



## **Western Riverside Council of Governments Administration & Finance Committee**

### **AGENDA**

**Wednesday, November 8, 2023  
12:00 PM**

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

**Remote Locations:**

**French Valley Airport Conference Room  
37600 Sky Canyon Road  
Murrieta, CA 92563**

**Committee members are asked to attend this meeting in person unless remote accommodations have previously been requested and noted on the agenda. The below Zoom link is provided for the convenience of members of the public, presenters, and support staff.**

**[Public Zoom Link](#)**

**Meeting ID: 852 5795 9892**

**Passcode: 610748**

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

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) 405-6702. 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 200, Riverside, CA, 92501.

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 [jleonard@wrcog.us](mailto:jleonard@wrcog.us).

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Janis Leonard 72 hours prior to the meeting at (951) 405-6702 or [jleonard@wrcog.us](mailto:jleonard@wrcog.us). Later requests will be 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 (Chris Barajas, 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. Action Minutes from the October 11, 2023, Administration & Finance Committee Meeting**

**Requested Action(s):** 1. Approve the Action Minutes from the October 11, 2023, Administration & Finance Committee meeting.

**B. Finance Department Activities Update**

**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. Climate Pollution Reduction Grants Funding Opportunity**

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

**7. REPORT FROM THE COMMITTEE CHAIR**

Chris Barajas, City of Jurupa Valley

**8. REPORT FROM THE EXECUTIVE DIRECTOR**

Dr. Kurt Wilson

**9. ITEMS FOR FUTURE AGENDAS**

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

**10. GENERAL ANNOUNCEMENTS**

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

**11. NEXT MEETING**

The next Administration & Finance Committee meeting is scheduled for Wednesday, December 13, 2023, at 12:00 p.m., in WRCOG's office at 3390 University Avenue, Suite 200, Riverside.

**12. ADJOURNMENT**

# Administration & Finance Committee

## Action Minutes

### 1. CALL TO ORDER

The meeting of the WRCOG Administration & Finance Committee was called to order by Chair Chris Barajas at 12:00 p.m. on October 11, 2023, in WRCOG's office.

### 2. PLEDGE OF ALLEGIANCE

Chris Gray, Deputy Executive Director, led the Committee members and guests in the Pledge of Allegiance.

### 3. ROLL CALL

- City of Eastvale - Christian Dinco
- City of Jurupa Valley - Chris Barajas
- City of Norco - Kevin Bash
- City of Perris - Rita Rogers
- City of San Jacinto - Crystal Ruiz
- City of Wildomar - Joseph Morabito
- County, District 3 - Chuck Washington
- Western Water - Brenda Dennstedt

Absent:

- City of Corona
- City of Lake Elsinore
- County, District 2

### 4. PUBLIC COMMENTS

There were no public comments.

### 5. CONSENT CALENDAR

<b>RESULT:</b>	<b>APPROVED AS RECOMMENDED</b>
<b>MOVER:</b>	Western Water
<b>SECONDER:</b>	Perris
<b>AYES:</b>	Eastvale, Jurupa Valley, Norco, Perris, San Jacinto, Wildomar, District 2, District 3, Western Water

### A. Action Minutes from the September 13, 2023, Administration & Finance Committee Meeting

**Action:**

1. Approved the Action Minutes from the September 13 2023, Administration & Finance Committee meeting.

**B. Finance Department Activities Update**

**Action:**

1. Received and filed.

**6. REPORTS / DISCUSSION**

**A. WRCOG 2023 General Assembly & Leadership Address and 2024 Activities Update**

**Actions:**

1. Directed the Executive Director to proceed with a contract once a specific speaker is determined through the Harry Walker Agency Speakers Bureau services. Contract will include alternate recommendations, as needed.
2. Established the parameters to be used in the final selection of the speaker, taking into account the interests of WRCOG member agencies.

**7. REPORT FROM THE COMMITTEE CHAIR**

Chair Barajas had nothing to report.

**8. REPORT FROM THE EXECUTIVE DIRECTOR**

Dr. Kurt Wilson reported that there will be a Contract Cities Association gathering of elected officials to identify common issues and work to identify solutions. The event will take place on Saturday, October 14, 2023, in Long Beach from 12 p.m. to 2 p.m. A Water Leaders event for community leaders will be held on Friday, October 20, 2023, from 11:30 a.m. to 1 p.m. at Skyview Events Center in Jurupa Valley.

**9. ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas.

**10. GENERAL ANNOUNCEMENTS**

There were no general announcements.

**11. NEXT MEETING**

The next Administration & Finance Committee meeting is scheduled for Wednesday, November 8, 2023, at 12:00 p.m., in WRCOG's office.

**12. ADJOURNMENT**

The meeting was adjourned at 12:35 p.m. in honor of the victims of the attacks in the Middle East.



# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** Finance Department Activities Update  
**Contact:** Andrew Ruiz, Chief Financial Officer, [aruiz@wrcog.us](mailto:aruiz@wrcog.us), (951) 405-6741  
**Date:** November 8, 2023

### **Recommended Action(s):**

1. Receive and file.

### **Summary:**

The Finance Department is currently working through its year-end close, which includes analyzing all of its accounts, accruing revenues and expenditures, and preparing year-end schedules in preparation for the annual audit.

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

The purpose of this item is to provide information regarding Finance Department activities. This effort aligns with WRCOG's 2022-2027 Strategic Plan Goal #3 (Ensure fiscal solvency and stability of the Western Riverside Council of Governments).

### **Discussion:**

#### **Background**

The Finance Department provides regular updates to WRCOG Committees regarding the financial status of WRCOG and also provides summaries of on-going activities that might be of interest to member agencies. The financial reports document Agency revenues and expenditures through the current fiscal year, as reported by various programs, funds, and other administrative divisions. On-going activities include the preparation of the Agency audit, budget amendments, and preparation of the WRCOG budget for consideration and approval by WRCOG Committees.

#### **Present Situation**

**Fiscal Year 2022/2023 Year End and Agency Audit:** The final audit started in October 2023 and is currently in progress. It is anticipated to be completed with the Agency's Annual Comprehensive Financial Report to be issued by the end of calendar year 2023.

#### **Financial Documents**

All of WRCOG's most recent financial statements, budget, monthly financials, amendments, etc., are

located on the Agency's website [here](#).

**Prior Action(s):**

None.

**Financial Summary:**

This item is for informational purposes only; therefore, there is no fiscal impact. Finance Department activities are included in the Agency's adopted Fiscal Year 2023/2024 Budget under the Finance Department under Fund 110.

**Attachment(s):**

None.



# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** Climate Pollution Reduction Grants Funding Opportunity

**Contact:** Casey Dailey, Director of Energy & Environmental Programs, [cdailey@wrcog.us](mailto:cdailey@wrcog.us), (951) 405-6720

**Date:** November 8, 2023

### **Recommended Action(s):**

1. Receive and file.

### **Summary:**

Grant applications are not typically brought for approval by the governing body but this grant is unusual because of the high dollar amount of the potential award and because of several key policy decisions that would accompany an implementation award. Specifically, the Executive Committee has expressed a desire to acquire additional grant funding for the region but has also expressed a desire to restrict activities to WRCOG's core mission. This grant opportunity has the ability to meet both goals but, without intentional and purposeful strategies, could also conflict with the core mission mandate.

The 2022 Inflation Reduction Act established the Climate Pollution Reduction Grants (CPRG) Program, which funds both planning and implementation grant opportunities. One million dollars was allocated to the Riverside / San Bernardino Metropolitan Statistical Area (MSA) to prepare a Priority Climate Action Plan (PCAP). The San Bernardino Council of Governments (SBCOG) is leading the PCAP in partnership with WRCOG, the Coachella Valley Association of Governments (CVAG), the South Coast Air Quality Management District (AQMD), and the Southern California Association of Governments (SCAG).

Following submittal of the PCAP, the Riverside / San Bernardino MSA will be eligible to submit an application for Implementation Grants. There is \$4.6B available nationally for applicants to implement greenhouse gas (GHG) emissions reduction measures, policies, projects and programs. This subsequent application is due April 1, 2024. Applications for implementation funding are competitive and the amount awarded to the Riverside / San Bernardino MSA will depend on a variety of factors including the amount of funding requested, the GHG emissions reduction benefits, the measure cost / benefit ratio, and other factors. Given the size of the Riverside / San Bernardino MSA, the region could be eligible for up to \$200M in implementation assistance. Any award would occur in October 2024 with project completion by 2030.

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

The purpose of this item is to share information regarding the upcoming CPRG Implementation Grant



opportunity.

Potential Implementation grant activities cover a wide spectrum of issue areas and overlap with multiple goals and actions with the adopted WRCOG 2022-2027 Strategic Plan, including:

- Goal 2: Identify and help secure grants and other potential funding opportunities for projects and programs that benefit member agencies.
- Goal 5: Develop projects and programs that improve infrastructure and sustainable development in our subregion.
  - 5.1 Support Investment in projects, infrastructure, and programs in the region including:
    - 5.1.1 Transportation infrastructure
- Goal 6: Develop and implement programs that support resilience for our region.
  - 6.1 Incentivize programs for saving electricity, water, and other essential resources through the Inland Regional Energy Network.
  - 6.2 Support the efforts to promote the Clean Cities Coalition.

**Discussion:**

**Background**

In 2022, the Biden / Harris Administration and Congress established the \$5B CPRG Program as part of the Inflation Reduction Act (IRA). The CPRG Implementation Grants are designed to enable states, municipalities, tribes, and territories to achieve the following goals:

1. Implement ambitious measures that will achieve significant cumulative GHG emissions reductions by the year 2030 and beyond.
2. Pursue measures that will achieve substantial community benefits (such as reduction of criteria air pollutants (CAPs) and hazardous air pollutants), particularly in low- income and disadvantaged communities.
3. Complement other funding sources to maximize these GHG emissions reductions and community benefits.
4. Pursue innovative policies and programs that are replicable and can be scaled up across multiple jurisdictions.

The U.S. Environmental Protection Agency (EPA) has allocated funding to 117 entities nationally to prepare preliminary studies that will be used to identify GHG emissions reduction strategies. This funding was provided to states as well as regional governments representing MSAs. MSAs are designated by the U.S. Census and represent countywide or multi-county areas with a significant level of economic interaction. Within southern California, the following MSAs received \$1M each to prepare the PCAP:

- Los Angeles / Orange County MSA

- Riverside / San Bernardino MSA
- Oxnard / Ventura / Thousand Oaks MSA

SBCOG is leading the preparation of the PCAP for the Riverside / San Bernardino MSA with assistance from SCAG, AQMD, WRCOG, CVAG, and other stakeholders.

The CPRG Program does not allow for individual municipalities to submit grant funding requests directly to EPA. The CPRG Program does allow for municipalities and other agencies to serve as sub-applicants or partner with regional entities on a grant application. WRCOG anticipates that any grant application to EPA would be structured in this manner, which ensures that money would flow from EPA to the MSA and then to individual government agencies for project implementation.

### **Present Situation**

### **Implementation Grant Application**

Any of the entities that received a planning grant and submit a PCAP are eligible to apply for an Implementation Grant. Up to \$4.6B will be allocated to these entities with the maximum grant amount of \$500M. Given the relative size of the Riverside / San Bernardino MSA, the region could be eligible for up to \$200M in funding, though any award would be through a competitive process. Applications for CPRG grants are due in April 2024, with the awards to applications anticipated in October 2024. The grant period extends through 2030.

One key requirement for the Implementation Grants is that any proposed GHG emissions reduction program, policy, or project that agencies want to fund must be first identified in the PCAP to be eligible for the larger funding amounts. EPA encourages eligible applicants to seek implementation funds for GHG emissions reduction measures that will significantly reduce cumulative GHG emissions by 2030 and beyond, and that will accelerate decarbonization across one or more major sectors responsible for GHG emissions. EPA will score grant applications based on multiple evaluation criteria, with an emphasis on the magnitude of near-term GHG emissions reductions that will be achieved by the proposed measures. Additionally, EPA will prioritize applications which demonstrate regional collaboration. Therefore, programs or projects which are multi-jurisdictional or implemented at a larger scale will be scored more highly than programs or projects which are limited to one jurisdiction.

When considering potential GHG emissions reduction measures, it is important to also understand the current state of GHG emissions in the Riverside / San Bernardino MSA since reduction measures which provide the highest level of GHG emissions reduction are more likely to receive funding. Based on the most recent CAP completed for the WRCOG subregion, which is also reflective of the emission profile of the larger MSA, the primary sectors contributing to GHG emissions reduction include:

- On-road transportation (light- and heavy-duty vehicles) - 50%
- Residential energy (electricity and natural gas usage) - 23%
- Non-residential energy (electricity and natural gas usage) - 16%

Therefore, 90% of all GHG emissions are associated with vehicles and buildings. The remaining 10% of emissions are related to solid waste, off-road equipment, water / wastewater, and other sectors.

The Implementation Grant application is not limited to these sectors and the EPA is encouraging

applications to consider a variety of creative solutions to reduce GHG emissions in a variety of sectors. The EPA also recognizes that each state and region has a different emissions profile and some reduction measures may be more applicable in certain circumstances.

### **Other Grant Requirements**

As with other grants, EPA is also asking applicants to evaluate equity and environmental justice considerations, particularly as it relates to low-income and disadvantage communities. Any grant application will therefore have to document how these communities benefit from any proposed GHG emissions reduction measures. Also, any GHG emissions reduction measures that specifically benefit those low-income and disadvantaged communities may be more likely to receive funding.

The CPRG Program also expects applicants to document outcomes associated with the implementation of GHG emissions reduction measures.

Example outputs could include:

- Number of alternative fuel vehicle charging / fueling stations constructed
- Number of policies implemented in support of the GHG emissions reduction measures
- Number of workshops or trainings held in support of the GHG emissions reduction measures

The CPRG Program also requests applicants document GHG emissions reductions for both the near-term (2025 to 2030) and long-term (2025 to 2050) for any completed implementation activities.

### **Award Funding and Incremental/Full Funding**

What is unique about the CPRG Program is that it will provide full funding subsequent to grant award. EPA will provide this funding to the agency which applied for the award. The agency which receives these funds will then be responsible for tracking any expenditures and then preparing the appropriate report as noted above. For example, if SBCOG were to apply for funding for the Riverside / San Bernardino County MSA and is awarded the funding, EPA will provide those funds to SBCOG, which will then be responsible for the distribution of funds to entities within the MSA.

Given this funding structure and the potential size of any grant award, there is a need for some administrative entity to facilitate this process. Specific tasks that could be required include:

- Conducting outreach with local governments to make them aware of this funding source
- Working directly with local governments to assist with project development
- Tracking funding requests to ensure an equitable distribution of funds
- Managing any formal or informal process, such as a Call for Projects, to facilitate the flow of funding from the MSA to local governments
- Working with local governments to prepare appropriate reports to comply with EPA requirements

No cost sharing / matching funds or leveraged resources are required as a condition of eligibility under this competition. Funds awarded under this CPRG Program cannot be used to meet the matching funds requirement under another federal grant program.

More information on the CPRG Program and the Notice of Funding Opportunity for the Implementation Grants can be found below:

- [CPRG Implementation Grant Program](#)
- [Notice of Funding Opportunity](#)

**Next Steps**

After receiving feedback and direction from the Administration & Finance Committee, the Technical Advisory Committee will receive a similar presentation on November 16, 2023. Additionally, the item will be presented to the Executive Committee on December 4, 2023, and Public Works Committee on December 14, 2023.

Based on the short turnaround time for the application, Committee decisions made by December would be included in the application materials that staff would assemble.

There are a number of outstanding questions to be addressed prior to the application submittal in April 2024. These questions include:

- Is there interest within the WRCOG subregion to pursue this funding?
- Are there topics, programs, or projects our members would want to prioritize?
- Are there topics, programs, or projects our member agencies would want to de-emphasize or choose to not participate in?
- Are the proposed projects consistent with the WRCOG mission?
- How funds would be distributed to different jurisdictions?
- Should administrative oversight be maintained by WRCOG or shared with some combination of other partners (CVAG, SBCOG, I-REN)?

**Prior Action(s):**

None.

**Financial Summary:**

For Fiscal Year (FY) 2023/2024, WRCOG would incur limited expenses related to the preparation of the PCAP. WRCOG's support of the PCAP is limited to existing staff and are included in the adopted WRCOG FY 2023/2024. Any grant application submitted for implementation funding will have occur during FY 2024/2025 and would be addressed at that time.

**Attachment(s):**

None.