



# Western Riverside Council of Governments Public Works Committee

## AGENDA

Thursday, April 14, 2022  
2:00 PM

Western Riverside Council of Governments  
3390 University Avenue, Suite 200  
Riverside, CA 92501

### [Join Zoom Meeting](#)

Meeting ID: 825 2390 9118

Password: 041422

Dial in: (669) 900 9128 U.S.

### **SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT**

Due to the State or local recommendations for social distancing resulting from the threat of Novel Coronavirus (COVID-19), this meeting is being held via Zoom under Assembly Bill 361 (Government Code Section 54953) (AB 361). Pursuant to AB 361, WRCOG does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. AB 361 allows WRCOG to hold Committee meetings via teleconferencing or other electronic means and allows for members of the public to observe and address the committee telephonically or electronically.

In addition to commenting at the Committee meeting, members of the public may also submit written comments before or during the meeting, prior to the close of public comment to [snelson@wrcog.us](mailto:snelson@wrcog.us).

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Suzy Nelson 72 hours prior to the meeting at (951) 405-6703 or [snelson@wrcog.us](mailto:snelson@wrcog.us). Later requests accommodated to the extent feasible.

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

1. **CALL TO ORDER (Mark Lancaster, Chair)**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

**4. PUBLIC COMMENTS**

At this time members of the public can address the Committee regarding any items within the subject matter jurisdiction of the Committee that are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda 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.

**5. 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. Summary Minutes from the March 10, 2022, Public Works Committee Meeting**

**Requested Action(s):** 1. Approve the Summary Minutes from the March 10, 2022, Public Works Committee meeting.

**B. Revisions to the Grant Writing Assistance Program Guidelines**

**Requested Action(s):** 1. Receive and file.

**6. REPORTS / DISCUSSION**

Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion.

**A. Best Practices for VMT Analysis**

**Requested Action(s):** 1. Receive and file.

**B. Western Riverside County Energy Resilience Plan Activities Update**

**Requested Action(s):** 1. Receive and file.

**C. Applicability of SB 330 to TUMF**

**Requested Action(s):** 1. Receive and file.

**7. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR**

Chris Gray

**8. ITEMS FOR FUTURE AGENDAS ~ Members**

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

**9. GENERAL ANNOUNCEMENTS ~ Members**

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

**10. NEXT MEETING**

The next Public Works Committee meeting is scheduled for Thursday, May 12, 2022, at 2:00 p.m., on the Zoom platform with the option to attend in-person at the WRCOG office.

**11. ADJOURNMENT**

# Public Works Committee

## Minutes

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### 1. CALL TO ORDER

The meeting of the WRCOG Public Works Committee was called to order by Chair Mark Lancaster at 2:01 p.m. on March 10, 2022, on the Zoom platform.

### 2. PLEDGE OF ALLEGIANCE

Chair Lancaster led members and guests in the Pledge of Allegiance.

### 3. ROLL CALL

- City of Beaumont - Jeff Hart
- City of Calimesa - Michael Thornton
- City of Canyon Lake - Craig Bradshaw
- City of Eastvale - Jimmy Chung\*
- City of Hemet - Steve Loriso
- City of Jurupa Valley - Octavio Duran
- City of Lake Elsinore - Yu Tagai
- City of Menifee - Nick Fidler
- City of Moreno Valley - Michael Lloyd
- City of Murrieta - Bob Moehling
- City of Riverside - Gil Hernandez
- City of Temecula - Patrick Thomas
- City of Wildomar - Jason Farag
- County of Riverside - Mark Lancaster (Chair)
- March JPA - Lauren Sotelo
- Riverside County Transportation Commission (RCTC) - Jillian Guizado
- Riverside Transit Agency (RTA) - Mauricio Alvarez

\*Arrived after Roll Call

### 4. PUBLIC COMMENTS

Arnold San Miguel, SCAG, announced that registration is open for SCAG's 57th Regional Conference General Assembly, scheduled for May 5 - 6, 2022. Applications are available for SCAG's Scholarship Program.

**5. CONSENT CALENDAR** – (Murrieta / Beaumont) 16 yes; 0 no; 1 abstention. Item 5.A was approved. March JPA abstained.

### A. Summary Minutes from the December 9, 2021, Public Works Committee Meeting

**Action:**

1. Approved the Summary Minutes from the December 9, 2021, Public Works Committee meeting.

**6. REPORTS / DISCUSSION**

**A. TUMF Program Activities Update**

Cameron Brown, WRCOG Program Manager, presented on recent activities in the TUMF Program including the CCI Adjustment and the new Credit Agreement template. TUMF revenue continues to be significant and exceed budget expectations. Thus far this fiscal year, \$41M has been collected with the majority of development generated from Single Family residential land-use. Development continues to be focused in the Central Zone in the Cities of Menifee, Moreno Valley, and Perris.

TUMF Zone meetings will be occurring in April to update the 5-year TIP for each Zone. An ongoing concern within the Program is on the automatic rollover of funding from year-to-year. In the last several TIPs, it has been common practice to move unused funding from the previous year and move it up another year. This has led to many projects on the TIPs that are not advancing and accruing large amounts of funding. WRCOG will be taking a more disciplined approach to this year-to-year funding. Staff will no longer be moving unused funds to current years without a compelling reason from the member jurisdiction to do so. Each member jurisdiction should have explicit plans for these projects and be prepared to spend the funding as it is available. This may mean that some projects will forfeit any remaining funds. However, this should also free up funds to be committed towards projects that may have a more immediate impact and can put existing funds to immediate use.

Staff is compiling the Annual Report for the 2021 Fiscal Year. Staff anticipate issuing this report by May 2022. It will show that TUMF revenue has exceeded budget expectations as it did in Fiscal Year 2020/2021. There was \$60.8 million in revenue collected which will be reimbursed back into the projects on the TIP. Regarding revenue collections, 37% occurred in the Central Zone.

**Action:**

1. Received and filed.

**B. TUMF Nexus Study Activities Update**

Cameron Brown, WRCOG Program Manager, shared that WRCOG is currently working on an update to the Nexus Study. Staff have met with each local agency to determine the status of the existing TUMF Network and collect requests for new projects to be added to the Network. As part of the TUMF Nexus Study, staff is working on a potential VMT Mitigation Program. Staff will present this study at a future Committee meeting. A concurrent effort is also being done for a Fee Comparison Study to show the type and scale of development impact fees on land-use and overall development costs.

An analysis on the relationship between travel behavior and residential unit size will also be conducted. This Study is required by AB 602, which requires agencies to have a valid method to establish reasonable relationships between the fee and the burden of new developments. This will help determine if WRCOG should continue to base TUMF fees per unit versus a cost based on size of unit.

The question was asked regarding how the Nexus Study will address funded projects. The Nexus Study

will remove spent TUMF reimbursements and committed funding from external sources from the Program's project costs. This will ensure that there is no overlap in the Nexus Study between fee calculations and funding allocations.

**Action:**

1. Received and filed.

**7. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR**

Chris Gray provided a look ahead for the next few Committee meetings and shared that the Executive Committee voted to provide a hybrid approach, allowing the option to attend Committee meetings in-person going forward.

**8. ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas.

**9. GENERAL ANNOUNCEMENTS**

There were no general announcements.

**10. NEXT MEETING**

The next Public Works Committee meeting is scheduled for Thursday, April 14, 2022, at 2:00 p.m., on the Zoom platform with the option to attend in-person at the WRCOG office.

**11. ADJOURNMENT**

The meeting of the Public Works Committee adjourned at 3:03 p.m.



# Western Riverside Council of Governments Public Works Committee

## Staff Report

**Subject:** Revisions to the Grant Writing Assistance Program Guidelines  
**Contact:** Christopher Tzeng, Program Manager, [ctzeng@wrcog.us](mailto:ctzeng@wrcog.us), (951) 405-6711  
**Date:** April 14, 2022

### **Requested Action(s):**

1. Receive and file.

### **Purpose:**

The purpose of this item is to provide the revised Grant Writing Assistance Program Guidelines to the Committee.

### **WRCOG 2022-2027 Strategic Plan Goal:**

Goal #2 - Identify and help secure grants and other potential funding opportunities for projects and programs that benefit member agencies.

### **Background:**

*WRCOG commenced its Grant Writing Assistance Program to assist member agencies in grant writing assistance on an as-needed basis as funding is available. The Program Guidelines were approved by the Executive Committee in September 2017, and WRCOG immediately received a number of requests by its member agencies to assist with grant opportunities allowed in the Program. Based on the volume of requests, staff requested additional funding for the Program to enable more assistance to member agencies. The Executive Committee approved an additional \$500,000 in funding to this Program in December 2017 for a total of \$700,000.*

To date, approximately \$650,000 has been utilized on the following tasks, which are described in further detail in the following 'Program Benefits' section:

- Direct grant assistance for applications
- Advisory services to WRCOG member agencies
- Grant opportunity tables sent to member agencies on a bi-weekly basis
- Producing grant program fact sheets

### **Program Benefits**

**Direct Grant Assistance:** The Program has provided direct grant assistance on over 40 grant applications and has assisted jurisdictions within Western Riverside County to attain over \$67 million in grant funding. The largest portion of this grant funding was a partnership with the City of Riverside for

the grant application development of an Affordable Housing and Sustainable Communities Program and Transformative Climate Communities grants that will provide over \$47 million to housing projects and multi-modal transportation improvements, among other improvements. The next largest portion of grant funding attained is through the Active Transportation Program (ATP). The WRCOG Grant Writing Assistance Program has helped attain \$17 million in ATP funding for jurisdictions in Western Riverside County.

The Program is currently structured to focus on a few select grant opportunities to allow growth in the future based on success rates, feedback from users, and funding availability. Eligible grants are as follows:

- Caltrans Active Transportation Program (<https://dot.ca.gov/programs/local-assistance/fed-andstate-programs/active-transportation-program>)
- Caltrans Sustainable Transportation Planning Grant Program (Transportation Planning Grants & Adaptation Planning Grants)(<https://dot.ca.gov/programs/transportation-planning/regionalplanning/sustainable-transportation-planning-grants>)
- California Strategic Growth Council Affordable Housing and Sustainable Communities Program (AHSC) (<https://sgc.ca.gov/programs/ahsc/>)
- Clean Cities-related grants (<https://cleancities.energy.gov/>)
- New planning grant opportunities

The focus of opportunities is in areas in which WRCOG provides assistance to its member agencies. To maintain flexibility with the Program, “new planning grant opportunities” are being added so that other grant opportunities related to planning may be considered. This category enables members to request assistance if any grant opportunities that focus on planning grants become available – such as those that help fund General Plans, Specific Plans, or Community Plans. The Program is not intended to assist infrastructure grant opportunities, i.e., TIGER, HSIP, FASTLANE, etc.

Advisory Services: In addition to direct assistance, the Program has provided advisory services to member agencies. This has provided member agencies the ability to discuss potential projects or ideas in order to align with the Grant Program that fits best. This service also enables member agencies to learn more about grant programs and the requirements that need to be met in order to attain and exhaust grant funding. Grant funding includes certain reporting requirements so it is also a benefit for member agencies to understand the requirements prior to submitting an application. This has been an aspect of the Program not quantifiable but has proved beneficial in ensuring the efficient use of a jurisdiction’s resources.

Grant Opportunity Tables and Grant Program Fact Sheets: A table that summarizes current grant opportunities and upcoming opportunities is disseminated to members of WRCOG's Technical Advisory, Planning Directors, and Public Works Committees, as well as other member agency staff on a bi-weekly basis. The table includes a synopsis of the grant program, the deadline for submittals, the level of effort needed to develop an application, success rate for each opportunity, and other notes, including the number of applications awarded in relation to the number of applications submitted, if known. This table is updated constantly as grant opportunities are made available on a daily basis. In addition, fact sheets are produced for newer grant programs and larger grant programs that may be of interest to member agencies.

### **Proposed Revisions to Grant Writing Assistance Program Guidelines**

The goal of this Program is to strengthen the subregion'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. The Program was able to kick-start as a result of higher-than-anticipated revenues from other programs that the Executive Committee decided to provide back to member agencies. Those higher-than-anticipated revenues have since declined and are projected to decline further. WRCOG's current resources are insufficient to replenish the funds of the Program as a whole at a sustainable rate, so staff have reviewed the Program Guidelines to evaluate how the Program can become more sustainable. One caveat for the near-term future of the Program is that WRCOG is receiving Regional Early Action Planning (REAP) grant funds through SCAG with the goal of assisting member agencies increase housing production and planning. WRCOG has received approval from SCAG to allocate some of the REAP funds to assist member agencies develop grant applications in identified housing-related grant programs to help achieve this goal. All of the programs identified in the housing-related grant programs will be funded through REAP funds, which must be utilized by June 30, 2023.

The revised Program Guidelines were brought to this Committee at its October 2021 meeting. The changes were also taken to the Public Works and Technical Advisory Committees for review and input. The Executive Committee approved the revised Program Guidelines at its April 4, 2022, meeting. The final Program Guidelines are attached to this staff report and summarized below.

Revision #1: The following grant programs will be added to the list of eligible grants that the Program can provide direct assistance, as a result of REAP funding described above:

- Transformative Climate Communities Program
- Infill Infrastructure Program
- Permanent Local Housing Allocations (PLHA)
- Transit Oriented Development Housing Program
- Mobile home Park Rehabilitation & Resident Ownership Program (MPRROP)
- Multi-family Housing Program
- Other grant programs with a direct nexus to housing

Staff is proposing to streamline the Program activities in order to ensure the fiscal sustainability of the Program. The staff evaluation considered whether the Program can sustain the different components of the Program, how the Program has been utilized, where efficiencies can be created and the process in which assistance has been provided to member agencies.

Revision #2: Staff is proposing to implement the parameters listed below for the Program based on the following evaluation:

- Member agencies will be permitted direct assistance developing grant applications on one application per grant program per cycle, Call for Projects, or Notice of Funding Availability.
  - e.g., jurisdictions will be provided direct assistance developing a grant application for ATP Cycle VI on one submittal.
- Member agencies will be limited to receiving direct assistance on grant application development for three grant applications every two years.
- The Program will provide direct assistance on a grant application resubmittal once. Further resubmittals will not be provided Program assistance.

Revision #3: WRCOG has had an instance in which a member agency requested assistance to develop a grant application but did not actually submit the grant application. WRCOG is proposing to establish a policy that if a member agency requests assistance to develop a grant application but does not actually submit the grant application, the member agency will be required to reimburse WRCOG the costs for assistance.

Revision #4: There have also been instances in which a member agency requests assistance to develop a grant application but also requests assistance to further develop the project proposal. This has cost the Program a sizeable amount of funding that the Program cannot sustain. Staff proposes to utilize a screening process when an initial request is submitted and is requesting that the member agency requesting assistance submit an application that will include a project description and project parameters, if applicable.

Revision #5: Certain grant programs have become ultra-competitive. The Program provides assistance on a few of them, with the ATP being the most competitive. WRCOG is proposing to utilize a preliminary scoring criterion specifically for requests of assistance on ATP grant applications. WRCOG will utilize the preliminary score to commence a discussion with the requesting member agency. As part of this preliminary scoring criterion, requesting agencies will need to provide certain data. WRCOG is proposing to utilize these data points because they are data sets that are easily accessible.

**Prior Action(s):**

**April 3, 2022:** The Executive Committee approved the revisions to the Grant Writing Assistance Program Guidelines.

**February 17, 2022:** The Technical Advisory Committee received and filed.

**December 9, 2021:** The Public Works Committee received and filed.

**October 14, 2021:** The Planning Directors Committee received and filed.

**Fiscal Impact:**

Transportation and Planning Department activities are included in the Agency's adopted Fiscal Year 2021/2022 Budget under the Transportation Department. The various elements of the Grant Writing Program have different funding sources. Any transportation related grants are funded by prior-year agency carry-over funds and the Local Transportation Funds (LTF), which is provided by RCTC to WRCOG for Transportation Planning purposes. Any support for housing related grant applications is provided through the SCAG REAP program.

**Attachment(s):**

[Attachment 1 - Grant Writing Assistance Program Guidelines 2.0](#)



## **WRCOG Grant Writing Assistance Program Guidelines 2.0**

**Program Overview:** The WRCOG Grant Writing Assistance Program (Program), launched in September 2017, is designed to assist members in preparing proposals for grant opportunities. To provide a Program that best assists WRCOG members, WRCOG staff convened a Focus Group of member jurisdiction staff to provide feedback on Program specifics and develop Program Guidelines, which were approved by the WRCOG Executive Committee on September 11, 2017. The subsequent Guidelines 2.0 have been presented to the WRCOG Planning Directors Committee and Public Works Committee iteratively to ensure the Program continues to benefit WRCOG member jurisdictions.

**Grant Writing Consultants:** WRCOG released a Request for Proposals (RFP) in December 2021 for consultants to serve on a “bench” to provide grant writing assistance to WRCOG member jurisdictions. The bench of consultants is available to members on a first-come, first-served basis when funding opportunities for the selected grants become available. The consultants will assist members with the grant application process only, not with subsequent award management or project implementation. The following consultants were selected to assist our member jurisdictions with grant preparation:

- Alta Planning + Design
- Blais & Associates
- Cambridge Systematics
- KTUA
- National Community Renaissance

**Program Contact:**

Christopher Tzeng

Program Manager, Transportation

Phone: (951) 405-6711

Email: [ctzeng@wrcog.us](mailto:ctzeng@wrcog.us)

Website: <http://www.wrcog.us/266/Grant-Writing-Assistance>

**Program Guidelines:** The Guidelines define the parameters of the Program, including the following items:

1. Eligible grants;
2. Eligible activities;
3. Expectation of member jurisdictions accepting assistance;
4. Linkage to other WRCOG programs;
5. Screening process; and
6. Process to request grant writing assistance.

**#1 - Eligible grants:** The Program focuses on a few select grant opportunities. Eligible grants are as follows:

- Active Transportation Program (<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program>)
- Caltrans Sustainable Transportation Planning Grant Program (Transportation Planning Grants & Adaptation Planning Grants) (<https://dot.ca.gov/programs/transportation-planning/regional-planning/sustainable-transportation-planning-grants>)
- Housing related grant programs, for example:
  - Affordable Housing and Sustainable Communities Program (<https://sgc.ca.gov/programs/ahsc/>)
  - Transformative Climate Communities Program
  - Infill Infrastructure Program
  - Permanent Local Housing Allocations (PLHA)
  - Transit Oriented Development Housing Program
  - Mobilehome Park Rehabilitation & Resident Ownership Program (MPRRP)
  - Multifamily Housing Program
- Clean Cities related grants (<https://cleancities.energy.gov/>)
- New planning grant opportunities

Some of the grants identified in the “housing related grant programs” section are new additions to the Program and are highlighted in **yellow**. WRCOG is receiving REAP funds through SCAG with the goal of assisting local jurisdictions increase housing production and planning. WRCOG has received approval from SCAG to allocate some of the REAP funds to assist jurisdictions develop grant applications in these identified housing related grant programs to achieve this goal. All of the programs identified in the housing related grant programs will be funded through REAP funds that must be utilized by June 30, 2023.

To maintain flexibility with the Program, “new planning grant opportunities” are included so that other grant opportunities related to planning may be considered. This category enables members to request assistance if any grant opportunities that focus on planning grants become available – such as those that help fund General Plans, Specific Plans, or Community Plans.

*Ineligible Grants: The Program is **not** intended to assist infrastructure grant opportunities, i.e., TIGER, HSIP, FASTLANE, etc.*

Assistance with Clean Cities grants is available for WRCOG Clean Cities Coalition members only. Assistance is available for grant opportunities related to Clean Cities activities, such as electric vehicle charging stations and city / county fleet purchasing. Funding for assistance with these grants will be allocated from Coalition funds. WRCOG administers the Coalition on behalf

of participating member jurisdictions which pay specific Coalition dues. This Program can increase the Coalition's effectiveness by assisting Coalition members attain grant funding.

#2 - Eligible activities and assistance limitations: The Program will streamline the activities it provides assistance to member jurisdictions in order to ensure a fiscally supportable Program. WRCOG staff conducted an evaluation on necessary changes to enable a sustainable Program. This evaluation looked at if the Program can sustain the different components of the Program, how the Program has been utilized, where efficiencies can be created and the process in which assistance has been provided to member jurisdictions.

WRCOG will be implementing the parameters listed below for the Program based on the evaluation and input from WRCOG Committees:

- Jurisdictions will be permitted direct assistance developing grant applications on one (1) application per grant program per cycle.
  - e.g., Jurisdictions will be provided direct assistance developing a grant application for ATP Cycle VI on one (1) submittal.
- Jurisdictions will be limited to receiving direct assistance on grant application development for three (3) grant applications every two-years.
- The Program will provide direct assistance on a grant application resubmittal once. Further resubmittals will not be provided Program assistance.

#3 - Expectation of member jurisdiction accepting assistance: WRCOG member jurisdictions must submit formal request using the Application for Grant Writing Assistance (<http://wrcog.us/DocumentCenter/View/2119>) form to WRCOG. WRCOG will only authorize a consultant to provide assistance if it is determined the project will be competitive based on the initial input provided by the requestor (see Screening Process – section #5).

In order for the Program to run effectively and utilize funds efficiently, the member jurisdiction accepting grant writing assistance must agree to the following:

- Dedicate sufficient resources:
  - Obtain all necessary material on the information checklist provided by the consultant
  - Attend kick-off meeting to ensure consultant has needed information to prepare grant application
  - Respond to inquiries from the consultant in a timely manner
- Be the responsible party for grant submittal, including signatory on application and actual submittal of the application

It is expected that once the member jurisdiction is awarded the assistance for a grant application, and the consultant is selected to assist, all parties will participate in a kick-off meeting to discuss the proposal and share necessary information to begin work on the grant application. The consultant will prepare the grant application and all necessary exhibits, tables, etc., for review by the member jurisdiction staff. The member jurisdiction will then provide comments to be addressed by the consultant, and the consultant will then revise the application based on comments provided. Finally, the consultant will provide the member jurisdiction staff with a final draft for review and submittal.

**If the member jurisdiction does not actually submit the grant application, the member jurisdiction will be required to reimburse WRCOG the costs for assistance.**

#### #4 - Process to request grant writing assistance:

1. Member jurisdiction submits an application, formally requesting grant writing assistance with a specific grant. WRCOG will leave it to the discretion of the member jurisdiction how this request is made, whether it is through the elected body, WRCOG representative, or other party to act on behalf of the City. WRCOG will assume that if it receives a request for assistance from a member jurisdiction representative, that representative is authorized to act on behalf of the member jurisdiction.
2. WRCOG staff and its grant writing professionals will review the applications within seven calendar days and determine whether the request meets the criteria, as noted below.
3. If the Application meets the criteria set in these Guidelines, WRCOG will work with the applicant to select a proper consultant from the list of pre-approved consultants.
4. Kick-off meeting will be held with jurisdiction and consultant.

#5 - Screening process: In order to ensure funds for the Program are utilized effectively and efficiently, an Application must be submitted to WRCOG for review. The application has been updated to ensure a sustainable Program moving forward.

#### Required information to initiate request assistance

- To initiate assistance, member jurisdictions are required to submit an application that will include a project description/parameters to WRCOG.
  - The Program will not provide services to develop a project or conduct research on how a proposed project will score.
- The project description will be reviewed by grant writing professionals. WRCOG will determine if application development assistance will be provided based on the professional judgement of its grant writing professionals and application development schedule.
- Furthermore, a preliminary scoring criterion for the ATP will be utilized to determine if assistance will be provided by WRCOG. The criterion will be assessed by grant writing professionals. Member jurisdictions will need to provide the following:
  - Proposed project's Disadvantaged Community (DAC) score
  - Project description
  - Accident data
  - Status of outreach conducted

The criteria set in these Guidelines, serve as basic standards for proposals to be evaluated. The selection of proposals for grant writing assistance will be at the discretion of WRCOG based on available funding, and WRCOG reserves the right to decide which proposals receive grant writing assistance.

Nothing in this Program will be construed as limiting member jurisdictions from hiring other consultants to prepare grants on their behalf.



# Western Riverside Council of Governments Public Works Committee

## Staff Report

**Subject:** Best Practices for VMT Analysis

**Contact:** Jason D. Pack, Principal, Fehr & Peers, [j.pack@fehrandpeers.com](mailto:j.pack@fehrandpeers.com), (949) 308-6300

**Date:** April 14, 2022

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**Requested Action(s):**

1. Receive and file.

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**Purpose:**

The purpose of this item is to provide an update on Vehicle Miles Traveled (VMT) analysis best practices.

**WRCOG 2022-2027 Strategic Plan Goal:**

Goal #5 - Develop projects and programs that improve infrastructure and sustainable development in our subregion.

**Background:**

WRCOG continues to develop parameters for a potential VMT mitigation program to assist jurisdictions with Senate Bill 743 and VMT implementation. However, questions on VMT analysis methodology continue to be asked and members of this Committee requested a presentation to hear about best practices. This item is reserved for a presentation by Fehr & Peers.

**Prior Action(s):**

None.

**Fiscal Impact:**

Transportation and Planning Department activities are included in the Agency's adopted Fiscal Year 2021/2022 Budget under the Transportation Department. The specific source of these funds are the Local Transportation Funds (LTF), which is provided by RCTC to WRCOG for Transportation Planning purposes.

**Attachment(s):**

None.



# Western Riverside Council of Governments Public Works Committee

## Staff Report

**Subject:** Western Riverside County Energy Resilience Plan Activities Update  
**Contact:** Daniel Soltero, Program Manager, [dsoltero@wrcog.us](mailto:dsoltero@wrcog.us), (951) 405-6738  
**Date:** April 14, 2022

### **Requested Action(s):**

1. Receive and file.

### **Purpose:**

The purpose of this item is to provide an activity update on the Western Riverside County Energy Resilience Plan.

### **WRCOG 2022-2027 Strategic Plan Goal:**

Goal #6 - Develop and implement programs that support resiliency for the subregion.

### **Background:**

*In November 2019, the Bay Area Council announced the California Resilience Challenge (CRC), a statewide effort led by businesses and a diverse range of partners that provides grants for local governments to build climate resiliency and to support a shared vision for a resilient California in the face of increasing climate threats. On February 3, 2020, the WRCOG Executive Committee adopted a resolution authorizing WRCOG's submittal of a proposal to the CRC 2020 Grant Program to develop a Western Riverside County Energy Resiliency Plan to address local energy resiliency against power outage impacts on the subregion's power supply for critical facilities maintained and operated by member agencies. In April 2020, the Bay Area Council, through the CRC, awarded WRCOG a \$200,000 grant to develop the Plan to build resiliency against power shutoffs and/or power issues at subregional critical facilities by developing a blueprint for energy resiliency technologies, projects, and strategies for member agencies. On February 8, 2021, WRCOG entered into an agreement with AECOM to develop the Western Riverside County Energy Resiliency Plan.*

### **Western Riverside County Energy Resilience Plan Update**

The purpose of the Western Riverside County Energy Resiliency Plan is to assess subregional critical facilities and identify the feasibility of implementing future microgrids and/or other energy resilience solutions to maintain power supply during outages. To determine if microgrids or other energy resiliency solutions are viable, an in-depth technical feasibility study will be conducted at three critical facilities across the subregion. The results from the feasibility study will be extrapolated and generalized to be applicable at similar critical facilities across the subregion. Additionally, the Plan will contain an implementation framework consisting of the technical feasibility study of the three critical facilities, as well

as a financing plan that will identify available funding opportunities for member agencies to implement projects identified through the Plan.

In November 2021, staff and the consultant team developed a facility prioritization matrix that can be used by public agencies to rank high opportunity sites or buildings where implementing resilience measures would have the greatest community benefit. The facility prioritization matrix has a dual purpose, which is to provide information to help staff select three sites for the technical study that is included as part of this Energy Resilience Plan, and to assist individual member agencies to prioritize their critical facilities for a phased approach at implementing resilience measures that are identified through this study or a similar initiative. The matrix utilizes various data and information to rank each facility, including social vulnerabilities as defined by the Center for Disease Control (CDC), local sensitivities to physical and climate hazards, operational needs for the proposed site, and the condition of existing infrastructure at the proposed site. Staff acquired this data from multiple sources, including directly from the member agencies, the Resilient IE Toolkit, and WRCOG's Climate Action Plan.

Staff recognized that the facility prioritization matrix could be skewed towards identifying multiple sites in any one community, or group of communities, because of the similarities in the social vulnerability data and climate hazards affecting the proposed site and surrounding area (i.e., the matrix ranks all Corona facilities as the highest because of the widespread social vulnerabilities and climate threats in the area). On November 17, 2021, staff convened a meeting with the Plan's Advisory Group, which consists of representatives from the Cities of Banning, Jurupa Valley, Moreno Valley, Riverside, and Temecula, to seek feedback on which of the highest ranked facilities would be selected to move on to the technical study. Furthermore, staff and the Advisory Group agreed that selecting three different facilities that are commonly found across the subregion, such as community centers and fire stations, are desired in order for the Plan to result in replicable examples of how energy resilience can be implemented across similar building types by different public agencies. During the meeting staff and the Advisory Group revisited the goals and objectives, such as the need to focus resilience recommendations in areas of existing inequities and disadvantaged communities, as well as to consider community vulnerabilities, accessibility, and land-use issues when identifying the location and distribution of recommended energy resilience investments. At the conclusion of the Advisory Group Meeting, the parties had selected the Beaumont Wastewater Treatment Plant, Fire Station #16 in Jurupa Valley, and the City of Menifee's Kay Cenicerros Senior Center, as well as backup facilities in case the primary facility was not able to meet the requirements for the technical study.

In December 2021, staff initiated the second series of data requests for three facilities located in the Cities of Beaumont, Jurupa Valley, and Menifee. This data request is focusing on site specific information, such as the single line electrical diagrams, 24-months of electricity and gas consumption, a site plan, as well as the architectural and mechanical drawings for the building and its equipment. Shortly after the data request was initiated, staff received a notice from the City of Beaumont that it was opting-out of the Energy Resilience Plan since it had already completed a similar resilience study at its wastewater treatment plant. As such, staff shifted its focus to the backup water treatment facility: the City of Banning's Wastewater Treatment Plant.

As of March 30, 2022, staff are coordinating with the Cities of Banning, Jurupa Valley, and Menifee to acquire the necessary data to perform the technical study at the sites listed below. It is anticipated that all data will be received by mid-April 2022, at which point the technical study can commence. The technical study is expected to last 30 - 60 days to assess all the submitted information for the selected facilities. Staff and the consultant team are planning a workshop in May 2022 to discuss findings of the

technical study, including possible resilience measures that can be implemented at the selected facilities:

- City of Banning's Wastewater Treatment Plant
- City of Jurupa Valley's Fire Station #16
- City of Menifee's Kay Cenicerros Senior Center

**Prior Action(s):**

None.

**Fiscal Impact:**

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

**Attachment(s):**

None.



# Western Riverside Council of Governments Public Works Committee

## Staff Report

**Subject:** Applicability of SB 330 to TUMF  
**Contact:** Suzanne Peterson, Senior Analyst, [speterson@wrcog.us](mailto:speterson@wrcog.us), (951)405-6706  
**Date:** April 14, 2022

### **Requested Action(s):**

1. Receive and file.

### **Purpose:**

The purpose of this item is to provide a detailed review of one aspect of Senate Bill (SB) 330 as it relates to Transportation Uniform Mitigation Fee (TUMF) and other impact fees.

### **WRCOG 2022-2027 Strategic Plan Goal:**

Goal #5 - Develop projects and programs that improve infrastructure and sustainable development in our subregion.

### **Background:**

*SB 330 (the Housing Crisis Act of 2019) amended legislation with the intention of facilitating housing development, increasing production of new housing, and preserving existing housing. SB 330 is a complex bill that touches on a variety of sections of government code limiting the ordinances, policies, and fees that affected cities and counties may apply to housing developments. The bill was originally set to expire in 2025 but after the passage of SB 8 in 2021, it will remain in effect until January 1, 2030. This Staff Report will focus on the provisions of SB 330 that limit the application on impact fees, specifically the TUMF.*

### **SB 330 & TUMF**

Based on Government Code section 65589.5(o)(4), SB 330 would apply to the TUMF. Government Code section 65589.5(o)(4) specifically includes “ordinances, policies, and standards” that relate to development impact fees, capacity or connection fees or charges, permit or processing fees, and other exactions. Essentially, SB 330 creates a “freeze” that precludes cities from requiring applicants from complying with subsequently adopted local regulations and fees once the pre-application is deemed complete.

While some impact fees are exempt, TUMF is not subject to the exemption listed in Government Code section 65589.5(o)(2)(A) due to the TUMF not being increased as a result of an automatic adjustment.

### **TUMF Fee Schedule**

The fee schedule utilized would be the one in effect at the time a preliminary application was submitted

that contained all of the information required by Government Code Section 65941.1(a). Essentially, the “preliminary application” process effectively gives housing developers vested rights to develop housing projects in accordance with local rules (including fees) in place at the time they submit a preliminary application.

There is a possibility that a preliminary application can expire and the process would need to start over. Pursuant to Government Code section 65941.1(d)(1), after submitting the preliminary application, the developer then has 180-days to submit a full application for the project that includes all of the information required to process the development application consistent with Government Code Sections 65940, 65941, and 65941.5. If a jurisdiction determines that the application for the development project is not complete, the applicant has an additional 90-days from receiving the agency’s written determination to resubmit. If the applicant fails to submit the necessary information, then the preliminary application expires and has no further force or effect (Government Code Section 65941.1(d)(2)).

**Fee Schedule Verification**

The jurisdiction should verify the date that a preliminary application (with all the required information) was submitted. As part of the application process, each jurisdiction must compile a Preliminary Application Checklist and forms necessary to complete a preliminary application or the agency will be required to use a standardized form created by the California Department of Housing and Community Development (Government Code section 65941.1(b)(1)-(2)). Best practice would be to require a date of submittal on this checklist / form.

**TUMF Fee Collection**

SB 330 will require a policy change for how TUMF is collected. Going forward, WRCOG will be implementing the fee schedule under effect at the time the complete Preliminary Application is submitted to the jurisdiction. This means that any increases in TUMF due to a Construction Cost Index (CCI) update will not change a project's obligation. The TUMF will remain fixed at the date a complete application was submitted to the jurisdiction. In order to ensure that the appropriate fee schedule is used on each application, WRCOG will be amending the TUMF payment collection system's online form to include an application complete date as part of the application process. This detail will need to be verified by the local agency on these applications as part of its regular review.

For jurisdictions, that do not use the online TUMF payment system and collects payments from developers, the application date of the permit will need to be verified to determine which fee schedule to use. WRCOG will review the remittance payments reports to ensure this is done.

**Prior Action(s):**

None.

**Fiscal Impact:**

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

**Attachment(s):**

None.