Completed.
City of Calimesa	Clean Energy Vehicles for Calimesa	Energy & Environment	The City of Calimesa utilized BEYOND funding as a match with AQMD AB 2766 funds to replace two vehicles in the City's hybrid/electric fleet. Status: Completed.
City of Canyon Lake	Canyon Lake Water Monitoring & Economic Development	Water	The City of Canyon Lake dedicated BEYOND funds to facilitate more frequent water testing of the Lake as necessitated by increases of run-off from El Nino storms, in addition to spurring economic development by posting monument signs, performing website maintenance, and completing land analysis for future development. Status: Completed.
City of Corona	Corona Innovation Center	Economic Dev., Energy & Environment	The City of Corona is utilizing BEYOND funds to support improvements to a previously underutilized facility for use as a business development center. Status: Multi-year project.
City of Eastvale	SRTS: Radar Display Signs	Health, Transportation	The City of Eastvale utilized BEYOND funds to support its Safe Routes to School campaign through the purchase and installation of 12 radar speed display signs. Status: Completed.
City of Hemet	Downtown Specific Plan	Economic Dev.	The City of Hemet applied BEYOND funds, in conjunction with a SCAG planning grant, to support development of the City's updated Specific Plan and related documents. Status: Completed.
City of Jurupa Valley	Farmer's Market	Health, Energy & Environment	The City of Jurupa Valley's Farmers' Market BEYOND project utilized funds to make requisite updates to the City's zoning code to allow for a Farmers' Market and will also support the establishment of the Farmer's Market. Status: Completed
	Healthy Jurupa Valley Support	Health	The City of Jurupa Valley's Healthy Jurupa Valley BEYOND project funds supported the initiative's five action teams which work to promote and implement healthy living initiatives in the city. Status: Completed.
	Pedestrian and Bicycle Mobility Improvements	Health, Transportation	The City of Jurupa Valley's Pedestrian and Bicycle Mobility Improvements BEYOND project dedicated funds to identify city arterials appropriate for walking and biking corridors. Funds will then be used to install appropriate signage and perform necessary walkway upgrades. Status: Completed.
	Chamber of Commerce Partnership	Economic Dev.	The City of Jurupa Valley's Chamber of Commerce BEYOND project supported an initiative to build a partnership with the Chamber of Commerce and to develop educational programs that will promote the City's economic vitality. Status: Completed.

Round I Project Summaries

City / Agency	Project Name	Goal Area(s) Supported	Project Description
City of Lake Elsinore	Rosetta Canyon Park - Artificial Turf	Economic Dev., Health, Water	The City of Lake Elsinore devoted BEYOND funds to finance a portion of the City's artificial turf installation at Rosetta Canyon Community Park which will include five softball/baseball fields, and one soccer/football field. Status: Completed.
City of Menifee	Citywide Branding Effort - An Economic Driver	Economic Dev.	The City of Menifee dedicated BEYOND funds to support a two-stage economic development project beginning with a comprehensive evaluation of the City's economic environment, Stakeholder attitudes and perceptions, to inform the second stage development of a citywide branding effort. Status: Completed.
City of Moreno Valley	Community Enhancement Program	Economic Dev. Water, Health, Transportation	The City of Moreno Valley divided funds between 12 initiatives including a water station installation, materials and supplies support for three Safe Routes to School events, the replacement of 38 computers at the employment resource center, and bike rack installations. Status: Completed.
City of Murrieta	Murrieta Energy Efficiency Project	Energy & Environment	The City of Murrieta utilized BEYOND funds to finance energy improvement projects identified utilizing an energy audit under the direction of the Energy Network and the Western Riverside Energy Partnership (WREP). Status: Completed
City of Norco	Two-Pronged Economic Development Marketing Strategy	Economic Dev.	The City of Norco utilized BEYOND funds to support a two-pronged branding effort highlighting Norco as a dynamic business, and friendly environment; and hospitable destination of choice focusing on equine and related attractions. Status: Completed
City of Perris	Gateway Enhancement Signage Program	Economic Dev.	The City of Perris dedicated a portion of the City's BEYOND allocation to support the Gateway Enhancement Signage program--an effort to overcome perception challenges faced by the city and to optimize economic opportunities by installing a series of entry, way finding, and branding signs throughout the City's gateway streets and places of interest. Status: Completed
	Green City Farm Program	Health	The City of Perris dedicated a portion of its BEYOND allocation to fund the Green City Farm project which will develop a Community Garden Demonstration Center exhibiting best practices in water-wise gardening, and healthy living opportunities. Status: Completed
City of Riverside	Marketplace SPOT + TOD	Transportation, Health, Energy & Environment	The City of Riverside is using BEYOND monies to fund a SPOT+TOD project which is a community-based development plan and policy framework that will plan for a pedestrian bridge from Metrolink to downtown and development of the Metrolink area as a node of activity. Status: Multi-year project.

Updated: July 3, 2018, 2018

Round I Project Summaries

City / Agency	Project Name	Goal Area(s) Supported	Project Description
City of San Jacinto	Healthy San Jacinto	Health	The City of San Jacinto is leveraged BEYOND funding to meet a portion of its required match for its Strategic Growth Council Sustainable Communities Grant, which is funding the development of a comprehensive downtown specific plan. BEYOND funds is specifically dedicated to the development of a Healthy San Jacinto Coalition which will mobilize community efforts around creating a healthy and sustainable community. Status: Pending.
City of Temecula	Global Citizens Special needs Vocation Training (Teen Job Readiness)	Economic Dev., Energy & Environment, Education	The City of Temecula dedicated a portion of its BEYOND allocation to support the Global Citizens Teens with Special Needs program which provides jobs readiness training for adults with special needs. This project includes a comprehensive curriculum training participants for jobs in the viticulture and hospitality industries. Status: Completed.
	Emergency Management - Video Vignette	Health	The City of Temecula dedicated a portion of its BEYOND allocation to support the production of a video vignette which will educate the public about best practices for local emergency preparedness efforts before, during, and after a catastrophic event. Status: Completed.
	TVE2 Stem and Youth Enrichment	Energy & Environment, Health, Water, Education	The City of Temecula dedicated a portion of its BEYOND allocation to support the TVE2 Stem and Youth Enrichment Program. BEYOND funds are being used to purchase 25 computer stations for the Junior Women's STEM Program , Future Physician Leaders , and Youth Legal Program. Status: Completed.
	Grow Temecula Valley	Economic Dev. Health, Energy & Environment	The City of Temecula dedicated a portion of its BEYOND allocation to support the Grow Temecula Valley project's effort to promote buying local food and to highlight the region for tourists. Status: Completed.
	Sixth Street Sidewalk Improvements	Transportation Health	The City of Temecula dedicated a portion of its BEYOND allocation to support the Sixth Street Sidewalk Improvements project to regrade the sidewalks and install rolled curbs, promoting mobility for all abilities. Status: Multi-year project.
City of Wildomar	Website Improvements Project	Economic Dev.	The City of Wildomar is making improvements to the City website and updating its server to enhance the user interface for business owners and developers utilizing online permitting capabilities and optimized website capabilities. Status: Pending.
RCOE	RCOE Foundation Scholars Program	Education	With BEYOND funds, the RCOE Foundation awarded scholarships to "opportunity youth"/ at-risk students enrolled in RCOE programs such as Alternative Education, Court and Community Schools, County Foster Youth programs, and Riverside County Education Academy students. Student scholarships are anticipated to range between $2,500 and $5,000 per student. Status: Completed.

Updated: July 3, 2018, 2018

City / Agency	Project Name	Goal Area(s) Supported	Description
Riverside County	District Level Projects	-	The County is splitting Round I and II funding between Districts 1, 2, 3, and 5 for a total of $72,164.08 each. These projects will be approved on a rolling basis and will be on the Round II project schedule. Status: Pending.
	Public Health: Healthy Development Checklist	Health	The County allotted $25,000 of its allocation to the Department of Public Health to support development of a "Healthy Development Checklist" that will serve as a tool for planners to make recommendations to improve County of Riverside's residents' health through community design. Status: Completed.
Eastern Municipal Water District	Diamond Valley Lake & Skinner Lake Trails	Water, Transportatio, Health	Eastern Municipal Water District is engaging WRCOG's Active Transportation Plan (ATP) consultant team to develop up to five project description sheets and photo simulations for Diamond Valley Lake & Lake Skinner trails or related active transportation facilities which will describe proposed active transportation routes, route segments, or intersections. Status: pending.
Western Municipal Water District	Customer Handbook: Using Water Efficiently in the Landscape	Water	WMWD dedicated funds to support the creation of a water wise Landscaping web-based handbook with engaging written content, photos, links, and embedded videos. WMWD anticipates water savings of 7,240 acre feet and greater per year. Status: Completed
Morongo Band of Mission Indians	Dial-A-Ride Expansion	Transportation	The Morongo Band of Mission Indians is utilizing BEYOND funding to purchase an additional vehicle and fund a new full-time employee to operate an expanded Dial-A-Ride route to support transportation to jobs, medical services, education centers and other needs. Status: Pending.
EMWD / WMWD	Water Task Force	Water	Eastern Municipal Water District and Western Municipal Water District have each dedicated a portion of their BEYOND allocation to fund the ongoing operation of the Water Task Force which may help to cover administrative costs, guest speaker expenses, marketing and meeting expenses. Multi-year project.

Item 5.B

Local Assistance for WRCOG Member Agencies: Grant Writing Assistance & BEYOND Program Activities Updates

Attachment 2

BEYOND Round II – Project Summaries

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Round II Project Summaries

Jurisdiction	Project Name	Framework Goal(s)	Project Summary
Banning	Lions Park Expansion	Health	The City of Banning is allocating BEYOND Round II Core funding and additional funding from BEYOND Health toward design and park improvements for Lions Park. The park is currently 9.12 acres consisting of 3 baseball fields, snack bar, and a playground. The City is working to expand the park to include an additional 7.46 acres, to be used for two multi-purpose fields. Round I funding was applied to a portion of the cost of the requisite CEQA analysis for the park. Additional funding is anticipated to come from the County EDA and the City's Park fund. Status: In Progress.
Calimesa	Creekside Park Fitness Facilities	Health	The City of Calimesa is allocating BEYOND Core and Health funding toward transforming Creekside Park into a Fitness Park by installing park grade fitness equipment stations. The installation will require relocation of existing fencing material to expand the park area; installation of rubberized safety surface around each fitness station; replacing existing benches, trash cans, and picnic tables to accommodate and encourage increased park usage. Status: In Progress.
Canyon Lake	Railroad Canyon Road Mobility Improvement Project	Transportation, Health	The City of Canyon Lake is allocating a portion of BEYOND funding toward the installation of pole-mounted radar speed signs. The project is in response to high auto speeds along Railroad Canyon Road, which connects to Lake Elsinore (west) and Menifee (east) where speed limits are both higher than Canyon Lake. Status: In Progress.
	Goetz Road Monument Project	Economic Development	The City of Canyon Lake is allocation BEYOND funding to branding and establishing its identity as a municipality amongst its neighboring cities. The City is utilizing a portion of BEYOND funds for a city monument at the entry point along Goetz Road, adjacent to Menifee's Audie Murphy Ranch residential development project. Status: In Progress.
	City Website	Economic Development	The City of Canyon Lake is allocating a portion of BEYOND funding to perform the annual website update to ensure the site continues to help inform, promote, and describe the City to website visitors. Status: In Progress.
Corona	Corona Innovation Center	Economic Development	The City of Corona is allocating BEYOND funding to continue work on the BEYOND RI funded Corona Innovation Center. RII funds will support physical upgrades and ADA renovations to the economic development resource center. Status: In Progress.
	Corona Health Element	Health	The City of Corona is allocating BEYOND Core funding to add a Healthy Communities Component to their General Plan document. As part of the update, the city will be evaluating existing health conditions, constraints to improving health outcomes, and identifying opportunities to improve the overall health of the community. Status: In Progress.

Round II Project Summaries

Jurisdiction	Project Name	Framework Goal(s)	Project Summary
Eastvale	Bus Shelters & Appurtenances	Transportation	The City of Eastvale is allocation BEYOND Core funding toward the installation of overhead bus shelters, benches, and/or a trash container at its more than 30 bus stops along Route 2 and Route 29. Status: In Progress.
Hemet	Pending	Pending	Pending
Jurupa Valley	JV Chamber of Commerce	Economic Development	The City of Jurupa Valley is utilizing a portion of its BEYOND Core Round II funding to continue developing its partnership with the Jurupa Valley Chamber, focusing on business retention and small business development. Status: In Progress.
	Farmers Market	Energy and Environment, Health	The City of Jurupa Valley is utilizing a portion of its BEYOND Core funding to support the continued operation and enhancement of the JV Farmers Market through market expansion and establishment of an ongoing marketing campaign. Status: In Progress.
	Marketing/Branding Program	Economic Development	The City of Jurupa Valley is utilizing a portion of its BEYOND Core funding to initiate a city-wide branding program to include development of a City brochure and other informational marketing. Status: In Progress.
	Radar Display Signs	Transportation, Health	The City of Jurupa Valley is utilizing a portion of its BEYOND Core funding to install up to 6 solar powered radar speed signs to enhance safety awareness of motorists when approaching school zones. Status: In Progress.
	Rubidoux Walking Corridor	Transportation, Health	The City of Jurupa Valley is utilizing a portion of its BEYOND Core Round II funding and additional funding through BEYOND Health, for enhancements to the Rubidoux Walking Corridor, established through BEYOND RI funds. Funding will go toward construction of informational kiosks at each end of the corridor, enhancement of the Edible Path to School, and installation of murals. Status: In Progress.
Lake Elsinore	Healthy LE Program	Health	The City of Lake Elsinore is allocating a portion of its BEYOND Core funding to support the Healthy LE Program. A majority of funding will be directed to hiring a part-time Graduate Student intern to support program activities. Additional funds will go toward project materials and event programming. Status: In Progress.
	Fit-Trails Equipment	Health	The City of Lake Elsinore is allocating a portion of its BEYOND Core, plus additional BEYOND Health funding, to install fitness equipment stations at four parks throughout the city. The four parks were selected based on current activity and utilization levels, varied user types, disbursement of locations throughout the city, and existing walking path infrastructure. Status: In Progress.

Updated July 3, 2018

Round II Project Summaries

Jurisdiction	Project Name	Framework Goal(s)	Project Summary
Menifee	Communicating Menifee's Brand!	Economic Development	The City of Menifee is allocating a portion of its BEYOND Core Round II funding to build off of the RI Re-branding project to develop a marketing communication plan to include creating an independent economic development website and developing marketing materials. Status: In Progress.
	Menifee Homeless Taskforce	Economic Development, Health	The City of Menifee is allocating a portion of its BEYOND Core funding to the Southwest Homeless Alliance Coalition, specifically for creating and printing marketing materials associated with the Coalition. Status: In Progress.
Moreno Valley	Community Enhancement Program II	Health, Energy & Environment, Transportation	The City of Moreno Valley is utilizing BEYOND Core and Health funding for a multi-faceted project to promote active transportation, community engagement, and enhanced quality of life through ten tasks: (1) Community Cleanup Event, (2) Cyclocross Race, (3) Ride MoVal Community Bicycle Race, (4) 5K walk / Pet Adoption Fair Events, (5) Healthy Moreno Valley student campaign, (6) Juan Batista de Anza Trail raised crossing / SB821 Bicycle and Pedestrian Facilities from Bay Avenue to Cottonwood Street, (7) Mini-Round About Demonstration, (8) existing conditions Health Impact Assessment, (9) Community Health Element to General Plan, and (10) Exercise Equipment along Juan Bautista De Anza Trail. Status: In Progress.
Murrieta	Economic Development Site Selector Website	Economic Development	The City of Murrieta is utilizing a portion of BEYOND Core funds to develop a website in coordination with the Chamber of Commerce to provide comprehensive information to help new, expanding, and relocating businesses find the optimal location for success with the City of Murrieta. The website will utilize GIS software, real estate, demographic, workforce, and industry data to create this tool. Status: In Progress.
	HVAC Replacement at Murrieta Innovation Center	Energy and Environment	The City of Murrieta is utilizing a portion of BEYOND Core funds to replace 11 aging HVAC units and install new Title 24 compliant units. Round I funding had been programmed for this, but was reprogrammed for upgrades to the Police and Fire Department HVAC units. Status: Completed ✓
Norco	Ensuring Safety Through Feedback Signs	Education, Health, Transportation	The City of Norco is utilizing BEYOND Core funding to purchase, install, and program 12-15 permanent speed feedback signs. Status: Completed ✓
	Party Pardners	Health	The City of Norco is utilizing BEYOND Health funds to support the Party Pardners Program which provides activities for developmentally disabled adults eighteen and over, including dancing, wii games, arts and crafts, and social events. Status: Completed ✓

Updated July 3, 2018

Round II Project Summaries

Jurisdiction	Project Name	Framework Goal(s)	Project Summary
Perris	Well One	Health	With funding from BEYOND Core and Health, the City of Perris, in partnership with Loma Linda University Dental School, and Lake Perris SDA Church, are organizing a bi-monthly dental clinic to serve the community to be integrated into an existing community medical and mental health clinic. Perris residents are granted first priority for appointments, but walk-ins from all areas are welcome. Funds will buy equipment and supplies. The clinic will be largely staff by volunteers, including volunteer dental students and professors. Status: Completed
	Perris green City Farm/Healthy Community50	Health, Education, Energy & Environment	Perris was one of 50 awardees for the national HealthyCommunity50 Challenge, to compete to develop practical, evidence-based strategies to improve measurable health outcomes and promote health and wellness, equity and social interaction. Perris' strategy focuses on healthy food access and is seeking funding to expand its network of community gardens. Funds will focus on developing a goal of 31 gardens. Status: In Progress.
Riverside	The Marketplace TOD & Mobility Hub Specific Plan Update	Economic Development, Transportation	The City of Riverside is combing its Round I and Round II funding allocation for development of a Marketplace TOD & Mobility Hub Specific Plan in the area around the Downtown Metrolink Station. With BEYOND funds, the City will prepare a two phased plan to (1) develop a baseline infrastructure opportunities and constraints plan, and (2) create an implementable Mobility Hub Specific Plan. The City seeks to collaborate with RTA to plan for the area. Status: In Progress.
	Green Action Plan	Energy and Environment, Health	The City of Riverside is using BEYOND Health funding to further the City's Green Action Plan, which is a tool to strengthen the integration between healthy communities and resource conservation goals. With BEYOND funding, the City plans to strengthen cross-sectoral collaborations and integrate the plan with the Sustainability Tools for Assessing and Rating Communities (STAR) system. Status: In Progress.
San Jacinto	San Jacinto General Plan Update 2040	Economic Development	The City of San Jacinto is using BEYOND funds to offset City costs for the update of the City's General Plan. Included are updates to the City's existing 7 elements and will add elements for Economic Development, Air Quality, and Environmental Justice. Status: In Progress.
Temecula	Temecula Youth Project Construct	Economic Development, Education	The City of Temecula is utilizing a portion of its BEYOND Core funding to create the Temecula Youth Construct project which aims to bridge the gap between educational attainment and vocational skills and offer an avenue, for students who do not attend college, to gain skills that will allow them to be successful within the community. Status: In Progress.

Updated July 3, 2018

Round II Project Summaries

Jurisdiction	Project Name	Framework Goal(s)	Project Summary
	Emergency Management System	Health	The City of Temecula is utilizing a portion of its BEYOND Core funding to host a one-day regional Emergency Management Summit, for the purpose of convening regional first responders, emergency managers, elected officials, businesses, and the general public to discuss emergency preparedness for the region. Status: In Progress.
	Intergenerational Horticulture Program	Education, Economic Development	The City of Temecula is utilizing a portion of its BEYOND Core funding to support the public-private partnership between the City and Our Nicholas Foundation which offers specialized vocational skill training for teens, adults, and seniors with special needs. Modeled after the RI BEYOND Funded Global Citizens Special Needs project, the Horticulture Program would be designed to teach basic skills that encompass cultivation of plants, vegetable gardening, landscaping, irrigation, and basic business practices for all ages with special needs from several communities in Western Riverside County. Status: In Progress.
	Bicycle Sharrows	Transportation, Health, Energy & Environment	The City of Temecula is utilizing a portion of its BEYOND Core funding to install 70 sharrows (or shared lane markings) divided between five areas surrounding schools in Temecula providing critical connections between local neighborhoods and schools as identified by the Trails and Bikeways Master Plan. Status: In Progress.
	Industry Sector Promotions/Site Visits & Surveys	Economic Development	The City of Temecula is utilizing a portion of its BEYOND Core funding to create marketing pieces/strategies specific to industry sectors that are growing in Temecula: craft brewing, high tech, advanced manufacturing, and specialty retail. Additionally, the City's Economic Development team will conduct in-depth site visits with existing businesses to better understand their operations and needs. Status: In Progress.
	Government Leadership Program for Youth (GLPY)	Education	The City of Temecula is utilizing a portion of its BEYOND Core funding to purchase equipment that will support the City's Government Leadership Program for Youth which facilitates interaction and communication between school districts, high school students and City staff in order to foster engagement. Status: In Progress.
	Sixth Street Sidewalk Improvements	Transportation, Health	The City of Temecula is utilizing a portion of its BEYOND Core funding to design and construct sidewalk improvements on the north side of Sixth Street, between Mercedes Street and the entrance to the Mary Philips Senior Center. Status: In Progress.
City of Wildomar	Signage Enhancement Program	Economic Development	The City of Wildomar will use a portion of its BEYOND Core funding to place new signage along roadways to be visible at city entry points and from freeways. Status: In Progress.
	Website Enhancement Part 2	Economic Development	The City of Wildomar will enhance the City website, funded through BEYOND Round I, by purchasing a business registration module. Status: In Progress.

Updated July 3, 2018

Round II Project Summaries

Jurisdiction	Project Name	Framework Goal(s)	Project Summary
County of Riverside Round I & II	District 1 Homeless Intervention and Mitigation Program	Health, Economy	District One will enter into a partnership with Path of Life to administer a homeless intervention program, providing support services that fill traditional funding gaps in rehousing individuals, including rental deposits, utility payments, and household supplies. Status: In Progress.
	District 2 Homelessness Prevention and Mitigation	Health, Economy	The Second District has allocated it's BEYOND funding toward Homeless supportive services. Status: In Progress.
	District 3 Staff Support	Education, Economic Development	The Third District has allocated $20,000 of BEYOND to the Regional Cancer Services Task Force and the remaining balance toward the staffing costs of hiring the District's Round II WRCOG Public Service Fellow as a full-time staff.
	District 5 TBD		The County of Riverside will be dividing Round I and Round II BEYOND allocations, less a total of $50,000 which has been directed to Public Health, to projects at the supervisorial district level. Each is allocated $72,164.08.
Riverside University Health Systems - Public Health	Healthy Community Strategies	Economic Development, Health	RUHS-PH is using $25,000 from the Round II County BEYOND Core allocation to expand upon and support implementation of the Bi-County Healthy Development Checklist. The County will use additional funding through the BEYOND Health set aside to support the annual Healthy Living Extravaganza. Status: In Progress.
Eastern MWD	EMWD Sustainability Center Feasibility Study	Water, Energy & Environment, Health, Economic Development, Education	EMWD is utilizing BEYOND Core funding to perform a feasibility analysis of siting a Sustainability Center near its Perris office campus. Status: In Progress.
Western MWD	Water Use Efficiency Master Plan & Conservation Outreach Plan		WMWD is utilizing BEYOND funds to update the Water Use Efficiency Master Plan (Plan) that will guide new customer programs and outreach over the next five years. Status: In Progress.
Superintendent of Schools	Meta THINK	Education	The Riverside County Office of Education is utilizing BEYOND funding to partner with Meta THINK and local school districts to address chronic absenteeism by working with parents, communities, and school administrators. The Program's aim is to improve student success as chronic absence is a strong indicator of poor performance. Status: In Progress.

Updated July 3, 2018

Round II Project Summaries

Jurisdiction	Project Name	Framework Goal(s)	Project Summary
Morongo Band of Mission Indians	Morongo Dial-A-Ride Program	Transportation	The Morongo Band of Mission Indians is utilizing BEYOND Round II funding to support continued operation of the Dial-A-Ride program which was initiated with BEYOND Round I funding. The Program provides access within and from the Reservation to such destinations as employment, educational centers, and health care facilities. Status: In Progress.
Multiple: Cities of Lake Elsinore, Menifee, Murrieta, Temecula, and the County	Regional Cancer Services Task Force Status: Completed	Education, Economic Development	Several jurisdictions applied funding from their BEYOND Core allocations or applied competitively through BEYOND Health, to support development of a Regional Cancer Services Task Force. The Task Force hired a facilitator and perform a study to identify trends and regional needs in the area of Cancer services. Results of the assessment are intended to be used in planning for and attracting in-demand services to the region both to support health outcomes and economic development. BEYOND funding comes from Core and Health allocations. Status: Completed
BEYOND Team: City of Perris, Eastern Municipal Water District	Healthy Community 50/Perris Green City Farm	Health, Energy & Environment	The City of Perris was one of 50 awardees for the national HealthyCommunity50 Challenge, competing to develop practical, evidence-based strategies to improve measurable health outcomes and promote health, wellness, equity, and social interaction. Perris' strategy focuses on healthy food access and is seeking funding to expand its network of community gardens. Team funds would support development of 10+ new gardens; the total goal is 31 gardens. Status: In Progress.
BEYOND Team: Cities of Lake Elsinore, Menifee, Murrieta, Wildomar, and Temecula	Regional Homeless Alliance (Southwest Cities)	Economic Development, Education, Health, Transportation, Energy & Environment	The goal of the Regional Homeless Alliance is to achieve functional zero homeless. BEYOND Team funds would support development of a more comprehensive regional program by building on the existing foundation with a focus on immediate needs: beds, outreach, housing options and coordination of services. Specific activities will include (1) development of a Community Asset Assessment and Roadmap to address future needs, (2) development of formal housing navigation process, and (3) development of a replicable, coordinated entry system through outreach, housing navigation and low barrier supportive services. Specific tasks include hiring a part-time homeless outreach coordinator and part-time housing navigator, management of five full-time units for rapid rehousing, and provision of emergency shelter for an average of three individuals/families per night. Status: In Progress.
BEYOND Team: Cities of Corona, Jurupa Valley and Lake Elsinore, and	Western Riverside Homeless Alliance	Economic Development, Health, and Education	Western Riverside Homeless Collaborative' s (WRHC) main objective is to stabilize homeless people through the use of shelters, permanent housing, and assistance programs to reduce homelessness in the subregion. The WRHC aims to achieve this objective by adopting a comprehensive regional approach to programming, performing asset mapping, strategic capacity building, and coordinated placement and case management. Specific tasks to be completed include: (1) hiring Homeless Facilitators, (2) creating a subregional Leadership Committee, (3) performing Asset

Jurisdiction	Project Name	Framework Goal(s)	Project Summary
the County of Riverside			Mapping, (4) assembling a Law Enforcement Case Conferencing Team, (5) identifying faith-based and other access points for a Coordinated Entry System, (6) Responsible Compassion and love Your Neighbor Campaign, and (7) Performance Measurement. Status: In Progress.

Item 5.B

Local Assistance for WRCOG Member Agencies: Grant Writing Assistance & BEYOND Program Activities Updates

Attachment 3

BEYOND Project Spotlight: Party Pardners, Activities Photos

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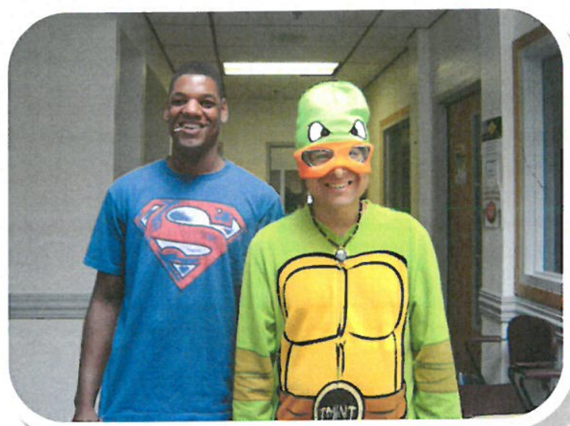
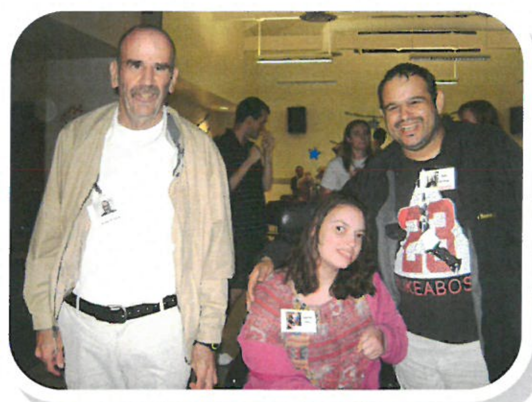
July 2017

August 2017



September 2017

October 2017



Item 5.B

Local Assistance for WRCOG Member Agencies: Grant Writing Assistance & BEYOND Program Activities Updates

Attachment 4

Grant Writing Assistance Provided Summary

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Assistance Summary - PROVIDED					
Jurisdiction	**Description**	**Grant Program Applying for:**	**Anticipated Award**	**Funding Requested**	**Funding Awarded**
Lake Elsinore	City-wide Active Transportation Plan.	Caltrans Sustainable Transportation Planning Grant - Sustainable Communities	Winter 2018	$200,000	$175,000
All	Summary table provided to all WRCOG member agencies on bi-weekly basis.				
Banning	City is applying to attain funding for expansion of the City's CNG facility.	MSRC Natural Gas Infrastructure Grant	Winter 2018	$225,000	$225,000
WRCOG	Develop localized guidelines, thresholds, and mitigation measures related to SB 743 for jurisdictions of Western Riverside County.	SCAG Sustainable Planning Grant	Spring 2017	$200,000	$200,000
WRCOG	WRCOG and SBCTA submitted a joint application for climate adaptation funding from Caltrans for development of a regional Climate Adaptation Toolkit.	Caltrans Sustainable Transportation Planning Grant - Adaptation Planning	Winter 2018	$683,431	$683,431
WRCOG	Regional effort to research and evaluate emerging technologies that could change the way cities develop and operate in the future.	Caltrans Sustainable Transportation Planning Grant - Sustainable Communities	Winter 2018	$500,000	TBA
WRCOG	WRCOG submitted an application to update their Climate Action Plan.	Caltrans Sustainable Transportation Planning Grant - Sustainable Communities	Winter 2018	$344,900	$344,900
County	SR-74/Winchester Land Use/Transportation Study	Caltrans Sustainable Transportation Planning Grant - Sustainable Communities	Winter 2018	$133,000	$133,000
Hemet	City is interested in attaining funding to enhance City's Mobility Hub and future TOD opportunities, and active transportation enhancements.	Urban Greening Grant and Active Transportation Program Cycle IV	Spring/Summer 2018	TBD	
Eastvale	City is submitting an application to attain funding for an Active Transportation project.	Active Transportation Program - Cycle IV	Summer 2018	TBD	
Jurupa Valley	City is planning to submit applications to attain funding for three Safe Routes to School projects.	Active Transportation Program - Cycle IV	Summer 2018	TBD	
Temecula	City is submitting an application to attain funding for an Active Transportation project.	Active Transportation Program - Cycle IV	Summer 2018	TBD	
Wildomar	City is submitting an application to attain funding for an Active Transportation project.	Active Transportation Program - Cycle IV	Summer 2018	TBD	

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Item 5.B

Local Assistance for WRCOG Member Agencies: Grant Writing Assistance & BEYOND Program Activities Updates

Attachment 5

Grant Opportunities Table

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Blais & Associates
professional grant management

Western Riverside Council of Governments
Grant Opportunities and Forecast
June 28, 2018
*(**New** is noted for grants added in the past 14 days)*

WRCOG Western Riverside Council of Governments

The grant opportunities beginning on the next page are part of WRCOG's emphasis to return as much grant funding to member agencies as possible. To that end, WRCOG may be able to assist member agencies with grant writing for the grant programs listed in Table 1. Please also see Table 2 for additional opportunities for your agency that cannot be facilitated by WRCOG, but might be of interest.

To help clarify the level of effort needed to develop the proposals, we have created a key for ready reference.

Key: Level of Difficulty (LOD)	
Simple	A simple level of difficulty indicates an application that may take 8 hours or less to develop, and can likely be accomplished "in-house" with minimal effort/allocation of internal resources.
Medium	A medium level of difficulty indicates an application process that will take a more substantial allocation of internal resources to accomplish, and might possibly require outside assistance (20-70 hours to develop application).
Complex	A complex level of difficulty indicates a VERY competitive opportunity, with a small success rate and intensive grant-development and positioning.

Additionally, we have included the "Success Rates" for each opportunity (if known). This statistic is indicated in **blue** in the "Notes" column, and provides the number of applications awarded in relation to the number of applications submitted (if known).*

*Success rates are not listed for "On the Horizon/NOFAs Not Released" section of Table 2.

Please contact Chris Tzeng, WRCOG Program Manager, at (951) 405-6711 for more information about grant writing assistance.

TABLE 1
Grant opportunities that *may* be eligible for WRCOG-assisted grant writing

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Notes
The grants that might be eligible for WRCOG grant-writing assistance are:							
1	07/31/18 Transportation Improvements	***UPDATED:*** **Active Transportation Program.** To increase the proportion of trips accomplished by biking and walking, and provide a broad spectrum of projects to benefit many types of active transportation users. Eligible Project Types: • Community-wide bicycle, pedestrian, Safe Routes to School, or active transportation plans in disadvantaged communities. • Bikeways and walkways that improve mobility, access, or safety for non-motorized users. • Improvements to existing bikeways and walkways. • Elimination of hazardous conditions on existing bikeways and walkways. • Installation of traffic control devices to improve the safety of pedestrians and bicyclists. • Safe Routes to School projects that improve the safety of children walking and bicycling to school. • Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public. • Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. **Note:** Final applications are now posted. Final Guidelines are expected in June 2018	California Transportation Commission (CTC)	State	$100 million	Not required.	http://www.catc.ca.gov/programs/atp/ **Success Rate:** 11% 456 applications received; 50 applications funded at State level. **LOD: Medium – Complex** The effort is not extremely difficult, but it is time-intensive.

TABLE 1
Grant opportunities that *may* be eligible for WRCOG-assisted grant writing

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Notes
2A	Expected Fall 2018 Planning	**SB 1 Sustainable Transportation Planning Grant Program.** To develop **local plans** that encourage sustainable infrastructure improvements to reduce GHG, Vehicle Miles Traveled, and increase safety, and/or provide access to Public Transit. • **Sustainable Communities:** Formula funds for MPOs. • **Sustainable Communities Competitive:** Eligible project types (not limited to): o Community to school studies or safe routes to school plans. o Studies that advance a community's effort to address the impacts of climate change and sea-level rise. o Complete street plans. o Transit planning studies related to accessible transit, paratransit, mobility management, etc. o First Mile/Last Mile project development planning. o Land use planning activities in coordination with a transportation project. • **Strategic Partnerships:** To fund transportation planning studies of interregional and statewide significance in partnership with Caltrans. • **Strategic Partnerships Transit:** Funds multimodal planning studies with a focus on transit, in partnership with Caltrans, of regional, interregional and statewide significance.	Caltrans	State	Sustainable Comm. Comp.: Minimum: $50,000 for DAC; $100,000 for all others; Maximum: $1,000,000 Strategic Partnerships including Transit: Minimum: $100,000; Maximum: $500,000 (MPO $1 million)	11.47%	http://www.dot.ca.gov/hq/tpp/grants.html Partnerships are highly encouraged **Success Rate:** 34% 127 applications were received; 43 were funded. **LOD: Medium**

TABLE 1
Grant opportunities that *may* be eligible for WRCOG-assisted grant writing

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Notes
2B	Expected Fall 2018 Planning	**SB 1 Adaptation Planning Grant.** For climate change adaptation planning. Example of plans: • Climate vulnerability assessments. • Extreme weather event evacuation planning. • Resilience planning. • Transportation infrastructure adaptation plans. • Natural and green infrastructure planning (e.g. wetlands restoration along transportation corridors to protect transportation infrastructure from flooding and storm impacts). • Integration of transportation adaptation planning considerations into existing plans, such as climate mitigation or adaptation plan, Local Coastal Program (LCP), Local Hazard Mitigation Plan (LHMP), General Plan or other related planning efforts. • Evaluation of or planning for other adaptation strategies, such as: o Providing transit shelters with shade, water, or other means of cooling in locations expected to see temperature increases. o Planning for distributed energy and storage to provide decentralized energy system for safeguarding against loss of power and impacts to electric vehicles due to climate-related grid disruptions.	Caltrans	State	Minimum: $100,000 Maximum: $1 million	11.47%	http://www.dot.ca.gov/hq/tpp/grants.html Partnerships are highly encouraged **Success Rate:** 57% 21 applications were received; 12 were funded **LOD: Medium**

TABLE 1
Grant opportunities that *may* be eligible for WRCOG-assisted grant writing

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Notes
3	Expected Fall 2018 Housing	**Affordable Housing and Sustainable Communities.** To fund projects) that result in: the reduction of GHG emissions and vehicle miles traveled (VMT) and increased accessibility of housing, employment centers and key destinations through low-carbon transportation options such as walking, biking and transit. Eligible Capital Projects in Last Round (subject to change): • Affordable Housing Development (loan) (Bricks and Mortar). • Housing-Related Infrastructure (grant) (Required as Condition of Approval). • Sustainable Transportation Infrastructure (grant). • Transit, Bike Lanes, Sidewalks. • Transportation-Related Amenities (grant). • Bike Parking, Repair Kiosks, Urban Greening, Bus Shelters. Eligible Programs (3 Year Grants) in Last Round: • Active Transportation Programs. • Transit Ridership Programs. • Criteria Air Pollutant Reduction Programs. Project areas must include a **Qualifying Transit**, defined as a transit line serving the public that is operated by a public entity, or operated as a grant recipient from a public entity. All Project Areas MUST also include a Transit Station/Stop, which is served by at least one Qualifying Transit line departing 2 or more times during Peak Hours.	Strategic Growth Council	State	Maximum loan or grant or combination for Project Area is $20 million with a minimum award of at least $1 million for TOD Project Areas and at least $500,000 for ICP and RIPA Project Areas. Single Developer - $40 million.	Not required	http://sgc.ca.gov/Grant-Programs/AHSC-Program.html **Success Rate:** 29% 85 full applications received; 25 applications awarded. **LOD: Complex**

TABLE 2
For Information Purposes Only
Grants which are not eligible for WRCOG grant writing assistance, but may be of interest

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
Grants which are not eligible for WRCOG grant writing assistance.							
1	Ongoing/ Reviewed quarterly Sports	**Baseball Tomorrow Fund.** • Grants are intended to provide funding for incremental programming and facilities for youth baseball and softball programs, not for normal operating expenses or as a substitute for existing funding or fundraising activities. • The funds may be used to finance a new program, expand or improve an existing program, undertake a new collaborative effort, or obtain facilities or equipment necessary for youth baseball or softball programs. • Grants are designed to be flexible to enable applicants to address needs unique to their communities.	Baseball Tomorrow Fund	Private	No maximum. Average award is $40,000	50%	www.baseballtomorrowfund.com **Success Rate:** 10% Approximately 400 applications are received annually; approximately 40 are funded. **LOD: Medium**
2	Rolling Deadline Transportation	**Accelerated Innovation Deployment (AID) Demonstration.** To accelerate the use of innovation in highway transportation projects. **NOTE:** Applications accepted on a rolling basis until funding is no longer available. Applicants should apply when the eligible project is ready to authorize within 12 months.	Federal Highway Administration	Federal	$1 million	20%	https://www.fhwa.dot.gov/innovation/grants/ **Success Rate:** Unknown at this time. **LOD: Medium**

TABLE 2
For Information Purposes Only
Grants which are not eligible for WRCOG grant writing assistance, but may be of interest

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
3	Opened 09/01/17 Accepted first-come, first-served for one year. Economic Development	**CDBG Economic Development (ED) Over the Counter.** Funding to non-entitlement cities and counties. Projects consist of financial assistance to a single business or a large number of assisted businesses served by common infrastructure. The most common form of an OTC project is a single business with a single project where funds are provided as a loan from the jurisdiction/ grantee to and eligible borrower.	California Housing and Community Development	State	$10 million	Not stated.	http://www.hcd.ca.gov/grants-funding/nofas.shtml#current **Success Rate:** Unknown at this time. **LOD: Medium**
4	Ongoing Economic Development	**EDA Disaster Supplemental.** To help communities and regions devise and implement long-term economic recovery strategies through a variety of non-construction and construction projects to address economic challenges in areas where a Presidential declaration of a major disaster was issued, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as a result of Hurricanes Harvey, Irma, and Maria, and of wildfires and other natural disasters occurring in calendar year 2017. Eligible for activities related to disaster recovery, including **economic recovery strategic planning grants** and **public works construction assistance**.	Economic Development Agency	Federal	None stated.	50%	https://www.eda.gov/programs/disaster-recovery/?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term= **Success Rate:** Unknown at this time. **LOD: Complex**

TABLE 2
For Information Purposes Only
Grants which are not eligible for WRCOG grant writing assistance, but may be of interest

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
5	First-come, first-served until 06/29/18 or until funds are exhausted. Air Quality	**Natural Gas Infrastructure Program.** To assist in the construction of natural gas refueling infrastructure within the South Coast Air Quality Management District. Examples of previously funded projects: 1. City of Los Angeles: ($350,000) To provide a time-fill CNG fueling station to provide fuel to ten (10) CNG vehicles. In addition, a limited fast-fill dispenser would be provided in order to provide "spot" fueling as needed. 2. Riverside Transit Agency ($1 million) The project consisted of three phases: 1) Planning, design, and technical specification development; 2) installation of underground gas lines; and 3) procurement, construction, and installation of station equipment.	Mobile Source Air Pollution Reduction Review Committee	State	• Maximums vary depending on the entity and fuel. • The geographical minimum is $500,000 per county.	50%	http://www.cleantransportationfunding.org/rfp/view/natural-gas-infrastructure-funding-opportunities **Success Rate:** Not applicable as this is a first-come, first-served incentive program. **LOD: Medium**

TABLE 2
For Information Purposes Only
Grants which are not eligible for WRCOG grant writing assistance, but may be of interest

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
6	07/02/18 GHG Reduction	**Nature-Based Solutions for Climate Adaptation grant.** To support multi-benefit projects that use natural systems to assist communities in adapting to the impacts of climate change impacts. Examples of the kinds of projects eligible for funding include, but are not limited to: • Nature in Cities Projects that create more sustainable and livable communities by improving natural areas and expanding green spaces. Projects may reduce urban heat island effects, improve air quality, increase walkability, reduce vehicle miles traveled, and create safe public green spaces and trails. • Wetland Restoration Projects that restore coastal and riparian wetlands. Wetland restoration can reduce risk of coastal flooding from sea level rise. Floodplain restoration can reduce river flooding caused by increased storms. • Nature-Based Solutions for Shoreline Protection Projects that increase shoreline resilience to sea level rise while restoring ecological function and creating habitat. **NOTE: 75% of the funding will be awarded to DACs.**	CA Coastal Conservancy	State	There are no minimum or maximum.	Not required.	http://scc.ca.gov/climate-change/climate-ready-program/ **Success Rate:** The Conservancy has awarded $7.3 million for 42 projects. **LOD: Medium**

TABLE 2
For Information Purposes Only
Grants which are not eligible for WRCOG grant writing assistance, but may be of interest

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
7	07/09/18 Veteran Housing	**Veterans Housing and Homelessness Prevention Program.** To provide loans for the development of affordable multifamily rental housing containing permanent supportive housing units, and affordable housing units, for veterans and their families.	CA Housing and Community Development	State	$10 million (LOANS)	Not required. Points will be awarded for leverage of development funding.	http://www.hcd.ca.gov/grants-funding/active-funding/vhhp.shtml **Success Rate:** Unknown. **LOD: Medium**

TABLE 2
For Information Purposes Only
Grants which are not eligible for WRCOG grant writing assistance, but may be of interest

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
8	07/17/18 Water	**Water Marketing Strategy Grant.** To establish or expand water markets or water marketing activities between willing participants, in compliance with state and Federal laws. • Funding Group I: For water marketing strategies that can be completed within two years from the date of award because they are relatively smaller in scope or less complex. Applicants in this funding group will conduct outreach, planning and scoping activities, and develop a water marketing strategy appropriate to the scope of their proposal. • Funding Group II: For more complex water marketing strategies that will require up to three years to complete because they are broader in scope (i.e., involve more partners, address a larger geographic area, or are more complex because the water marketing activities are more complex). • Projects must address each of the three following elements: o Outreach and Partnership Building o Scoping and Planning Activities o Development of a Water Marketing Strategy	Bureau of Reclamation	Federal	• Funding Group I: Up to $200,000 for a project that can be completed within two years. • Funding Group II: Up to $400,000 for a project that can be completed within three years.	50%	https://www.usbr.gov/watersmart/weeg/watermarketing.html **Success Rate:** Nine projects were funded in 2017. 10-12 agreements are expected this round. **LOD: Medium**

TABLE 2
For Information Purposes Only
Grants which are not eligible for WRCOG grant writing assistance, but may be of interest

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
9	07/19/18 Transportation	**Better Utilizing Investments to Leverage Development Transportation Discretionary Grant (BUILD) formally TIGER.** For capital investments in surface transportation infrastructure projects that will have a significant local or regional impact. • Capital projects: 1. Highway, bridge or other road projects eligible under title 23, United States Code; 2. Public transportation projects eligible under chapter 53 of title 49, United States Code; 3. Passenger and freight rail transportation projects; 4. Port infrastructure and investments; and 5. Intermodal Projects. • Planning: dedicated funding for the planning, preparation, or design of eligible BUILD projects. • Research demonstration or pilot projects if they will result in long-term, permanent surface transportation infrastructure that has independent utility.	U.S. Department of Transportation	Federal	$25 million Minimum: $5 million except rural applicants $1 million.	20%	https://www.transportation.gov/BUILDgrants **Success Rate:** Success rate is between 6% and 9%. **LOD: Complex**

TABLE 2
For Information Purposes Only
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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
10	07/19/18 Emission Reduction	**Clean Transportation Incentives Zero- and Near Zero-Emission Freight Facilities Project.** Projects that deploy emission reducing technologies used in freight movement and freight facilities. • Eligible vehicle and equipment types include on-road rucks, cargo handling equipment, marine vessels, locomotives, and others including supporting infrastructure. • Freight facility improvements and equipment such as preferential queuing, renewable energy generation and storage and education and outreach efforts that highlight economic benefits and transition to a zero-emission freight facility. • Freight facilities, for the purpose of this Solicitation, include warehouses, distribution centers, seaports, freight airports, intermodal rail yards, cold storage warehouses, rail yard, ports of entry, and other freight facilities.	CA Air Resources Board	State	Not stated.	50%	https://www.arb.ca.gov/msprog/aqip/solicitations.htm **Success Rate:** Unknown at this time. **LOD: Complex**

TABLE 2
For Information Purposes Only
Grants which are not eligible for WRCOG grant writing assistance, but may be of interest

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
11	07/23/18 Transportation	**Pilot Program for Transit-Oriented Development Planning.** To integrate land use and transportation planning in new fixed guideway and core capacity transit project corridors. Projects must address the following: 1. Enhances economic development, ridership, and other goals established during the project development and engineering processes; 2. Facilitates multimodal connectivity and accessibility; 3. Increases access to transit hubs for pedestrian and bicycle traffic; 4. Enables mixed-use development; 5. Identifies infrastructure needs associated with the eligible project; and 6. Includes private sector participation.	Federal Transit Administration	Federal	Minimum $250,000; Maximum $2 million	20%	https://www.transit.dot.gov/funding/applying/notices-funding/pilot-program-transit-oriented-development-tod-planning-2018-notice **Success Rate:** Data is not available. 16 applications were funded in 2016. **LOD: Complex**

TABLE 2
For Information Purposes Only
Grants which are not eligible for WRCOG grant writing assistance, but may be of interest

No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
12	07/27/18 Water	**Title XVI Water Reclamation and Reuse Projects.** To fund planning, design, and/or construction of Projects: • Funding Group I – Congressionally Authorized Projects. • Funding Group II - Eligible entities under section 4009(c) include sponsors of Projects that have submitted a Title XVI Feasibility Study to Reclamation for review by the date that this FOA is posted, and for which the study is found to meet all of the requirements of Reclamation Manual WTR 11-01: Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process by July 27, 2018 (the application deadline for this FOA) (https://www.usbr.gov/recman/wtr/wtr11-01.pdf).	Bureau of Reclamation	Federal	There is no maximum.	75%	https://www.usbr.gov/watersmart/title/index.html **Success Rate:** 2017: Six projects were funded for a total of $20,980,129. 2016: Seven projects were funded for a total of $30 million. **LOD: Complex**
13	07/31/18 Water	**Small-Scale Water Efficiency Projects.** Small-scale on-the-ground efficiency projects. Examples of projects include, but are not limited to: • Canal Lining/Piping • Municipal Metering • Irrigation Flow Measurement • Supervisory Control and Data Acquisition (SCADA) and Automation • Irrigation Measures	Bureau of Reclamation	Federal	$75,000	50%	https://www.usbr.gov/watersmart/weeg/ssweg.html **Success Rate:** 57 projects were funded in 2017. Success rate unknown. **LOD: Medium**

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For Information Purposes Only
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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
14	07/30/18 Law Enforcement	***NEW:*** **COPS School Violence Prevention Program (SVPP).** To improve security at schools and on school grounds in the grantee's jurisdiction through evidence-based school safety programs. Funding may be used for coordination with local law enforcement; training for local law enforcement officers to prevent school violence against others and self; placement and use of metal detectors, locks, lighting, and other deterrent measures; acquisition and installation of technology for expedited notification of local law enforcement during an emergency; and any other measure that, in the determination of the director of the COPS Office, may provide a significant improvement in security.	U.S. Department of Justice	Federal	$500,000	25%	https://cops.usdoj.gov/default.asp?Item=2958 **Success Rate:** Data is not available as this is a new program. Up to 60 awards are expected. **LOD: Medium**

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For Information Purposes Only
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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
15	08/1/18 Clean Vehicles and Mobility Strategies	**MSRC Local Government Partnership Program.** To accelerate transition to cleaner vehicles and mobility strategies. For an MSRC funding contribution greater than $50,000, the following are eligible project categories: • Light-duty Zero Emission Vehicle Purchases or Leases • Medium & Heavy-Duty Zero Emission Vehicle Purchase • Near-Zero Emission Heavy-Duty Alternative Fuel Vehicle Purchases & Repowers • Electric Vehicle Charging Infrastructure (EVSE) Installation • Alternative Fuel Refueling Infrastructure New Construction or Expansion Smaller jurisdictions are also entitled to request MSRC funds for the following additional eligible project categories: • Traffic Signal Coordination and Synchronization Projects. • Bicycle Active Transportation Projects. • First Mile/Last Mile Strategies. o When implementing a project(s) from this subsection, jurisdictions are required to provide total project co-funding of at least 50%.	Mobile Source Air Pollution Reduction Review Committee	State	This is not a competitive program. The program sets aside a pro-rata share of MSRC funding for each city and county within the South Coast AQMD who participate in the AB 2766 motor vehicle registration fee program. • The maximum amount of funding any single city or county will receive is $3,000,000.	Dollar for dollar up to $3 million in MSRC funding. However, cities and counties that receive an annual allocation of AB 2766 Subvention Funds less than $50,000 are eligible to receive an MSRC Partnership match of $50,000.	http://www.cleantransportationfunding.org/rfp/view/2017-local-government-partnership-program **Success Rate:** N/A. This is a new program. **LOD: Medium**

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For Information Purposes Only
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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
16	There are three deadlines • August 1, 2018 • November 1, 2018 • January 31, 2019 CA Tire Recycling	**Tire Derived Aggregate Grant Program.** To provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled-content tire products.	CalRecycle	State	$350,000. Very Large Projects (using over 400,000 passenger tire equivalents or 4,000 tons of TDA material) are eligible for up to $750,000.	Not stated as required	http://www.calrecycle.ca.gov/Tires/Grants/TDA/FY201819/default.htm **Success Rate:** 2018: Five eligible applications received and five were funded. 2017: Three eligible applications received and three were funded. **LOD: Medium**

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
17	08/02/18	***NEW:*** **Lead-Based Paint Hazard Reduction Grant Program.** To identify and control lead-based paint hazards in eligible privately owned rental or owner-occupied housing populations. • Minimum lead hazard control actives are 65% of award. • For rental housing, at least 50 percent of the units must be occupied by or made available to families with incomes at or below 50 percent of the area median income level and the remaining units must be occupied or made available to families with incomes at or below 80 percent of the area median income level; • For housing owned by owner-occupants, all units assisted with grants under this section must be the principal residence of families with income at or below 80 percent of the area median income level, and not less than 90 percent of the units assisted with grants under this section must be occupied by a child under the age of six years or must be units where a child under the age of six years spends a significant amount of time visiting.	Housing and Urban Development	Federal	Minimum award: $1 M LBPHR maximum award: • Large, urban jurisdictions - $3,500,000 • State and local jurisdictions - $3,000,000 • Jurisdictions that have never received LBPHC or LHRD grant - $2,000,000 Healthy Homes Supplemental funding: • Large, urban / other state/local jurisdictions - $600,000 • Jurisdictions that have never received LBPHC or LHRD grant - $300,000 Maximum: $4.1 M per project period.	10% of federal request.	https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy18lbphr **Success Rate:** Data is not available. It is expected that 50 awards will be made. **LOD: Medium**

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
18	***UPDATE:*** 8/03/18 Water	**Groundwater Grant Program Round 2.** For grants, and loans, for planning and implementation projects that prevent or cleanup the contamination of groundwater that serves or has served as a source of drinking water. Examples of implementation projects include, but are not limited to: • Wellhead treatment; • Installation of extraction wells combined with treatment systems; • Centralized groundwater treatment systems; • Source area cleanup; • Groundwater recharge to prevent or reduce contamination of municipal or domestic wells; • Groundwater injection to prevent seawater intrusion; and • Groundwater well destruction.	State Water Resources Control Board	State	Planning: $100,000 to $2 million. Implementation: $500,000 to $50 million for projects that prevent or clean up contamination of an aquifer. Implementation for drinking water treatment up to $5 million and septic-to-sewer implementation projects up to $8 million if these projects directly benefit a DAC or EDA.	50%. May be waived or partially waived for DACs	https://www.waterboards.ca.gov/water_issues/programs/grants_loans/proposition1/groundwater_sustainability.shtml **Success Rate:** Data is not available. **LOD: Medium**

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
19	08/09/18 Arts	**Our Town.** For projects that integrate arts, culture, and design activities into efforts that strengthen communities by advancing local economic, physical, and/or social outcomes. Successful Our Town projects ultimately lay the groundwork for systemic changes that sustain the integration of arts, culture, and design into strategies for strengthening communities. To apply, choose a program area: • Place-Based Projects. Through arts engagement, cultural planning, design, and/or artist/creative industry support, these projects contribute to improved quality of life in local communities. These projects require a partnership between a nonprofit organization and a local government entity, with one of the partners being a cultural organization. • Knowledge Building Projects. These projects build and disseminate knowledge about how to leverage arts, culture, and design as mechanisms for strengthening communities. These grants are available to arts service or design service organizations, and/or other national or regional membership, policy, or university-based organizations. These projects require a partnership that will facilitate the knowledge sharing and/or exchange.	National Endowment of the Arts	Federal	• Place-Based Projects - $25,000 to $200,000. • Knowledge Building Projects - $25,000 to $200,000.	1:1	https://www.arts.gov/grants-organizations/our-town/introduction **Success Rate:** Unknown. **LOD: Medium**

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
20	08/06/18 Transportation	***NEW:*** **Bus and Bus Facilities Infrastructure Investment Program.** To assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities. • Recipients are permitted to use up to 0.5 percent of their requested grant award for workforce development activities. • Allowed to use up to 0.5 percent for costs associated with training at the National Transit Institute. Eligible applicants: Designated recipients that allocate funds to fixed route bus operators, and to states, and local governmental authorities that operate fixed route bus service.	Federal Transit Administration	Federal	None	20% of net project costs. Exceptions: 15% to acquire vehicles compliant with the Clean Air Act/ADA. 10% for the cost of acquiring, installing or constructing vehicle-related equipment or facilities required by the ADA of 1990, or are necessary to comply with/maintaining compliance with Clean Air Act.	https://www.transit.dot.gov/funding/applying/notices-funding/buses-and-bus-facilities-infrastructure-investment-program-fy-2018 **Success Rate:** Unknown. **LOD: Complex**

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
21	08/29/18 Economic Development	**Regional Innovation Strategies.** To foster connected, innovation-centric economic sectors which support the conversion of research into products and services, businesses, and ultimately jobs through entrepreneurship. • i6 Challenge: To increase entrepreneurship that is driven by innovations, ideas, intellectual property, and applied research through the process of technology commercialization and that ultimately results in new jobs, new businesses, and increased and sustainable regional economic growth. • Seed Fund Support: To provide technical assistance and operational costs that support the formation, launch, or scale of cluster-focused seed funds that will invest their capital in innovation-based startups with a potential for high growth.	Economic Development Administration	Federal	• i6 Challenge - $750,000 • Seed Fund Support- $300,000	50%	http://www.eda.gov/oie/ris/ **Success Rate:** 217 applications received; 42 applications funded. Success rate was 19%. **LOD: Medium**

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
22	08/31/18 Transportation – Safety	**Highway Safety Improvement Program.** To achieve a significant reduction in fatalities and serious injuries on all public roads. All proposed projects must lead to the construction of safety improvements. There are six application categories: • AC #1 – Common Benefit/Cost Ratio (BCR) Application • AC #2 – Set-aside for High Friction Surface Treatment • AC #3 – Set-aside for Guardrail Upgrades • AC #4 – Set-aside for Horizontal Curve Signing • AC #5- Set-aside for Pedestrian Crossing Enhancements • AC #6 – Set-aside for Tribes	Department of Transportation	State	Maximum per agency: • AC #1 - $10 million • AC #2 - $10 million • AC #3 - $1 million • AC #4 - $250,000 • AC #5 - $250,000 • AC #6 - $250,000 Maximum for a single project: $10 million Minimum for a single project: $100,000	10%. This ratio can be 100% if all countermeasures of the project are eligible for 100% federal reimbursement per Section 4.2 of the Local Roadway Safety Manual (LRSM).	http://www.dot.ca.gov/hq/LocalPrograms/HSIP/apply_nowHSIP.htm **Success Rate:** 213 applications received; 182 applications funded. Success rate 85%. **LOD: Medium**

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
23	10/01/18 Habitat Preservation	**Habitat Conservation Fund.** To protect fish, wildlife, and native plant resources, to acquire or develop wildlife corridors and trails, and to provide for nature interpretation programs and other programs which bring urban residents into park and wildlife areas. There are seven activity areas: 1. Deer/Mountain Lion Habitat 2. Rare, Endangered, Threatened, or Fully-Protected Species Habitat 3. Wetlands 4. Riparian Habitat 5. Anadromous Salmonids and Trout Habitat 6. Trails 7. Wildlife Area Activities **This is the last round of funding.**	CA State Parks	State	$350,000 for individual application or $500,000 for a regional application.	50%	http://www.parks.ca.gov/?page_id=21361 **Success Rate:** Varies by program type. **LOD: Medium**
24	04/10/20 Hydrogen Fueling	**Implementation of Hydrogen Refueling Stations.** To expand the availability of hydrogen refueling infrastructure in the South Coast AQMD region by making available a source of co-funding that can be accessed by the MSRC's strategic partners. MSRC will provide funding that can be used to improve the financial viability of a candidate hydrogen refueling station that has already undergone vetting by the Energy Commission or SCAQMD, or is being proposed by a public agency or industry stakeholder that will undergo evaluation by the MSRC, Energy Commission, or SCAQMD.	Mobile Source Air Pollution Reduction Review Committee	State	Minimum $500,000 per county	Not stated.	http://cleantransportationfunding.org/node/1865 **Success Rate:** Unknown. **LOD: Medium**

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
25	First Come; First Served until December 31, 2020 Homelessness	**Stand Down Grant.** To support local Stand Down events that assist homeless veterans by providing a wide variety of employment, social, and health services. • Funds must be used to enhance employment and training opportunities or to promote the self-sufficiency of homeless veterans through paid work. • Basic services such as showers, haircuts, attention to health concerns, and other collaborative services. • Grant funds may only be used to support allowable SD costs such as: • The purchase of food, bottled water, clothing, sleeping bags, one-person tents, backpacks filled with non-perishable foods, hygiene care kits, and over-the-counter reading glasses; • Vouchers may be purchased for minor time-limited legal services, consumer credit counseling services, food, phone cards, and gasoline gift cards for homeless veteran participants. • Special one-time costs for the duration of the SD event such as rental facilities and/or tents, electricity, equipment, portable toilets, and communications or internet access. • The purchase of janitorial supplies.	U.S. Department of Labor	Federal	$7,000 for a one-day event and $10,000 for a multi-day event	Cost share calculations are based on the number of expected homeless veterans to be served using VETS' SD funds compared to the overall number of participants expected to be served.	https://www.dol.gov/vets/programs/StandDown/index.htm **Success Rate:** Unknown at this time. **LOD: Medium**

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
****On the Horizon/NOFA not yet released.****							
1	TBD Emission Reduction	**Volkswagen Settlement Mitigation Trust**. $381 million to California for NOx mitigation. Application and program details currently under development **Workshops available in February and March.**	California Air Resource Board	Private	TBD	TBD	https://www.arb.ca.gov/msprog/vw_info/vw-diesel-info/vw-diesel-info.htm
2	Summer 2018 Water	**Basin Studies LOI.** To evaluate the ability to meet future water demands within a river basin and to identify adaptation and mitigation strategies to address the potential impacts of climate change.	Bureau of Reclamation	Federal	Unknown	50%	https://www.usbr.gov/watersmart/bsp/index.html
3	Summer 2018 Water Studies	**Title XVI Feasibility Studies.** Funding for development of new Title XVI feasibility studies for recycled water infrastructure.	Bureau of Reclamation	Federal	$150,000 for feasibility studies to be completed within 18 months. $450,000 for feasibility studies to be completed within 3 years.	50%	https://www.usbr.gov/watersmart/title/index.html

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
4	Fall 2018 Trails	**Recreational Trails Program.** For both non-motorized and motorized RECREATIONAL TRAILS and trail-related facilities. Eligible projects types are: acquisition, development or a combination of acquisition and development.	California State Parks	State	$50,000 minimum/ $1.5 million maximum	12%	http://www.parks.ca.gov/?page_id=24324
5	Fall 2018 Libraries	**Copycat Grant.** Intended to help libraries easily implement tried-and-tested programs and extend the impact of previously funded LSTA projects. State Library staff will make available case studies and information about a variety of projects that are impactful and easily replicable, that can be accomplished in six to eight months, and that align with the State Library's LSTA Five Year Plan 2018-2022. Libraries will then have the opportunity to apply for funds to implement a selected project in their community.	California State Library	State	TBD	TBD	http://www.library.ca.gov/grants/

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
6	October 2018 Planning	**SB 1 Sustainable Transportation Planning Grant Program.** To encourage local and regional planning that furthers state goals, including, but not limited to, the goals and best practices cited in the regional transportation plan guidelines adopted by the commission. Example Sustainable Communities Grant Project types include projects that explore and plan for reductions in GHG and VMT, and/or integrate Land Use and Transportation planning. Land use planning activities in coordination with a transportation project. Examples include: • An update to a general plan land use element or zoning code that increases development opportunities around key transportation corridors or nodes. • Creation of a Transit-Oriented Development overlay zone or other special zoning district around key transportation corridors or nodes. • Studies, plans, and policies that address land use conflicts with major transportation corridors such as major highways, ports, shipping and freight corridors, etc., that are near sensitive land uses such as homes, schools, parks, etc., or potentially impacted by climate change.	CA Department of Transportation	State	Minimum: $50,000 for DAC; $100,000 for All Others Maximum: $1,000,000	11.47%	http://www.dot.ca.gov/hq/tpp/grants.html

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
7	October 2018 Planning	**SB Adaptation Planning Grant**. For climate change adaptation planning. Examples: • Climate vulnerability assessments. • Extreme weather event evacuation planning. • Resilience planning. • Transportation infrastructure adaptation plans. • Natural and green infrastructure planning • Integration of transportation adaptation planning considerations into existing plans, such as climate mitigation or adaptation plan, Local Coastal Program (LCP), Local Hazard Mitigation Plan (LHMP), General Plan or other related planning efforts. • Evaluation of or planning for other adaptation strategies, such as: o Providing transit shelters with shade, water, or other means of cooling in locations expected to see temperature increases. o Planning for distributed energy and storage to provide decentralized energy system for safeguarding against loss of power and impacts to electric vehicles due to climate-related grid disruptions.	CA Department of Transportation	State	Minimum: $100,000 Maximum: $1 million	11.47%	http://www.dot.ca.gov/hq/tpp/grants.html

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No.	Deadline	Name of Grant	Name of Agency/Type	Source of Funds	Maximum Funding	Match Requirement	Website
8	October 2018 Paving	***NEW:* Rubberized Pavement Grant Program.** To provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled-content tire products. It is aimed at encouraging first-time or limited users of rubberized pavement in two project types – Rubberized Asphalt Concrete Hot-Mix (Hot-Mix) and Rubberized Chip Seal (Chip Seal).	CalRecycle	State	$350,000	Not required.	http://www.calrecycle.ca.gov/Tires/Grants/Pavement/default.htm
9	Winter 2018 Recycle	**Household Hazardous Waste – Small Projects.** To assist local governments in implementing safe HHW programs, which may include public education, source reduction, reuse, recycling, load checking and collection components.	CalRecycle	State	• $50,000 for individual applicants. • $75,000 for rural area counties (population of 200,000 or less) or regional and JPA applications.	Not required.	http://www.calrecycle.ca.gov/HomeHazWaste/Grants/30thCycle/default.htm

** Information presented is based on past guidelines. Requirements may change when new guidelines are published.

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Item 5.C

Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: **Regional Streetlight Program Activities Update**

Contact: **Tyler Masters, Program Manager, tmasters@wrcog.us, (951) 405-6732**

Date: **July 11, 2018**

The purpose of this item is to *provide an update on the Western Riverside County streetlight acquisition, the not-to-exceed contract amount for the purchase of LED lighting fixtures, streetlight transition processes, and the participating jurisdictions' next steps.*

Requested Action:

1. Receive and file.

WRCOG's Regional Streetlight Program will assist member jurisdictions with the acquisition and retrofit of their Southern California Edison (SCE)-owned and operated streetlights. The Program has three phases: 1) streetlight inventory; 2) procurement and retrofitting of streetlights; and 3) ongoing operations and maintenance. A major objective of the Program is to provide cost savings to participating member jurisdictions.

Background

At the direction of the Executive Committee, WRCOG developed a Regional Streetlight Program that will allow jurisdictions (and Community Service Districts) to purchase streetlights within their boundaries that are currently owned and operated by SCE. Once the streetlights are owned by the member jurisdiction, the lamps will be retrofitted to Light Emitting Diode (LED) technology to provide more economical operations (i.e., lower maintenance costs and reduced energy use). Local control of the streetlight system provides jurisdictions with opportunities for future revenue generation such as digital-ready networks and telecommunications and information technology strategies.

Regional Streetlight Acquisition Process

Eleven jurisdictions (listed below) have moved forward and signed Purchase and Sales Agreements (Agreement) to acquire current SCE-owned streetlights within their jurisdictional boundaries. Collectively, these account for nearly 48,000 streetlights within Western Riverside County. This Agreement includes the terms and acquisition price for the sale of the streetlights for each jurisdiction. In June 2017, SCE presented participating cities with a first, and only, amendment to its Purchase and Sales Agreement, which included two changes to the original Agreement. The first is a minor change in the overall price of the streetlight systems to include the additional depreciation of the streetlight systems from the original 2015/2016 valuation. The second includes an increase in the transition cost, from $30.00 per pole to $32.15 per pole. The transition cost component of the Agreement includes the time and materials that SCE's contractor will take during the acquisition and transition process when converting a streetlight from SCE-ownership to jurisdictional-ownership. The Cities of Perris, San Jacinto, and Wildomar, and the Jurupa Community Services District (JCSD) did not receive an amendment to their Purchase and Sales Agreements because the updated transition cost was already included in their Agreements. Once each Agreement is signed by the jurisdiction, SCE transmits the Agreement to the California Public Utilities Commission (CPUC) for review and approval.

The CPUC has approved ten of the member jurisdictions applications for streetlight ownership. The table below provides the status for each jurisdiction participating in the Program and is subject to change as SCE and CPUC progress through the approval processes. WRCOG staff will continue to update the progress as jurisdictions reach each milestone.

	City approves agreement to purchase streetlights	City approves amendment to PSA	SCE executes agreement	SCE sends to CPUC	CPUC approves streetlight transfer	City approves program participation
Eastvale	4/12/2017	7/25/17	✓	✓	12/8/2017	5/9/2018
Hemet	3/14/2017	9/11/2017	✓	✓	3/31/2018	
JCSD	3/13/2017	N/A	✓	✓	3/11/2018	
Lake Elsinore	1/24/2017	8/17/2017	✓	✓	3/11/2018	
Menifee	2/15/2017	3/7/2018	✓			
Moreno Valley	3/21/2017	10/16/17	✓	✓	3/31/2018	
Murrieta	3/7/2017	7/11/17	✓	✓	9/29/2017	12/19/2017
Perris	3/28/2017	N/A	✓	✓	3/31/2018	5/8/2018
San Jacinto	3/28/2017	N/A	✓	✓	3/31/2018	12/19/2017
Temecula	2/28/2017	5/30/17	✓	✓	6/21/2018	
Wildomar	3/8/2017	N/A	✓	✓	3/31/2018	

As the Table above indicates, the City of Menifee is the last remaining City whose application has not yet been approved by CPUC. SCE will be submitting their Agreement to the CPUC on July 6, 2018. WRCOG Staff anticipate an early August approval.

As part of the next step of the Program, staff will work with each jurisdiction to identify and pursue action on the Regional Program Participation Package.

To date, the Cities of Eastvale, Murrieta, Perris and San Jacinto have approved the Program Participation Package. The Cities of Hemet, Lake Elsinore, Temecula and Wildomar will be going to City Council during the months of July and August 2018 to seek approval of the Program Participation Package, which contains the following items:

1. Financing: If approved, the jurisdiction will enter into an agreement with the Program's financing lender, Banc of America. Banc of America will be working with each respective jurisdiction to provide the adequate amount for Acquisition and/or LED Retrofit.
2. Retrofit, operation & maintenance: If approved, the jurisdiction will elect to enter into an agreement with WRCOG's retrofit, operation & maintenance (O&M) service provider, Siemens, which will be conducting retrofit services and ongoing maintenance remedies for any streetlight outages and fixture damages, and provide a 24/7 call center for residents with the goal of meeting and/or exceeding the current service that is being offered.
3. LED fixture procurement: If approved, the jurisdiction will elect to enter into an agreement to convert their current lighting fixtures to LED technology. The LED technology that will be implemented throughout the region will be installed by Siemens.

Staff will be working with remaining jurisdictions to coordinate the Program Participation Package approval at upcoming City Council / Board meetings.

<u>Streetlight Transition Process</u>

WRCOG has received a transition timeline from SCE indicating the estimated timing that SCE will initiate and analyze each streetlight pole as part of the acquisition process. Known as the SCE Inventory and Inspection Process (or inventory true-up process), SCE estimates the entire region will have the streetlight transition started by October 2018. At the conclusion of the Process, each jurisdiction will be provided with their own streetlight report containing important information from the amount of sellable streetlight systems, streetlight location, pole material, etc. To date, the City of Murrieta has completed the Process and has received their streetlight data for review. The table below estimates the program milestones for each jurisdiction from the period SCE's Inventory and Inspection Process commences all the way through retrofit completion for the participants. Note that the table provides different scenario timelines based on alternating paces of SCE's process as well as the pace of retrofit.

	SCE Transition start (1)	SCE Transition closing (2)		City approval + payment of invoice (3)	Additional Application Req. (for cities with LPS lights)	Retrofit Start (4)		Retrofit End (Siemens @ 3,000 poles/month)		Retrofit End (Siemens @ 1,000/Month) (5)	
		Scenario #1 @ 2,000 /month	Scenario #2 @ 4,000/month			Scenario #1	Scenario #2	Scenario #1	Scenario #2	Scenario #1	Scenario #2
Eastvale	6/1/18	7/31/18	7/1/18		N/A	9/14/18	8/15/18	10/24/18	09/24/18	01/13/19	12/14/18
Hemet	6/4/18	8/13/18	7/9/18		+ 90 days	12/26/18	11/21/18	01/12/19	12/08/18	02/16/19	01/12/19
JCSD	6/4/18	8/3/18	7/4/18		N/A	9/17/18	8/18/18	10/05/18	09/05/18	11/12/18	10/13/18
Lake Elsinore	6/4/18	8/27/18	7/16/18		N/A	10/11/18	8/30/18	11/11/18	09/30/18	01/14/19	12/03/18
Menifee	10/1/18	1/3/19	11/17/18		+ 90 days	5/18/19	4/1/19	07/20/19	06/03/19	11/23/19	10/07/19
Moreno Valley	9/1/18	1/11/19	11/6/18	+ 45 days	N/A	2/25/19	12/21/18	05/24/19	03/19/19	11/17/19	09/12/19
Murrieta	complete	5/1/18	5/1/18		+ 90 days	9/13/18	9/13/18	11/16/18		03/25/19	
Perris	7/1/18	9/1/18	8/1/18		N/A	10/16/18	9/15/18	11/26/18	10/26/18	02/17/19	01/17/19
San Jacinto	7/1/18	7/28/18	7/14/18		N/A	9/11/18	8/28/18	09/29/18	09/15/18	11/04/18	10/21/18
Temecula	10/1/18	1/19/19	11/25/18		+ 90 days	6/3/19	4/9/19	08/15/19	06/21/19	01/09/20	11/15/19
Wildomar	9/1/18	9/22/18	9/11/18		+ 90 days	2/4/19	1/24/19	02/18/19	02/07/19	03/18/19	03/07/19

1. SCE Transition start: Initiation of streetlight inventory and inspection process and final verification of streetlight systems. Completed by SCE's third party contractor.
2. SCE Transition closing: SCE has indicated they can transition between 2,000 to 4,000 lights per month. As such, the table above estimated closing dates using two scenarios. Scenario #1 illustrates a conservative approach where SCE can audit 2,000 poles / month & Scenario #2 illustrates approach where SCE can audit 4,000 poles per month.
3. City Approval & payment and additional application requirements (if any): Estimated timeframe for City review of streetlight audit & submittal of payment for streetlight purchase to SCE. The 90 day provision for additional application is added for select jurisdictions with Low Pressure Sodium lighting.
4. Retrofit start: Estimated LED retrofit start date. Retrofit start date will be based off of Footnote #2 audit approach.
5. Retrofit end: Estimated LED retrofit end date. Two Scenarios are shown with WRCOG's O&M vendor Siemens providing a 3,000 poles per month retrofit and 1,000 poles per month retrofit scenario(s).

LED Fixture Selection – California Electric Supply / GE Equipment Purchase Agreement

On June 22, 2018, the Executive Committee approved the Equipment Purchase Agreement between WRCOG and California Electric Supply / GE. The total contract amount for the purchase of LED lighting fixtures for nearly 55,000 streetlights in Western Riverside County is not-to-exceed $8,400,000. The not-to-exceed amount represents the costs of all 11 jurisdictions participating in the retrofit of their existing lights to LED and equates to an average $153.33 per pole retrofit. Each jurisdiction's project costs will be held in a separate bank account for payment to the lighting distributor. For those jurisdictions which will be utilizing program financing, the appropriate disbursement will be made from that jurisdiction's approved financing.

Prior Action:

June 22, 2018: The Executive Committee approved the authorization of the Executive Director, subject to legal counsel review and approval, to enter into an Equipment Purchase Agreement with California Electric Supply for LED fixtures and equipment procurement in an amount not to exceed $8,400,000.

Fiscal Impact:

Activities for the Regional Streetlight Program are included in the Agency's adopted Fiscal Year 2017/2018 Budget in the Energy Department.

Attachment:

None.

Item 5.D

Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: 4th Quarter Draft Budget Amendment for Fiscal Year 2017/2018

Contact: Andrew Ruiz, Program Manager, aruiz@wrcog.us, (951) 405-6741

Date: July 11, 2018

***The purpose of this item is to** request approval of WRCOG's 4th Quarter Draft Budget Amendment for Fiscal Year (FY) 2017/2018. The staff report includes a summary of increases and/or decreases to both revenues and expenditures by department.*

Requested Action:

1. Recommend that the Executive Committee approve the 4th Quarter Draft Agency Budget Amendment for Fiscal Year 2017/2018.

General Fund

Administration Program expenditures exceeded the budgeted amount by $110,166, primarily due to a change order in the construction for the office move. The change order was due to additional IT / AV electrical costs, adding electromagnetic door locks, and permit fees. These expenditures will be offset by a decrease in expenditures in other budgeted categories.

Government Relations Program expenditures exceeded the budgeted amount by $9,514, primarily due to legal fees associated with the BEYOND Program and salaries for the Experience Program. These expenditures will be offset by a decrease in expenditures in other budgeted categories.

Net Expenditure increase to the General Fund: $0

Transportation Department

Transportation Department expenditures exceeded the budgeted amount by $21,716, primarily due to printing services for roadway signs for TUMF projects, travel costs associated with the GoMentum tour and additional staff time (salary) programmed in the Active Transportation Program. These expenditures will be offset by a decrease in expenditures in other budgeted categories.

Net Expenditure increase to Transportation Department: $0

Energy Department

Energy Department expenditures exceeded the budgeted amount by $413K. The WRCOG and Statewide HERO Programs have increased recording expenditures due to the passage of SB2, which increased recording fees by $150 per assessment. Western Community Energy also experienced an increase in legal fees of approximately $72K. These expenditures will be offset by a decrease in expenditures in other budgeted categories where there is an available budget, mostly within the Consulting Labor line item.

Energy Department revenues are also being reduced by $679K. The California HERO Program revenues will be reduced by an additional $309K due to continued decline in volumes. The Spruce PACE Program had $253K in budgeted revenues, but did not see any revenues in FY 2017/2018. The CA First PACE Program also had $253K in budgeted revenues, but only received $48K in revenues. The WRCOG HERO Program had $1M in budgeted revenues, but actually made $1.07M in revenues. The total revenue decrease will be offset by a reduction in expenditures where there is available budget, primarily in Consulting Labor and Salaries and Wages.

Revenue decrease to Energy Department: ***$679,000***

Environment Department

Environment Department expenditures exceeded the budgeted amount by $32,146, primarily due to increased advertising costs for the Statewide Used Oil Program. These expenditures will be offset by a decrease in expenditures, primarily those in the marketing categories.

Net Expenditure increase to the Environment Department: $0

Prior Action:

None.

Fiscal Impact:

For the 4th Quarter of Fiscal Year 2017/2018, there will be a decrease in revenues of $679K in the Energy Department.

Attachment:

1. Annual Budget for the Fiscal Year ending June 30, 2018, with 4th Quarter amendment.

Item 5.D

4th Quarter Draft Budget Amendment for Fiscal Year 2017/2018

Attachment 1

Annual Budget for the Fiscal Year ending June 30, 2018, with 4th Quarter amendment

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Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: General Fund

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
WRCOG Auto Fuels Expense	970	750	(220)
WRCOG Auto Maintenance	770	260	(510)
Parking Validations	4843	2583	(2,260)
Program/Office Supplies	17106	12765	(4,341)
Computer Equipment/Supplies	2886	1309	(1,577)
Meeting Support Services	6182	3500	(2,682)
Postage	2006	1285	(721)
Printing Services	7051	0	(7,051)
Communications - Regular Phone	18078	12969	(5,109)
Communications - Web Site	7740	6865	(875)
Office Improvements	84819	0	(84,819)
Event Support	32299	63429	28,000
Communications - Comp. Svcs.	39774	62434	18,468
Equipment Maint - Computer	11062	25000	13,938
Computer Equipment/Software	14194	31175	10,980
Office Furniture	273720	312500	38,780
Total net (increase)/decrease			**0**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Government Relations

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries & Wages	466,423	600,183	7,351
General Legal Service	8,310	6,859	(1,451)
Parking Validations	1,201	428	(773)
Event Support	2,628	1,500	(1,128)
Computer Supplies	755	1,500	745
Subscriptions/Publications	254	99	(155)
Meeting Support Services	2,064	720	(1,344)
Postage	122	110	(12)
Communications - Cellular Phones	664	450	(214)
Seminars/Conferences	3,560	3,500	(60)
Travel - Mileage Reimbursement	2,035	1,799	(236)
Travel - Airfare	154	-	(154)
Travel - Ground Transportation	157	-	(157)
Travel - Lodging	399	-	(399)
Meals	1,102	795	(307)
Consulting Labor	2,292	585	(1,707)

Total net (increase)/decrease **0**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Government Relations

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries & Wages	156,978	180,790	7,233
Parking Validations	993	228	(765)
Computer Supplies	755	1,500	745
Subscriptions/Publications	254	99	(155)
Meeting Support Services	1,923	720	(1,203)
Postage	122	110	(12)
Communications - Cellular Phones	664	450	(214)
Seminars/Conferences	3,560	3,500	(60)
Travel - Mileage Reimbursement	1,570	1,464	(106)
Meals	710	655	(55)
Consulting Labor	2,292	585	(1,707)
Total net (increase)/decrease			**3,702**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Government Relations (BEYOND - 4800)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
BEYOND Salaries & Wages	9,825	20,000	1,526
General Legal Service	8,310	6,859	(1,451)
Travel - Mileage Reimbursement	410	335	(75)
Total net (increase)/decrease			**0**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Government Relations (Fellowship - 4700)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries & Wages	294,371	392,000	1,236
Parking Validations	208	200	(8)
Event Support	2,407	1,500	(907)
Travel - Airfare	154	-	(154)
Meals	307	140	(167)
Total net (increase)/decrease			**0**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Government Relations (Water Task Force - 4800)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries and Wages	202	5,000	10
Travel - Mileage Reimbursement	10	-	(10)
Total net (increase)/decrease			**0**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Government Relations (Experience - 4900)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries and Wages	5,047	2,393	(2,654)
Event Support	221	-	(221)
Meeting Support Services	141	-	(141)
Travel - Mileage Reimbursement	45	-	(45)
Travel - Ground Transportation	157	-	(157)
Lodging	399	-	(399)
Meals	85	-	(85)
Total net (increase)/decrease			**(3,702)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Transportation

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries and Wages	27,394	26,425	(969)
Parking Validations	1,663	1,500	(163)
General Supplies	1,557	1,000	(557)
Meeting Support Services	5,537	2,651	(2,886)
Postage	433	411	(22)
Other Household Expenditures	407	250	(157)
Printing Services	9,563	5,000	(4,563)
Communications - Regular Phones	228	-	(228)
Equipment Maintenance - Computers	265	-	(265)
Seminars/Conferences	1,914	1,500	(414)
Travel - Mileage Reimbursement	4,907	3,159	(1,748)
Travel - Ground Transportation	2,535	476	(2,059)
Travel - AirFare	5,481	1,469	(4,012)
Lodging	5,354	2,046	(3,308)
Meals	2,865	2,500	(365)
Consulting Labor	537,270	1,312,566	21,716
	Total net (increase)/decrease		**0**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Transportation (TUMF - 1148)

TRANSPORTATION WRCOG

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Parking Validations	1,663	1,500	(163)
General Supplies	1,557	1,000	(557)
Meeting Support Services	5,537	2,651	(2,886)
Postage	433	411	(22)
Other Household Expenditures	407	250	(157)
Printing Services	9,563	5,000	(4,563)
Communications - Regular Phones	228	-	(228)
Equipment Maintenance - Computers	265	-	(265)
Seminars/Conferences	1,914	1,500	(414)
Travel - Mileage Reimbursement	4,907	3,159	(1,748)
Travel - Ground Transportation	2,535	476	(2,059)
Travel - AirFare	5,481	1,469	(4,012)
Lodging	5,354	2,046	(3,308)
Meals	2,865	2,500	(365)
Consulting Labor	453,003	1,194,250	20,747

Total net (increase)/decrease **0**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Transportation (ATP - 2030)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries and Wages	27,394	26,425	(969)
Consulting Labor	84,267	118,316	969
Total net (increase)/decrease			0

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy

Expenditures	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Revenues	**Actual**	**Budget**	**Variance**
WRCOG HERO Revenue	862,022	816,771	45,251
WRCOG HERO Recording Revenue	211,095	182,775	28,320
Renovate Commercial Revenue	-	10,000	(10,000)
Samas Commercial Revenue	-	5,000	(5,000)
Renovate Commercial Recording Revenue	-	350	(350)
Samas Commercial Recording Revenue	-	350	(350)
SCE WREP Revenue	89,081	75,000	14,081
Spruce Residential Revenue	-	167,000	(167,000)
Spruce Recording Revenue	-	86,000	(86,000)
CA First Residential Revenue	34,464	167,000	(132,536)
CA First Recording Revenue	13,081	86,000	(72,919)
PACE Funding Revenue	13,564	-	13,564
Statewide HERO Revenue	3,682,853	4,000,000	(200,000)
Statewide Commercial Revenue	-	8,000	(8,000)
Statewide HERO Recording Revenue	846,935	1,000,000	(100,000)
Statewide HERO Commercial Recording Revenue	-	700	(700)
HERO Other Misc Revenue	3,081	-	3,081
Expenditures			
Salaries & Wages	287,187	574,398	248,342
General Legal	417,383	363,700	(53,683)
PACE Residential Recording	1,343,794	1,354,775	10,981
Other Incidentals	2,768	1,215	(1,553)
Consulting Labor	1,583,843	2,407,503	391,227
Event Support	-	16,400	13,298
Postage	5,398	3,029	(2,369)
Travel - Ground Transportation	1,082	846	(236)
Travel - Airfare	4,716	9,114	2,672
Supplies/Materials	-	25,000	25,000
Advertising - Media/Newspaper	-	15,000	15,000
Advertising - Billboards	-	5,000	5,000
Meeting Support Services	604	283	(321)
Travel-Mileage Reimbursement	4,573	3,546	(1,027)
Lodging	3,861	1,313	(2,548)
Meals	1,247	688	(559)
Consulting Expenses	-	33,966	33,966
Office Supplies	324	1,774	1,450

Communications - Cellular Phones	106	-	(106)
Parking Validations	75	-	(75)
Computer Equipment/Software	-	1,237	1,237
Bank Fee	16,418	12,000	(4,418)
Subscriptions/Publications	120	-	(120)
Communications - Regular Phones	200	-	(200)
Communications - Computer Services	4,800	2,400	(2,400)

Total net (increase)/decrease	**(0)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (WRCOG HERO - 2006)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Revenues			
WRCOG HERO Revenue	862,022	816,771	45,251
WRCOG HERO Recording Revenue	211,095	182,775	28,320
Renovate Commercial Revenue	-	10,000	(10,000)
Samas Commercial Revenue	-	5,000	(5,000)
Renovate Commercial Recording Revenue	-	350	(350)
Samas Commercial Recording Revenue	-	350	(350)
Expenditures			
Salaries & Wages	177,133	276,183	99,000
General Legal	91,115	75,000	(16,115)
PACE Residential Recording	232,783	182,775	(50,008)
Other Incidentals	2,768	1,215	(1,553)
WRCOG HERO Direct Exp	343,659	212,784	(130,875)
Total net (increase)/decrease			**(41,681)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (WREP - 2010)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Revenues			
SCE WREP Revenue	89,081	75,000	14,081
Total net (increase)/decrease			**14,081**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (Streetlights - 2026)

WRCOG ENERGY

Expenditures

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
GENERAL LEGAL SERVICES	89,416	74,834	(14,582)
Event Support	-	10,000	10,000
Postage	83	-	(83)
Travel - Ground Transportation	78	-	(78)
Travel - Airfare	402	-	(402)
Supplies/Materials	-	25,000	25,000
Advertising - Media/Newspaper	-	15,000	15,000
Advertising - Billboards	-	5,000	5,000
Consulting Labor	90,997	137,622	25,145
Total net (increase)/decrease			**65,000**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (CCA - 2040)

WRCOG ENERGY

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries	103,028	177,401	50,000
General Legal Services	235,777	163,866	(71,911)
Meeting Support Services	604	283	(321)
Travel-Mileage Reimbursement	1,228	948	(280)
Travel-Ground Transportation	888	818	(70)
Lodging	3,861	1,313	(2,548)
Meals	1,151	652	(499)
Consulting Labor	224,578	505,712	225,629
Consulting Expenses	-	33,966	33,966
Total net (increase)/decrease			**233,966**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (Administration - 2100)

WRCOG ENERGY

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries & Wages	3,717	16,262	342
Office Supplies	324	274	(50)
Communications - Cellular Phones	106	-	(106)
Travel - Mileage Reimbursement	636	598	(38)
Travel - Ground Transportation	116	28	(88)
Meals	96	36	(60)
Total net (increase)/decrease			0

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (Spruce - 2102)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Revenues			
Spruce Residential Revenue	-	167,000	(167,000)
Spruce Recording Revenue	-	86,000	(86,000)
Expenditures			
Salaries & Wages	326	52,276	50,000
General Legal Services	-	25,000	25,000
Parking Validations	75	-	(75)
Event Support	-	3,200	98
Postage	23	-	(23)
Recording Fee	-	86,000	86,000
Travel - Airfare	-	3,000	3,000
Total net (increase)/decrease			**(89,000)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (California First - 2103)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Revenues			
CA First Residential Revenue	34,464	167,000	(132,536)
CA First Recording Revenue	13,081	86,000	(72,919)
Expenditures			
Salaries & Wages	2,982	52,276	49,000
General Legal Services	-	25,000	25,000
Event Support	-	3,200	3,200
Office Supplies	-	1,500	1,500
Recording Fees	-	86,000	86,000
Travel - Airfare	149	3,000	1,125
Consulting Labor	1,125	-	(1,125)
Computer Equipment/Software	-	1,237	1,237
Total net (increase)/decrease			**(39,518)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (PACE Funding - 2104)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Revenues			
PACE Funding Revenue	13,564	-	13,564
Expenditures			
Postage	49	-	(49)
Travel - Airfare	129	-	(129)
Consulting Labor	630	-	(630)
Total net (increase)/decrease			**12,756**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (SAMAS - 2107)

WRCOG ENERGY

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
General Legal Services	1,075	-	(1,075)
Total net (increase)/decrease			**(1,075)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (California HERO - 5000)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Revenues			
Statewide HERO Revenue	3,682,853	4,000,000	(200,000)
Statewide Commercial Revenue	-	8,000	(8,000)
Statewide HERO Recording Revenue	846,935	1,000,000	(100,000)
Statewide HERO Commercial Recording Revenue	-	700	(700)
HERO Other Misc Revenue	3,081	-	3,081
Expenditures			
Bank Fee	16,418	12,000	(4,418)
Subscriptions/Publications	120	-	(120)
Postage	5,243	3,029	(2,214)
Communications - Regular Phones	200	-	(200)
Communications - Computer Services	4,800	2,400	(2,400)
Recording Fee	1,111,011	1,000,000	(111,011)
Travel - Mileage Reimbursement	2,709	2,000	(709)
Travel - Airfare	4,036	3,114	(922)
Consulting/PFM Fees	922,854	1,551,385	273,083

Total net (increase)/decrease **(154,530)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Environmental

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries & Wages	6,178	9,928	2,466
Parking Validations	474	285	(189)
Event Suppoprt	7,626	9,336	(2,320)
Computer Software	850	709	(141)
Other Expenses	26	-	(26)
Communications - Cellular Phones	1,119	1,117	(2)
Seminars/Conferences	1,975	1,861	(114)
Travel - Mileage Reimbursement	1,427	950	(477)
Supplies/Materials	-	750	750
Meeting Support Services	-	3,000	1,211
Printing Services	-	9,562	9,562
Advertising - Newspaper Ads	-	4,000	4,000
Advertising - Billboard Ads	-	3,000	3,000
Advertising - Radio/TV Ads	73,025	45,000	(28,025)
Consulting Labor	60	10,365	10,305
Total net (increase)/decrease			**(0)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Environmental (Solid Waste - 1038)

WRCOG ENVIRONMENT

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Revenues			
Solid Waste Revenues	78,836	94,000	(15,164)
Expenditures			
Parking Validations	236	100	(136)
Event Suppoprt	3,118	8,000	852
Computer Software	850	709	(141)
Other Expenses	26		(26)
Communications - Cellular Phones	1,119	1,117	(2)
Seminars/Conferences	1,975	1,861	(114)
Travel - Mileage Reimbursement	1,283	850	(433)
Total net (increase)/decrease			(15,164)

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Environmental (Riverside UO - 2035)

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Salaries & Wages	6,178	9,928	2,466
Event Support	4,508	1,336	(3,172)
Travel - Mileage Reimbursement	144	100	(44)
Supplies/Materials	-	750	750
Total net (increase)/decrease			0

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Environmental (State UO - 2038)

WRCOG ENVIRONMENT

	Thru 6/30/2018 Actual	Approved 6/30/2018 Budget	Amendment Needed 6/30/2018
Expenditures			
Parking Validations	238	185	(53)
Meeting Support Services	-	3,000	1,211
Printing Services	-	9,562	9,562
Advertising - Newspaper Ads	-	4,000	4,000
Advertising - Billboard Ads	-	3,000	3,000
Advertising - Radio/TV Ads	73,025	45,000	(28,025)
Consulting Labor	60	10,365	10,305
Total net (increase)/decrease			0

Item 5.E

Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: **Public Service Fellowship Activities Update**

Contact: **Andrea Howard, Program Manager, ahoward@wrcog.us, (951) 405-6751**

Date: **July 11, 2018**

***The purpose of this item is to** provide an update on the second and third rounds of the Public Service Fellowship Program.*

Requested Action:

1. Receive and file.

In partnership with higher education institutions, WRCOG developed and launched a Public Service Fellowship Program in 2016 that provides current students and recent graduates from local universities with career opportunities within local governments and agencies in a way that is mutually beneficial to both the Fellow and the Agency.

Background

In February 2016, the Executive Committee approved the creation of a one-year pilot Public Service Fellowship Program, to be administered by WRCOG in Western Riverside County, in partnership with the University of California, Riverside (UCR), California Baptist University (CBU), and as of 2018, California State University of San Bernardino (CSUSB). The goal of this Program is to retain local students to fulfill the subregion's needs for a robust public sector workforce and to combat the often-mentioned "brain drain" that Riverside County experiences when local students graduate and then leave the region to seek full-time employment elsewhere. The Fellowship Program is geared towards engaging UCR, CBU, and CSUSB students and alumni, in career opportunities with local governments and agencies in a way that is mutually beneficial to both the Fellows and the agency.

WRCOG is responsible for general Program administration and oversight, maintaining employment of the Fellows, soliciting interest from local government agencies, serving as the liaison between member agencies and the universities, providing Program funding, reviewing applications conducting interviews, recommending local government agency placements, coordinating payment of Fellowship stipends. The partner universities are responsible for soliciting interest from students, assisting with the review of applications and prospective Fellow interviews, and communicating regularly with Fellows. WRCOG and the universities also provide ongoing training to Fellows on career readiness and other theoretical topics during regular Networking Sessions to support their hands-on work experience. A representative from each university serves as an "advisor" to answer questions from the Fellows or host agencies, monitor the Fellows, handle HR-related issues or complaints in collaboration with WRCOG, and provide needed support to ensure that the Fellowship placement is successful.

Fellowship Round I and II Placements

In Round I of the Fellowship, 14 Fellows were placed in WRCOG member jurisdictions, and to staff's knowledge to date, nearly all are gainfully employed with at least eight working for public agencies in Riverside County. Based on widespread success of Round I and remaining funding, WRCOG launched a second round of the Fellowship Program, in which 22 Fellows were placed in WRCOG member jurisdictions. Round II Fellows completed the Program in March 2018 and to staff's knowledge to date, 18 are currently employed in Western Riverside County, and seven will be seeking a higher degrees starting this fall.

Fellowship Round III

In early 2018, staff released applications for prospective Fellows and for member jurisdictions interested in hosting a Fellow for the 2018/2019 cycle. After working with all three partner universities and extending the candidate application deadline, staff received fewer applications than anticipated. Through the process of vetting and interviewing candidates, staff further narrowed the candidate pool to just 15 Fellows to place.

The number of candidates moving forward fell short of the number of requests staff received from member jurisdictions and the total number of unique member agency requests (19 member agencies submitted requests). Staff therefore used several factors to determine which agencies would receive a Fellow, those agencies which had not received a Fellow in one or both of the previous rounds of the Program were prioritized for Fellow placement. Additionally, staff considered the alignment between applicant strengths and goals and the needs of requesting agencies as indicated in the submitted applications.

Staff notified member agencies which were and were not selected to receive a Fellow through Round III. Those selected were notified that, due to the smaller pool of applicants this year, if the recommended Fellow placement was not a match, WRCOG would make every effort, but could not guarantee to find an alternative Fellow for the agency. Additionally, staff notified member agencies which were not recommended for Fellow placements through Round III and were offered the opportunity to submit additional information for consideration. In response to those messages, staff received follow-up information from two member jurisdictions and, upon further consideration, have recommended Fellow placement in both jurisdictions. A total of 14 member agencies have been recommended to host Fellows through Round III of the Program, including one continuing Round II Fellow, who was placed mid-year in the City of Eastvale and will continue her service through Round III. WRCOG will make a diligent effort to ensure that member jurisdictions who applied for a Fellow this round and did not receive one will indeed receive a Fellow for the 2019/2020 Program year.

Selected Fellows are currently coordinating interviews with their prospective host agency to determine whether the placement would be successful. All confirmed Fellows will then begin working in member jurisdictions through March 2019.

Prior Action:

October 11, 2017: The Executive Committee approved the allocation of $300,000 from Agency carryover funds for the remainder of the Public Service Fellowship Program, Round II, and an additional $400,000 to fund a third round of the Program to begin January 2018.

Fiscal Impact:

Activities for the Fellowship Program are included in the Agency's adopted FY 2018/2019 Budget.

Attachment:

None.

Item 5.F

Western Riverside Council of Governments
Administration & Finance Committee

Staff Report

Subject: **Distribution of Beaumont Settlement Agreement Revenues**

Contact: **Christopher Gray, Director of Transportation, cgray@wrcog.us, (951) 405-6710**

Date: **July 11, 2018**

The purpose of this item is to *provide an update of TUMF Program activities related to the City of Beaumont Settlement Agreement and discuss how to distribute funds received from third party claims.*

Requested Action:

1. Receive and file.

WRCOG's Transportation Uniform Mitigation Fee (TUMF) Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in Western Riverside County. Each of WRCOG's member jurisdictions and the March Joint Powers Authority (JPA) participate in the Program through an adopted ordinance, collect fees from new development, and remit the fees to WRCOG. WRCOG, as administrator of the TUMF Program, allocates TUMF to the Riverside County Transportation Commission (RCTC), groupings of jurisdictions – referred to as TUMF Zones – based on the amount of fees collected in these groups, and the Riverside Transit Agency and Regional Conservation Authority.

City of Beaumont Settlement Agreement

Since the Settlement Agreement with the City of Beaumont was entered into in April 2017, a number of the City's obligations have been fulfilled. WRCOG has received payment from the City of Beaumont related to the settlement between WRCOG and the City. The initial payment of $4.1 million will be allocated to projects in the City of Banning (Highland Springs Avenue / I-10 Interchange) and the City of Calimesa (Cherry Valley Boulevard / I-10 Interchange). These funds will be provided to these Cities on a reimbursement basis through a TUMF Reimbursement Agreement.

WRCOG has also received revenues pursuant to Section 1.3.4 of the Settlement Agreement through Third Party Claims. As included in the Settlement Agreement, Section 1.3.4 states the following:

> ***Joint Recovery Efforts Against Third Parties.*** *WRCOG and the City have agreed to pursue certain Third Party Claims. WRCOG agrees to diligently pursue the agreed upon Third Party Claims by means of civil lawsuits and also through requests / applications for restitution in the criminal actions pending against Third Parties.*

Staff has requested that the County of Riverside, the Cities of Banning and Calimesa, and the Riverside County Transportation Commission (RCTC) provide input regarding the allocation of revenues received through Third Party Claims, specifically that each agency provide a proposal for the distribution of Beaumont Settlement revenues. Staff has received proposals from each agency, summarized below, and recommends that the agencies meet together to see if they might be able to develop a consensus recommendation for consideration by the Administration & Finance Committee.

Prior discussion by these agencies has focused on the portion of TUMF revenues that is distributed to RCTC on a monthly basis. Since the beginning of the TUMF Program, the Regional Arterial TUMF has not funded a project in the Pass area. Members of the Pass area expressed interest in having a project or portion of a project be funded by the Regional Arterial TUMF allocation.

City of Banning: In regard to settlement revenues, the City recommended that first $5 million received to be allocated at the discretion of the directly impacted communities to TUMF eligible projects. Additionally, the City recommended that all subsequent funding received to be allocated 90% to directly impacted communities and 10% to RCTC. The City's proposal included the impact that the growth of the City of Beaumont has had on the Highland Springs Avenue / I-10 Interchange.

City of Calimesa: In regard to settlement revenues, the City recommended that the first $5 million received to be allocated at the discretion of the directly impacted communities to TUMF eligible projects. Additionally, the City recommended that all subsequent funding received to be allocated 95% to directly impacted communities and 5% to RCTC. The City's proposal included the impact that the growth of the City of Beaumont has had on the Cherry Valley Boulevard / I-10 Interchange.

County of Riverside: The County recommended that the settlement revenues be distributed in conformance with the rules TUMF Program, which provides allocation to the TUMF Zone, RCTC, the Riverside Transit Agency (RTA), and the Regional Conservation Authority (RCA). Additionally, the County expressed a desire to have the revenues be allocated to the Pass area.

RCTC: The Commission recommended that the settlement revenues be distributed in accordance with the current TUMF Nexus Study allocation with funds being distributed to the TUMF Zone, RCTC, RTA, and RCA. The Commission also believes that there are TUMF projects that warrant consideration for Regional Arterial TUMF funds, such as the I-10 Bypass.

Pass Area Prioritization Program

In 2012, the County of Riverside convened the members of the Pass area to develop the Pass Area Prioritization Program. This effort was conducted to identify key transportation needs for the area and to jointly pursue funding for the needed transportation improvements. The highest priority improvement, Sunset Avenue Grade Separation, was completed and the County of Riverside is in the process of reconvening the Pass area members to review and evaluate the remaining list of improvements. The County of Riverside recommended that the TUMF Pass Zone structure be utilized for this process. As such, the process will be as follows:

1. The Pass Area Zone TAC will meet to review and update the technical criteria that will be used to rank projects;

2. WRCOG will issue a call-for-projects as part of the regular Zone project review;

3. Each agency will be asked to submit up to 3 priority projects for evaluation;

4. The Zone TAC will meet to evaluate and rank projects based on the established ranking criteria;

5. The Zone TAC will make a recommendation to the Elected Zone Committee, which will make the final recommendation to the Executive Committee on the Zone priorities; and

6. This ranking list will also be provided to RCTC for consideration of allocation of future funding, including Regional TUMF, Federal, and State sources as appropriate.

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachments:

1. City of Banning Distribution of Beaumont Settlement Funds Letter.
2. City of Calimesa Distribution of Beaumont Settlement Funds Letter.
3. County of Riverside Distribution of Beaumont Settlement Funds Proposal.
4. RCTC Distribution of Beaumont Settlement Funds Letter.

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Item 5.F

Distribution of Beaumont Settlement Agreement Revenues

Attachment 1

City of Banning Distribution of Beaumont Settlement Funds Letter

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STAGECOACH TOWN USA
ESTABLISHED 1913

City of Banning
Office of the City Manager

June 23, 2018

Rick Bishop, Executive Director
Western Riverside Council of Governments
3390 University Ave., Suite 450
Riverside, CA 92501

Re: Distribution of Beaumont Settlement Funds

Dear Mr. Bishop,

In response to your request for City of Banning's (Banning) input regarding the allocation of current and future funds received by Western Riverside Council of Governments (WRCOG) pursuant to the Settlement Agreement with the City of Beaumont (Beaumont), Banning respectfully offers the following input:

In 2002, the Regional Transportation Uniform Mitigation Fee (TUMF) Program study was adopted. Subsequent to program adoption, all of the cities in Western Riverside County willingly joined together to pool resources to address regional transportation issues, including Beaumont and Banning. All cities agreed to follow the program rules and policies. However, when Banning, Calimesa and all fellow TUMF program members in Western Riverside County were honoring their commitments, Beaumont did not.

Banning borders Beaumont on its eastern boundary, at Highland Springs Avenue. Beaumont has built in excess of 4,000 residential units near Highland Springs Avenue, as well as significant commercial (e.g. Walmart, Best Buy, Home Depot and many more) on Banning's border, however Beaumont has failed to make the necessary and obligatory improvements to accommodate the impacts of the overwhelming growth. Beaumont's population in 2002 was approximately 13,200 and today is approximately 46,900 with its largest major retail cluster shopping center's access being from Highland Springs Avenue. Further, Beaumont has approved other commercial and residential development within its City's limits, some of which is scheduled to be constructed in the same vicinity.

Beaumont has yet to mitigate the traffic impacts nor begin the necessary improvements at Highland Springs Avenue or the Highland Springs/I-10 interchange, which may require an estimated $45 million to improve. The lack of capacity at the Highland Springs/I-10 interchange will be a future constraint for development in Banning, yet Beaumont continues to develop and add commercial in the congested area without traffic improvements to Highlands Springs Avenue.

If Beaumont's TUMF fees would have been collected and used for the intended program purpose, Banning, in cooperation with Beaumont, would have completed these interchange improvements,

99 E. Ramsey St. • P.O. Box 998 • Banning, CA 92220-0998 • (951) 922-3101 • Fax (951) 922-3128

as well as other essential road improvements. **Furthermore, much of these TUMF fees would have been retained locally through TUMF credit agreements.** However, the lack of local road improvements has greatly impacted our existing residents, as well as created significant challenges in attracting new businesses to our community because of the capacity deficiencies in our roads.

Development in Calimesa and Banning have been few and far between. During economic downturns our cities feel it first and during recovery periods we feel it last. The TUMF fee is intended as a uniform fee (as the name suggests) but development and economic opportunities are not. Fortunately, Banning is starting to move forward with development at the western boundary of the City with the 3,500 residential-commercial master planned community by Pardee Homes. However, Banning is now in a position of having to not only take the lead on the mitigation of Highland Springs Avenue improvements, but also secure all the funding for the improvements in order to not delay planned development as well as secure future development.

Beaumont, who's development caused their population to nearly quadruple since 2002, has failed to mitigate its traffic impacts of said development. Beaumont currently continues with development on the easterly border whereby they continue to exacerbate the traffic impacts at Highland Springs Avenue without any improvements, which should have already been completed, in part, with the TUMF fees collected from the prior developments.

With that in mind, the impacted communities, namely Banning and Calimesa, are entitled to significant funding from WRCOG's Settlement Agreement with the City of Beaumont. These funds represent "settlement" dollars and not "zone" dollars. Thus, these settlement dollars should only be allocated to, and at the discretion of, the directly impacted communities. Furthermore, these dollars should be accounted for separately from Pass Area Zone funding. Again, much of the Beaumont TUMF fees would have been retained locally through TUMF credit agreements.

Banning recommends the following distribution of settlement funds:

- The first $5 million received to be allocated at the discretion of the directly impacted communities to TUMF eligible projects

- All subsequent funding received to be allocated 90% to directly impacted communities and 10% to Riverside County Transportation Commission.

If you have any questions, please contact me directly at (951) 922-3104 or by email at rclayton@ci.banning.ca.us and Councilmember Franklin at dfranklin@ci.banning.ca.us.

Respectfully,

Rochelle Clayton
Interim City Manager
City of Banning

Item 5.F

Distribution of Beaumont Settlement Agreement Revenues

Attachment 2

City of Calimesa Distribution of Beaumont Settlement Funds Letter

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City of Calimesa

June 27, 2018

Rick Bishop, Executive Director
WRCOG
3390 University Ave., Suite 450
Riverside, Ca. 92501

Re: Distribution of Beaumont Settlement Funds

Dear Rick,

In response to your solicitation of Calimesa's input regarding the allocation of current and future funds received by WRCOG pursuant to the Settlement Agreement with the City of Beaumont, Calimesa City Council offers the following:

In the early 2000's, all the cities in Western Riverside County willingly joined together to pool resources to address regional transportation issues. At that time, the City of Calimesa joined the Regional TUMF Program as did the City of Beaumont. All cities agreed to follow a common set of rules. However, when Calimesa, Banning, and all the other jurisdictions in Western Riverside County were following through on their commitments, the City of Beaumont chose not to.

The City of Calimesa borders the City of Beaumont on its southern boundary. Although Beaumont has built in excess of 3,000 residential units on Calimesa's border, as well as approved other commercial and residential development within its City's limits, Beaumont has failed to make the necessary regional road improvements to accommodate this growth. Thus, Beaumont's development has significantly impacted Calimesa's roadways.

The Cherry Valley Blvd. interchange that borders both cities, and is in proximity to much of Beaumont's growth over the past several years, requires an estimated $30 to $40 million enhancement to accommodate existing and future growth. If TUMF fees would have been collected and used for the appropriate purpose, Calimesa, in cooperation with Beaumont, would have moved these interchange improvements, as well as other road improvements, forward

908 Park Avenue • Calimesa, California 92320 • (909) 795-9801

several years ago. Furthermore, much of these TUMF fees would have been retained locally through TUMF credit agreements. However, this lack of road improvements has greatly impacted our existing residents, as well as created significant challenges in attracting new businesses to our community because of the condition of the roads.

Fortunately, Calimesa is starting to move forward with development at the southern boundary of the City. However, Calimesa now finds itself in a position of having to not only take the lead on the Cherry Valley interchange improvements, but also secure all the funding for the improvements in order to attract and retain development. Again, since Beaumont did, and continues to do, a significant amount of development and has failed to mitigate its traffic impacts, many of these issues should have been addressed several years ago, and the City of Beaumont should have funded a sizeable portion of these needed improvements.

With that in mind, the directly impacted communities, namely Calimesa and Banning, are entitled to significant funding from WRCOG's Settlement Agreement with the City of Beaumont. These monies represent "settlement" dollars and not "zone" dollars. Thus, these dollars should only be allocated to, and at the discretion of, the directly impacted communities. Furthermore, these dollars should be accounted for separately from Pass Area Zone funding.

Calimesa recommends the following allocation:

- The first $5 million received to be allocated at the discretion of the directly impacted communities to TUMF eligible projects
- All subsequent funding received to be allocated 95% to directly impacted communities and 5% to RCTC

If you should have any questions, please contact myself or City Manager Bonnie Johnson at (909) 795-9801.

Sincerely,

Jeff Hewitt

Jeff Hewitt, Mayor
City of Calimesa

Item 5.F

Distribution of Beaumont Settlement Agreement Revenues

Attachment 3

County of Riverside Distribution of Beaumont Settlement Funds Proposal

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From:	Daniel Ramirez-Cornejo
To:	Daniel Ramirez-Cornejo
Subject:	RE: County proposal on how to allocate Beaumont Settlement Funds
Date:	Friday, July 06, 2018 11:03:00 AM
Attachments:	image001.png

From: "Perez, Juan" <JCPEREZ@RIVCO.ORG>
Date: July 3, 2018 at 8:43:36 AM PDT
To: Rick Bishop <rbishop@wrcog.us>
Cc: "Romo, Patricia" <PROMO@RIVCO.ORG>, "Ashley, Marion" <MASHLEY@RIVCO.ORG>, "Gray, Christopher" <gray@rivcounty.onmicrosoft.com>
Subject: RE: County proposal on how to allocate Beaumont Settlement Funds

Rick,

After consulting with Supervisor Ashley, we provide the following comments.

We recommend that the Beaumont Settlement funds be allocated in conformance with the rules of the TUMF program, distributed to WRCOG and RCTC (and small amount that goes to RTA/RCA). We would like to see most of these funds (or substitute funding) re-invested back into the Pass area by WRCOG and RCTC through the upcoming call-for-projects that is jointly being doing for the Pass area, which will help prioritize local and regional transportation projects.

Thank you.

Juan C. Perez
Assistant CEO – TLMA Director
Transportation and Land Management Agency
County of Riverside
JCPerez@RIVCO.org (Note My New Email Address)
951-955-6742

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Item 5.F

Distribution of Beaumont Settlement Agreement Revenues

Attachment 4

RCTC Distribution of Beaumont Settlement Funds Letter

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RIVERSIDE COUNTY TRANSPORTATION COMMISSION

4080 Lemon Street, 3rd Floor • Riverside, CA
Mailing Address: P.O. Box 12008 • Riverside, CA 92502-2208
951.787.7141 • 951.787.7920 • www.rctc.org

May 14, 2018

Mr. Rick Bishop
WRCOG
3390 University Avenue Suite 450
Riverside, CA 92501

Subject: Distribution of funds from the Beaumont Settlement

Dear Mr. Bishop: Rick

This is to confirm the Riverside County Transportation Commission's (Commission) position regarding the distribution of funds from the Beaumont settlement. We strongly support the distribution of funds in accordance with the current formula split. This ensures equitable investments in zone, regional arterial and transit programs impacted. Modifying the distributions would be inconsistent with TUMF program practice and would establish a precedent that could negatively impact the program's future.

As we have discussed, we also concur there are several projects in the San Gorgonio Pass that warrant inclusion and consideration in the Commission's Regional Arterial program. The I-10 Bypass Project is the most significant for inclusion due to the regional need for an alternative to the freeway, particularly for emergency response.

Thank you for including the Commission in these important discussions and we look forward to continuing this collaboration. Please let me know if you have any questions.

Sincerely,

Anne Mayer
Executive Director

c: Juan Perez, Riverside County