

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

605
(1747)



FROM: TLMA – Transportation Department

SUBMITTAL DATE:
August 15, 2016

SUBJECT: Accept the 2016/2017 Sustainable Transportation Planning – Sustainable Communities Grant Program Award from the California Department of Transportation; Adopt Resolution No. 2016-161, Authorizing the Director of Transportation to Execute the Restricted Grant/Fund Transfer Agreement between the County of Riverside and the California Department of Transportation for the Neighborhood and Regional Mobility Plans for the Communities of Thermal and Oasis. 4th District; [\$168,940 – Total Cost]; Federal Funds 88.53% and Local Funds 11.47%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Accept the 2016/2017 Sustainable Transportation Planning – Sustainable Communities Grant Program Award in the Amount of \$149,554 from the California Department of Transportation (Caltrans); and
2. Adopt Resolution No. 2016-161, Authorizing the Director of Transportation, or designee, to execute the Restricted Grant/Fund Transfer Agreement between the County of Riverside (County) and Caltrans for the Neighborhood and Regional Mobility Plans; and

Patricia Romo
Patricia Romo
Director of Transportation

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (Per Exec. Office)
COST	\$ 100,000	\$ 68,940	\$ 168,940	\$ 0	Consent Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: Sustainable Transportation Planning Grant (88.53%) and Comprehensive Transportation Plan (CTP) Funds (11.47%). There are no General Funds used in this project.

Budget Adjustment: No
For Fiscal Year: 16/17

C.E.O. RECOMMENDATION:

APPROVE

BY: *Tina Grande*
Tina Grande

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FORM APPROVED COUNTY COUNSEL
BY: GREGORY P. PRIAMOS
DATE: 8/17/16
Departmental Concurrence

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: 10/27/15, Item 3-13

District: 4

Agenda Number:

3-8

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

FORM 11: Accept the 2016/2017 Sustainable Transportation Planning – Sustainable Communities Grant Program Award from the California Department of Transportation; Adopt Resolution No. 2016-161, Authorizing the Director of Transportation to Execute the Restricted Grant/Fund Transfer Agreement between the County of Riverside and the California Department of Transportation for the Neighborhood and Regional Mobility Plans for the Communities of Thermal and Oasis. 4th District; [\$168,940 – Total Cost]; Federal Funds 88.53% and Local Funds 11.47%

DATE: August 15, 2016

PAGE: 2 of 2

RECOMMENDED MOTION: (Continued)

3. Authorize the Director of Transportation, or Designee, to execute the Restricted Grant/Fund Transfer Agreement with Caltrans, related documents, amendments and agreements with grant sub-applicants/sub-recipients in accordance with the Riverside County Board of Supervisors Policy No. A-30, and provided all such agreements and documents are approved as to form by County Counsel.

BACKGROUND:

Summary

The County of Riverside Transportation Department (Transportation Department) received a Sustainable Transportation Planning Grant to fund neighborhood and regional access and mobility plans for the unincorporated communities of Thermal and Oasis. These funds were made available through Caltrans.

On October 27, 2015 (Agenda Item 3-13), the Board of Supervisors approved the submittal of a Sustainable Transportation Planning Grant application for Fiscal Year 2016/2017. The County applied for these funds in cooperation with the Local Government Commission and Inland Congregations United for Change, non-profit agencies that assist local governments. In order to access funds for this grant, a resolution is required to enable the Director of Transportation, or designee, to execute the Restricted Grant/Fund Transfer Agreement, and subsequently allow Caltrans to release the funds to the County.

The Sustainable Transportation Planning Grants promote state and federal transportation planning goals by supporting the economy, improving multi-modal mobility, and fostering a livable community. By seeking to improve mobility, safety and access for all modes of transportation including walking, bicycling, transit, and motor vehicles, this plan will be used to identify projects to enhance quality of life in these disadvantaged communities, which can be used to help support future grant opportunities for construction of identified improvements.

Impact on Residents and Businesses

This resolution will enable the County to utilize the Sustainable Transportation Planning Grant funds to develop neighborhood and regional mobility plans for the communities of Thermal and Oasis. The Neighborhood and Regional Mobility Plans will provide strategies for projects to improve transportation infrastructure, pedestrian and bicycle access in the community, and connect to transit resources.

SUPPLEMENTAL:

Additional Fiscal Information

This project will be funded with Comprehensive Transportation Plan funding (CTP) and Sustainable Transportation Planning Grant funds. No County General Funds will be used in this project. The federal grant is \$149,554, with a required match from the County of \$19,386. The total cost of the project is \$168,940.

Contract History and Price Reasonableness

N/A

ATTACHMENTS:

Project Area Maps

Resolution No. 2016-161

Grant Application with Exhibits Submitted with Application

Conditional Grant Award Letter from Caltrans

2
3 **RESOLUTION NO. 2016-161**

4 AUTHORIZING THE DIRECTOR OF TRANSPORTATION TO EXECUTE THE
5 RESTRICTED GRANT/FUND TRANSFER AGREEMENT BETWEEN THE COUNTY
6 OF RIVERSIDE AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION
7 FOR THE NEIGHBORHOOD AND REGIONAL MOBILITY PLANS FOR THE
8 COMMUNITIES OF THERMAL AND OASIS
9 (Fourth Supervisorial District)

10
11 **WHEREAS**, the Board of Supervisors of the County of Riverside is eligible to
12 receive federal and/or state funding for certain transportation planning related plans,
13 through the California Department of Transportation; and

14 **WHEREAS**, a Restricted Grant/Fund Transfer Agreement is needed to be
15 executed with the California Department of Transportation before such funds can be
16 claimed through the Transportation Planning Grant Programs; and

17 **WHEREAS**, the County of Riverside desires to delegate authority to the Director of
18 Transportation, or designee, to execute the grant agreement(s) and any amendments
19 thereto;

20 **NOW, THEREFORE, BE IT RESOLVED DETERMINED AND ORDERED** by the
21 Board of Supervisors of the County of Riverside ("Board"), in regular session assembled
22 on or after September 20, 2016, at or after 9:00 a.m. or soon thereafter, in the
23 meeting room of the Board of Supervisors located on the 1st floor of the County
24 Administrative Center, 4080 Lemon Street, Riverside, California, that this Board
25 authorizes the Director of Transportation, or designee, to execute the Restricted
26 Grant/Fund Transfer Agreement, and any amendments thereto, between the County of
27 Riverside and the California Department of Transportation for the grant award associated
28 with the Neighborhood and Regional Mobility Plans for the Communities of Thermal and
29 Oasis.

FORM APPROVED COUNTY COUNSEL
BY: Synthia M. Gunzel 9-8-16
DATE
SYNTHIA M. GUNZEL

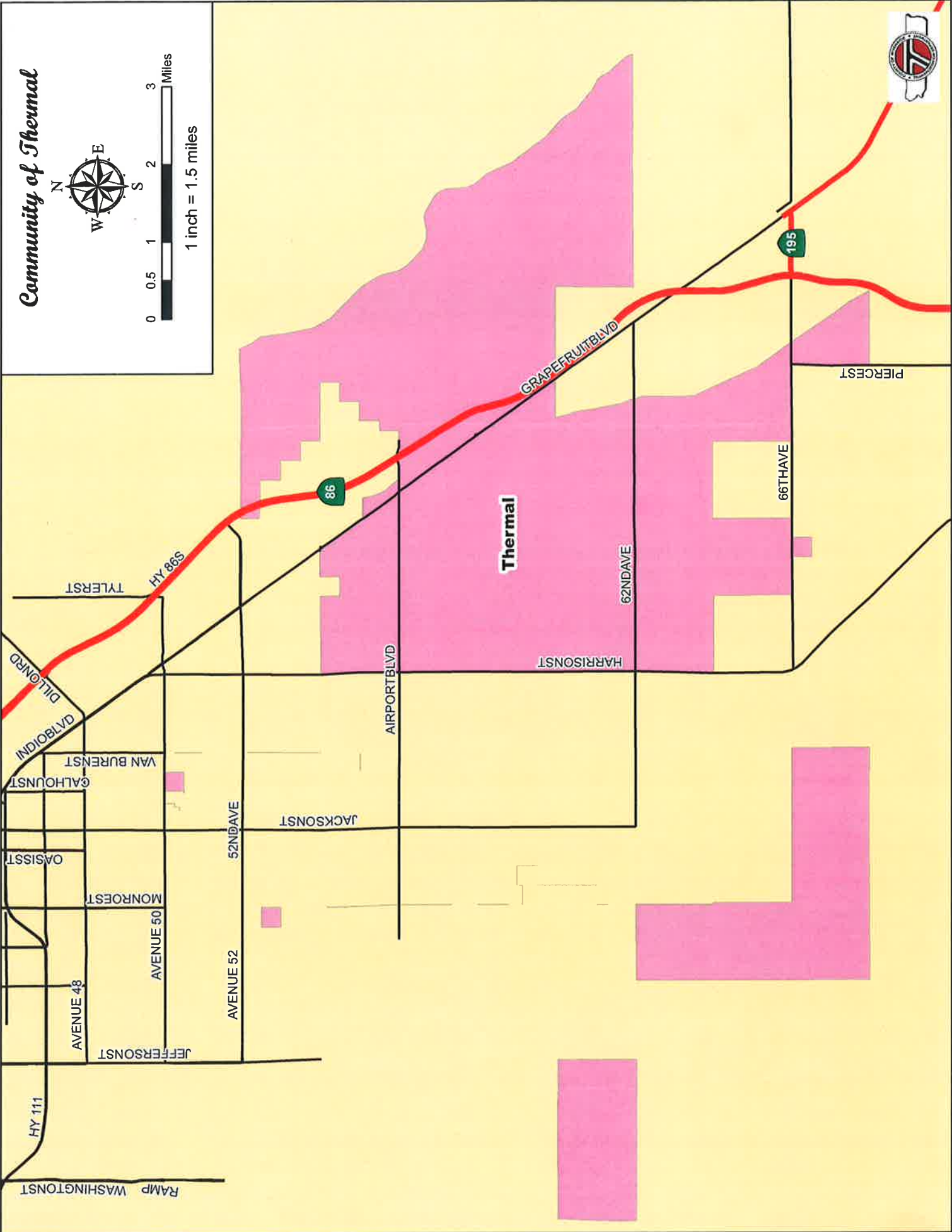
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BE IT RESOLVED, FOUND, DETERMINED, AND ORDERED that this Board authorizes the Chairman of the Board of Supervisors to execute this Resolution as requested by the California Department of Transportation in the Grant Award Letter and direct the Clerk of the Board to attest to the Chairman's signature on this Resolution and certify to the passage and adoption thereof.

Community of Thermal



1 inch = 1.5 miles



Thermal

GRAPEFRUITBLVD

86

195

66THAVE

62NDAVE

HARRISONST

AIRPORTEBLVD

JACKSONST

52NDAVE

AVENUE 52

AVENUE 50

AVENUE 48

JEFFERSONST

MONROEST

OASISST

GALHOUNST

VAN BURENST

INDIOBLVD

DILGARD

TYLERST

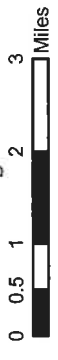
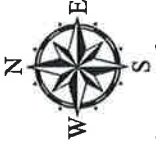
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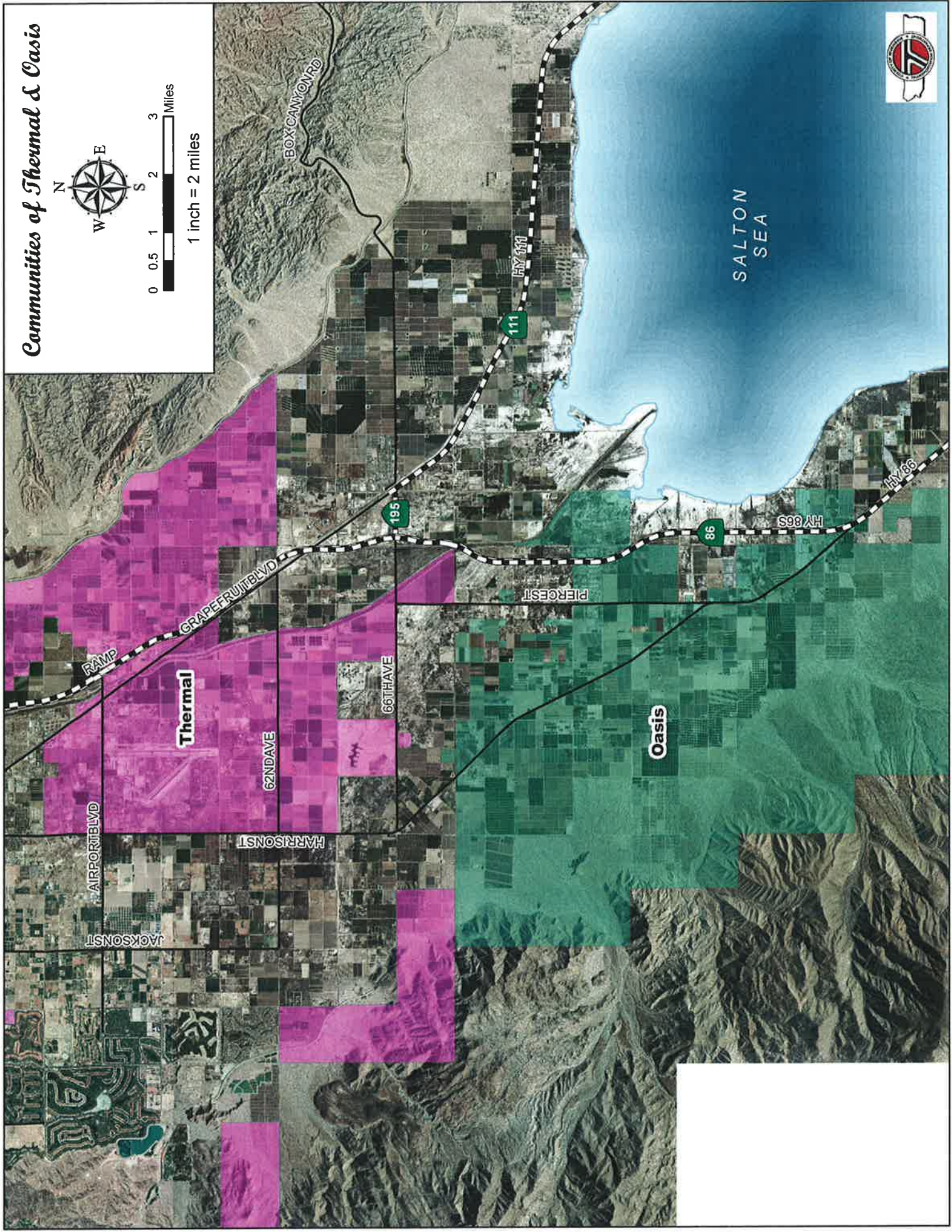
RAMP WASHINGTONST

PIERCEST

Communities of Thermal & Oasis



1 inch = 2 miles



JACKSON ST

AIRPORT BLVD

HARRISON ST

62ND AVE

66TH AVE

Thermal

RAMP

GRAPEFRUIT BLVD

BOX CANYON RD

111
HY 111

195

86

HY 86S

HY 89

PIERCE ST

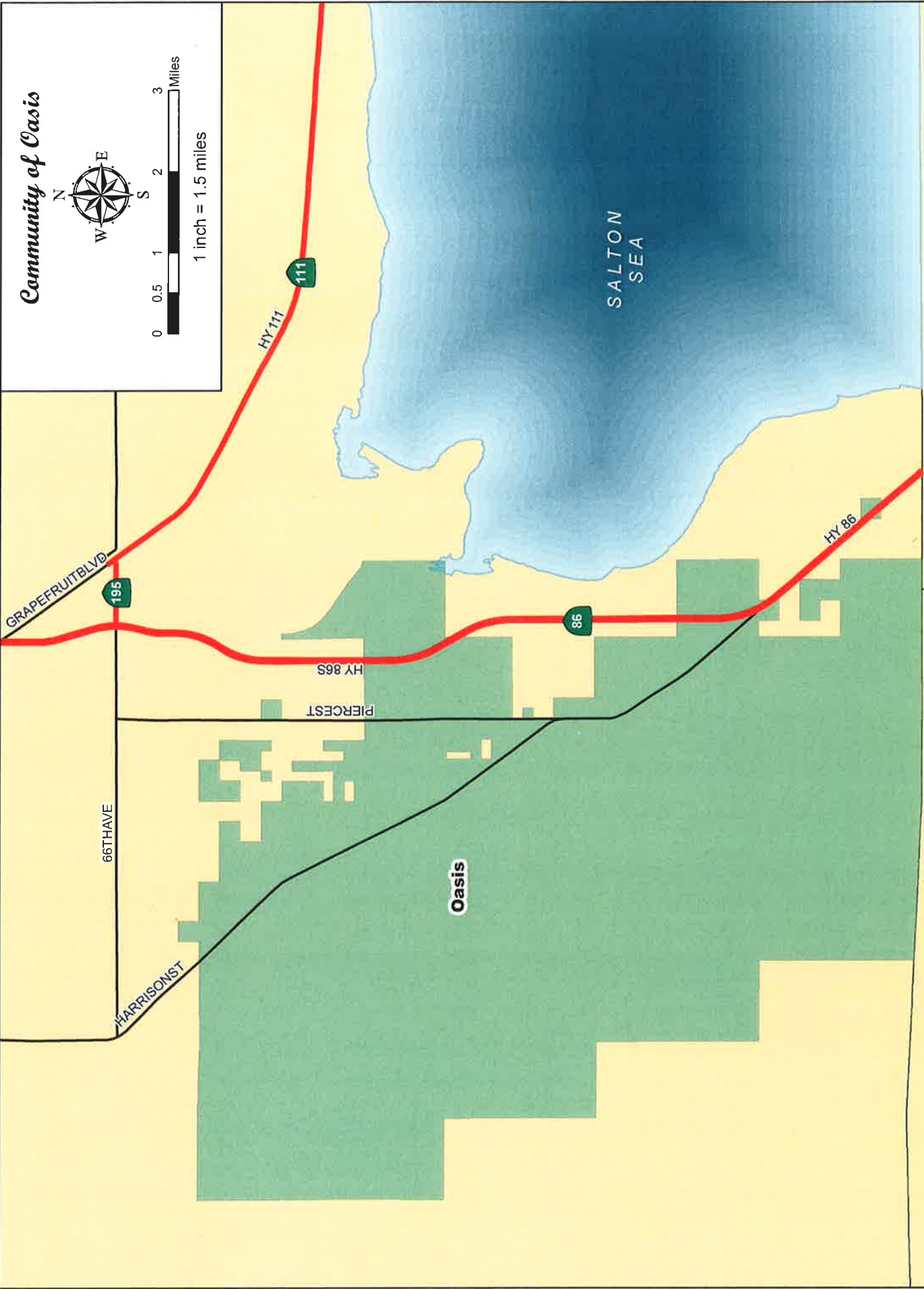
Oasis

SALTON SEA

Community of Oasis



1 inch = 1.5 miles



**Fiscal Year 2016-17
SUSTAINABLE TRANSPORTATION PLANNING
GRANT APPLICATION**

Check One Grant Program:

- Strategic Partnerships
 Sustainable Communities

PROJECT TITLE	Neighborhood and Regional Mobility Plans for Thermal and Oasis		
PROJECT LOCATION (city and county)	Unincorporated Towns of Thermal and Oasis, Riverside County		
	APPLICANT	SUB-APPLICANT	SUB-APPLICANT
Organization	Riverside County TLMA	Local Government Commission	Inland Congregations United for Change
Mailing Address	4080 Lemon Street, 8th floor	980 9th Street, Suite 1700	1441 N D Street
City	Riverside, CA	Sacramento, CA	San Bernardino
Zip Code	92501	95814	92405
Executive Director/designee and title	Mr. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Patricia Romo Assistant Director, Transportation	Mr. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Linda Cloud, Managing Director	Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Tom Dolan Executive Director
E-mail Address	PRomo@rctlma.org	lcloud@lgc.org	tom@icucpico.org
Contact Person and title	Mr. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Francis Segovia Senior Planner	Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Paul Zykofsky, Associate Director	Mr. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Karen Borja Associate Director
Contact E-mail Address	FSegovia@rctlma.org	pzykofsky@lgc.org	karen@icucpico.org
Phone Number	(951) 955-1646	916-448-1198 x317	760-396-6688
FUNDING INFORMATION Use the Match Calculator to complete this section. Match Calculator			
Grant Funds Requested	Local Match - Cash	Local Match - In-Kind	Total Project Cost
\$ 149,554	\$ 19,386	\$	\$ 168,940
Specific Source of Local Cash Match (i.e. local transportation funds, local sales tax, special bond measures, etc.)			
County staff time dedicated to project activities.			

**Fiscal Year 2016-17
SUSTAINABLE TRANSPORTATION PLANNING
GRANT APPLICATION**

LEGISLATIVE INFORMATION			
Information in this section must directly be tied to the applicant's address.			
All legislative members in the project area do not need to be listed.			
State Senator(s)		Assembly Member(s)	
Name(s)	District	Name(s)	District
Jeff Stone	28	Eduardo Garcia	56
	-		-
	-		-
	-		-
	-		-
	-		-

*Use the following link to determine the legislators.
<http://findyourrep.legislature.ca.gov/> (search by address)

Grant applications must clearly demonstrate how the proposed transportation planning project promotes State and Federal Transportation Planning Goals. Select all that apply.

STATE TRANSPORTATION PLANNING GOALS

- Improve Multimodal Mobility and Accessibility for All People: Expand the system and enhance modal choices and connectivity to meet the state's future transportation demands.
- Preserve the Multimodal Transportation System: Maintain, manage, and efficiently utilize California's existing transportation system.
- Support a Vibrant Economy: Maintain, manage, and enhance the movement of goods and people to spur the economic development and growth, job creation, and trade.
- Improve Public Safety and Security: Ensure the safety and security of people, goods, services, and information in all modes of transportation.
- Foster Livable and Healthy Communities and Promote Social Equity: Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
- Practice Environmental Stewardship: Plan and provide transportation services while protecting our environment, wildlife, historical, and cultural assets.

Fiscal Year 2016-17
SUSTAINABLE TRANSPORTATION PLANNING
GRANT APPLICATION

FEDERAL TRANSPORTATION PLANNING GOALS

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase accessibility and mobility of people and freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

**Fiscal Year 2016-17
SUSTAINABLE TRANSPORTATION PLANNING
GRANT APPLICATION**

1. Project Description (100 words maximum) (25 points): Briefly summarize project.

This project will develop neighborhood/regional level access and mobility plans for the unincorporated communities of Thermal and Oasis in eastern Coachella Valley. These low-income communities face significant barriers to access and mobility including limited transportation infrastructure, lack of pedestrian and bicycle access to transit and community resources, as well as unreliable and inaccessible transit. Through robust community engagement and a participatory design process, Riverside County Transportation and Land Use Management Agency (RCTLMA) will create an access and mobility plan that meets the needs of the community, and is technically feasible and implementable.

Fiscal Year 2016-17
SUSTAINABLE TRANSPORTATION PLANNING
GRANT APPLICATION

2. Project Justification (Do not exceed the space provided.) (25 points): Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies.

The communities of Oasis and Thermal, located in the Eastern Coachella Valley (ECV), face serious challenges which have been exacerbated in recent decades by inadequate transit service, lack of pedestrian and bicycle facilities and the resulting lack of access and connectivity to employment, educational, economic and recreational opportunities. Both communities are also considered Environmental Justice Areas pursuant to AB 1318. Oasis has a population of approximately 6,900 (2010 Census). In 2013 over 98% were Latino and the area's median household income was \$23,291, significantly lower than the state's average of \$61,489 (U.S. Census Bureau, QuickFacts 2014). 51.4 percent of children below the age of 18 live below the poverty level (CensusReporter.org). The CalEnviroScreen 2.0 score for Oasis is in the range of 81-85%. Particularly onerous are factors like poverty (96th percentile), linguistic isolation (97th percentile), unemployment (95th percentile), low education achievement (96th percentile), and exposure to pesticides (95%) and impaired water (92%). Thermal's population is approximately 3,650 (CensusReporter.org). In 2013 over 98% were Latino and the area's household income was \$27,524, significantly lower than the state average. 40 percent of children under 18 live below the poverty level. The CalEnviroScreen 2.0 score for Thermal is in the range of 76-80%. Particularly onerous are factors like poverty (96th percentile), linguistic isolation (92nd percentile), unemployment (98th percentile), low education achievement (96th percentile), and exposure to pesticides (96%).

In a geographically expansive region like the Coachella Valley, many employment centers, and even more residences, lie beyond walking distance to transit lines and community-identified resources and amenities. The existing transportation networks they rely on fail to consider non-motorized connectivity to transit corridors or community resources. Yet, the majority of neighborhood level trips are pedestrian. In order to access transit and neighborhood resources, safety becomes a major concern. Pedestrians face safety risks in the environments surrounding transit stations and community identified destinations. Excessive automobile speeds, little to no street lighting, few pedestrian routes and sidewalks, and harsh environmental conditions limit neighborhood level mobility.

According to the UC Davis Center for Regional Change, residents in the Eastern Coachella Valley have less vehicle availability than other Coachella Valley residents. The majority of residents also lack access to health care, food, and jobs due to lack of comprehensive neighborhood level mobility. This means that residents of the ECV are more dependent on transit services and neighborhood resources to fulfill their daily needs — such as grocery shopping, access to work, childcare, health care services, and school. Poor transit frequency rates mean that for residents of the Eastern Coachella Valley to commute to work or school or any other basic service or amenity outside of their community, they must endure travel times of up to 4 hours one way. Many students say that they do not attend summer school or look for summer employment because travel times are prohibitive.

Many unincorporated communities do not have neighborhood level mobility plans, and without plans they cannot receive statewide funding to develop proper transportation infrastructure. Without proper transportation infrastructure, transit and neighborhood level connectivity is haphazard at best. Even more so, without plans and investments, contributions to greenhouse gas reduction strategies and strategies for reducing vehicle miles traveled will elude these communities and exclude them from California's Climate resilience strategies. As new developments are planned near and adjacent to ECV communities, few if any affordable housing opportunities exist, further isolating lower income residents from employment, recreational and educational opportunities, and drawing transportation investment away from existing communities.

This project will bring together residents of Thermal and Oasis with County staff and local nonprofit organizations to address some of these challenges. Specifically, the project will focus on identifying the mobility needs of residents in these two towns and developing corresponding solutions. The County will partner with the nonprofits Local Government Commission, Inland Congregations United for Change, community-based organizations and a transportation consultant to create a mobility plan to be adopted by the County. This project will engage residents through workshops, meetings with residents and promotoria-based community engagement models, to develop a plan that meets the needs of the community, and is technically feasible and implementable by government agencies.

Fiscal Year 2016-17
SUSTAINABLE TRANSPORTATION PLANNING
GRANT APPLICATION

3. Project Management (50 points)

- A. Scope of Work in required Microsoft Word format (25 points)
- B. Project Timeline in required Microsoft Excel format (25 points)

3. Project Management

A. Scope of Work

Neighborhood and Regional Mobility Plans for Thermal and Oasis

INTRODUCTION:

Riverside County Transportation and Land Management Agency (TLMA) will organize a highly participatory planning effort to address the challenges faced by the unincorporated communities of Thermal and Oasis in the Eastern Coachella Valley. Specifically, the project will focus on identifying the mobility needs of residents in these two towns and developing corresponding solutions. The County will partner with the nonprofits Local Government Commission, Inland Congregations United for Change, community-based organizations and a transportation consultant to create a mobility plan to be adopted by the County. Resident leaders of Thermal and Oasis have already been working to identify barriers to mobility and access through local workshops, conversations with residents, and *promotora*-based community engagement models. Barriers include limited transportation infrastructure, lack of pedestrian and bicycle access to transit and community resources, as well as unreliable and inaccessible transit. This project will engage residents throughout the project to develop a plan that meets the needs of the community, and is technically feasible and implementable by government agencies.

Oasis has a population of approximately 5,758 according to CensusReporter.org. In 2013 over 98% were Latino and the area's median household income was \$23,291, significantly lower than the state's average of \$61,498 (Census Bureau, 2014). 51.4 percent of children below the age of 18 live below the poverty level. The CalEnviroScreen 2.0 score for Oasis is in the range of 81-85%. Particularly onerous are factors like poverty (96th percentile), linguistic isolation (97th percentile), unemployment (95th percentile), low education achievement (96th percentile), and exposure to pesticides (95%) and impaired water (92%).

Thermal's population is approximately 3,650 according to CensusReporter.org. In 2013 over 98% were Latino and the area's median household income was \$27,524. 40 percent of children under 18 live below the poverty level. The CalEnviroScreen 2.0 score for Thermal is in the range of 76-80%. Particularly onerous are factors like poverty (96th percentile), linguistic isolation (92nd percentile), unemployment (98th percentile), low education achievement (96th percentile), and exposure to pesticides (96%).

By seeking to improve mobility, safety and access for all modes of transportation including walking, bicycling, transit and motor vehicles, this plan will help address some of the underlying socioeconomic challenges faced by residents in this part of the County. The project will also explore the potential for new, shared mobility alternatives which could accompany streetscape improvements and help meet community transportation needs. It will also help these communities better align their transportation and development patterns with state and federal transportation goals of improving multimodal mobility and accessibility for all people and fostering livable, healthy and socially equitable communities. Ultimately, this approach will help

the region and the state better meet the goals of reducing greenhouse gas emissions and establishing a more sustainable development pattern.

Riverside County will partner with nonprofits Local Government Commission (LGC), Inland Congregations United for Change, and community-based organizations to engage the residents of the communities of Oasis and Thermal to analyze the challenges to local walking and bicycling for routine daily trips (to school, store, park, etc.) and to regional access to jobs in the Coachella Valley by car, transit or emerging shared mobility options. The Plan will be developed through a robust public engagement process that will include multiple opportunities for residents to participate. At the local level, special attention will be given to streets that are used by children to access schools, and by the elderly and disabled to access goods and services. At the regional level, special attention will be placed on the access of residents to jobs throughout the Coachella Valley. The outcome will be a plan with detailed recommendations for physical changes to streets, sidewalks, and intersections that support all users as well as transit and shared mobility at the regional level.

RESPONSIBLE PARTIES:

Riverside County is the proposal applicant and will be the grant recipient. The County will partner with the nonprofit Local Government Commission (LGC), which is listed as a sub-applicant. Over the past 15 years, LGC has managed over 60 participatory planning projects in California. Many of these have been funded by Caltrans Planning grants. Riverside County and LGC will use a participatory community design charrette process to engage residents, businesses, students, school administrators, health providers and policymakers. The nonprofit organization, Inland Congregations United for Change (ICUC) will also be a sub-applicant responsible for outreach to the community, especially to low-income, Spanish-speaking residents. ICUC will partner with local “promotoras” to reach out to residents and will organize neighborhood committees to better engage local residents.

The County, in partnership with LGC and ICUC will choose a consultant (or team of consultants), through a competitive RFP process, to produce the plan. The selected consultant will have expertise in transportation and transit planning, traffic engineering and community revitalization.

Responsibilities of each agency/organization are summarized below:

- **Riverside County:** Riverside County Transportation and Land Management Agency (RCTLMA) is the lead applicant for the project. The County will be the grant recipient, execute the Fund Transfer Agreement with Caltrans and execute an agreement with sub-recipient Local Government Commission. RCTLMA will review grant products, and perform grant administration functions as required. The County will identify staff members to participate in all aspects of the project and will provide staffing support to meet the 11.47 percent local match.
- **Local Government Commission (LGC):** The Local Government Commission (LGC) will assist with project management, coordinate the RFP process for consultant selection on behalf of the County, organize and facilitate the community design charrettes, provide content and

help produce outreach and publicity materials (e.g., flyers and posters), document public input, and assist with development of the plan. The LGC assists localities in creating more economically vibrant, environmentally sustainable, and civically involved communities. LGC staff has experience in public engagement in planning processes, land use and transportation planning and design, and in facilitating planning projects. LGC staff has worked on over 60 community design charrettes and their staff conducts workshops on Designing for Pedestrian Safety (for the Federal Highway Administration), Safe Routes to School (for the National SRTS Center), and Complete Streets (for the National Complete Streets Coalition). The LGC has staff that is fluent in Spanish and can conduct meetings and workshops in English and Spanish.

- **Inland Congregations United for Change (ICUC):** ICUC will assist with community outreach and will coordinate the work of local “promotoras” to reach out to residents and will organize neighborhood committees to better engage local residents Working with 63 congregations, 17 schools and neighborhood institutions in San Bernardino and Riverside County, Inland Congregations United for Change (ICUC) brings people together to strengthen families and improve communities. Through community organizing, ICUC organizes its base to move forward community campaigns around transportation. Inland Congregations United for Change is an affiliate of the People Improving Communities through Organizing (PICO) National Network and of PICO California, the largest grassroots community effort in California.

- **Consultant.** The selected consultant (or team of consultants) will analyze and document typical baseline conditions in both Oasis and Thermal for streets, sidewalks and intersections, and key routes for walking, bicycling and transit, will help assess the mobility needs of residents, will actively engage in the public process, develop design concepts and recommendations that respond to input from the community and implementing and overseeing agencies, and prepare the plan document. Core components of the plan will include:
 1. An overall framework plan depicting the community’s pedestrian and bicycle route networks connecting neighborhoods, schools, parks, town centers, and other important community destinations, with proposed improvements to priority segments for pedestrian and bicycle access, mobility and safety.
 2. Design tools for improvements for streets, sidewalks, trails, and other public spaces such as curb ramps, crosswalks, curb extensions, and traffic calming and traffic control devices for universal access.
 3. Analysis of transit and mobility needs of residents of both communities in order to identify potential transit or shared mobility routes to job centers in the Coachella Valley.
 4. Conceptual designs for short and long-term site, street, sidewalk and other infrastructure improvements suitable for future funding programming and grant applications; and,
 5. A phasing plan and funding strategy for prioritized projects, programs and action steps.

OVERALL PROJECT OBJECTIVES:

The project and resulting products will address a variety of community sustainability and livability objectives, including:

- Engage residents, especially those that have been left out of decision-making processes, in planning for the future of the County
- Improve communication between residents and Riverside County
- Identify transportation challenges in the two unincorporated towns that negatively impact residents' quality of life
- Identify transportation challenges that negatively impact businesses' economic performance
- Identify features of the towns that are unsafe or uncomfortable for pedestrians, cyclists, transit users and motorists
- Identify preferred routes for children to walk to and from the elementary, middle and high schools in the two communities
- Identify primary and secondary walking and bicycling routes in the neighborhood and connecting to the rest of the towns and to nearby towns and cities such as Coachella
- Identify locations in the two towns that are challenging to walk or bicycle in
- Identify streets that are difficult to cross
- Identify streets with high speed traffic
- Identify opportunities for application of "green street" concepts, such as storm water planters, swales and other bio-retention areas, drought-tolerant landscaping, and permeable pavement
- Identify regional destinations that residents need to travel to
- Recommend treatments that help calm traffic, especially near schools and areas with a high concentration of pedestrians and cyclists
- Recommend engineering treatments to improve conditions for walking (e.g., separated sidewalks, curb extensions, crosswalks, shade, lighting, beacons, etc.)
- Recommend bicycle facilities and treatments in the neighborhood
- Recommend changes that help make streets more complete
- Recommend "green street" concepts where appropriate
- Recommend regional transportation options and systems that could best meet the needs of local residents

1. Project Planning and Coordination

Task 1.1: Project Kickoff Meeting (Month 1)

Riverside County TLMA staff will conduct a kickoff meeting with Caltrans District staff to discuss grant procedures and project expectations including invoicing, quarterly progress reports, and other relevant project information.

- **Responsible Party:** Riverside County

Task 1.2: Contracting with Sub-Applicants (Months 1-2)

County staff will prepare subcontracts with the Local Government Commission (LGC), the sub-applicant on this grant, which will assist the county throughout the planning project. The LGC, in turn, will contract with Inland Congregations United for Change, the non-profit organization that will be responsible for community outreach on this project.

- **Responsible Party:** Riverside County

Task 1.3: Conduct Procurement for Consultant (Months 3-4)

County staff, assisted by the LGC, will prepare a Request for Proposals to solicit a transportation planning/engineering firm with expertise in transportation and transit planning, Complete Streets, and active transportation issues that can provide the necessary technical expertise to develop the plan. The RFP will follow the proper procurement procedures established by Caltrans for these projects. LGC staff will travel to Riverside County to participate in consultant interviews.

- **Responsible Party:** Riverside County and Local Government Commission

Task 1.4: Assemble Advisory Group (Month 5-6)

LGC, in coordination with County staff and Inland Congregations United for Change staff, will assemble an Advisory Group that will provide input as the project moves forward. The Advisory Group will include County staff, School District staff, transit agency staff, and representatives from service organizations, businesses, neighborhood leaders and residents and other interest groups that reflect the demographics and perspectives of the two communities. The Advisory Group of 8 to 12 representatives from agencies and the communities will be consulted throughout the project and serve as a sounding board. The Advisory Group will be consulted to schedule the community design charrettes, discuss key issues, identify additional stakeholders, determine strategies to engage all segments of the community, and to maximize charrette participation.

- **Responsible Party:** LGC and ICUC

Task 1.5: Collect Data on Existing Conditions/Prepare Base Maps (Months 6-7)

The Consultant Team will work with the County and other sources to collect and organize available information on existing conditions for the project areas, including traffic volumes, crash data, regional transportation plans, regional transit plans, state route planning and construction plans, aerial and base maps, General Plan and other policy documents, development standards and regulations, and other relevant studies. If information on regional and local travel needs is not available, the team will conduct a survey of residents to collect this information. The team will research and assess shared mobility alternatives that might work to provide regional transportation options for small towns like Thermal and Oasis. The Consultant will prepare a report on existing conditions. The Consultant Team will also prepare base maps for design and analysis work and for use by residents at the charrette design tables.

- **Responsible Party:** Consultant Team

Task 1.6: Advisory Group Meetings

The Advisory Group will meet on three occasions during the course of this project.

- The first Advisory Group meeting will be held in Riverside County with participation from the County, LGC, ICUC and the Consultant Team approximately two months before the first design charrette. The key items on the agenda will include: Scheduling and location of one 4-day charrette for Oasis and one 3-day charrette for Thermal, key stakeholders to invite to each charrette, problem areas to study, and strategies for engaging underserved population. The LGC, ICUC and Consultant Team will travel to Riverside County for this Advisory Group meeting. During this visit, LGC and the Consultant Team will also meet with project partners and selected stakeholders, and will tour and photograph the area to assess existing conditions. (Month 8)
- The second Advisory Group meeting will be held approximately one month before the first community design charrette. The agenda will focus on outreach and planning for the two

design charrettes. The LGC, ICUC and Consultant Team will travel to Riverside County for this Advisory Group meeting. (Month 9)

- The third Advisory Group meeting will be held approximately one month after the Consultant Team circulates the plan outline following the two design charrettes. LGC staff and the Consultant Team will travel to Riverside County to meet with the Advisory Group and other key stakeholders to discuss the outline, resolve any issues that might still be pending and review proposed concepts developed during and after the charrette. (Month 13)

Caltrans district staff will be invited to all Advisory Group meetings.

- **Responsible Party:** LGC and ICUC

Task 1.7: Ongoing Coordination (Months 1-32)

Monthly project team conference call meetings will be held between County staff and LGC (and ICUC, as needed) to ensure good communication on upcoming tasks and to make sure project remains on time and within budget. Consultants will be included in meetings after they are selected. Caltrans District staff will be invited to participate in project team meetings.

- **Responsible Party:** Riverside County and Local Government Commission

Task	Deliverable
1.1	<i>Meeting notes</i>
1.2	<i>Copy of signed subcontracts</i>
1.3	<i>Copy of RFP, Distribution list, Executed Contract</i>
1.4	<i>List of Advisory Group members</i>
1.5	<i>List of Planning and Existing Conditions Data, Existing Conditions Report, Base Maps</i>
1.6	<i>Agendas, Participant Lists, Digital Photos</i>
1.7	<i>Meeting notes</i>

2. Outreach and Community Engagement

Task 2.1: Develop Community Outreach Plan (Months 6-7)

LGC, with input from the Advisory Group, will prepare an outreach plan to inform the two communities about the project and upcoming community events. The plan will include a schedule with timing for release, distribution and placement of publicity items and a list of potential co-sponsors and co-promoters to assist with outreach and development of festive activities (e.g, donated local food and entertainment) to maximize participation and positive input at community events.

- **Responsible Party:** Local Government Commission

Task 2.2: Produce and Distribute Outreach Materials (Months 8-9)

ICUC and LGC will work closely with the County to conduct publicity and outreach throughout the course of the project. Specific tasks will include:

- **Produce Materials:** ICUC, in coordination with the County and LGC, will produce flyers and posters publicizing charrette events for community-wide distribution. Flyers will also be produced in Spanish to reach predominantly Spanish-speaking households.

- **Distribute Materials:** The County, local businesses, religious and service organizations will be asked to distribute flyers and information about the charrette through their communication networks. Elementary and Middle, Junior High and High Schools will be asked to send flyers home with their students. ICUC will distribute flyers to neighborhood residents in Oasis and Thermal through community churches and other identified channels.
- **Media Outreach:** Announcements and press releases will be distributed to local media. The project partners will work on setting up changeable message signs or banners announcing events. Information will be posted on the County and School District web sites and through their newsletters.
 - **Responsible Party:** LGC and ICUC

Task 2.3: Establish Neighborhood Committees (Months 7-10)

Inland Congregations United for Change will establish neighborhood-level committees in Thermal and Oasis to assist with project outreach, community engagement and local expertise throughout the project. Given the physical size of the two communities, we envision that three committees will need to be established in Thermal and two in Oasis. These local, resident-based committees will meet on a monthly basis for 3 months before the community design charrettes. Participants will be fully engaged in the charrette activities and will provide support and sustainability for the plan once it's completed and approved.

- **Responsible Party:** Inland Congregations United for Change

Task	Deliverable
2.1	<i>Sign-in sheets from Neighborhood Committee meetings</i>
2.2	<i>Copies of flyers and posters (English and Spanish), List of agencies, organizations distributing outreach material, Press Releases</i>
2.3	<i>List of committee members, Sign-in sheet from meetings</i>

3. Community Design Charrette

The project will engage residents and stakeholders in both communities in an intensive and highly participatory public process to assess and document conditions for all travel modes (walking, bicycling, transit, and driving) and users (youth, seniors, people with disabilities, residents, diverse groups, visitors, and businesses), identify shared values and concerns, and identify and prioritize enhancements.

Public design charrettes are the centerpiece of this community-based planning project. A 4-day charrette will take place in Oasis, the larger community, and a 3-day charrette will take place in Thermal. The purpose of the charrettes will be to work with residents to identify barriers to walking, bicycling and transit throughout the communities as well as potential solutions in the form of design changes, operational changes and development of route and mode options. Discussions may also focus on changes to the community — such as infill housing or commercial development — that can provide needed services and reduce the distance residents travel. The Local Government Commission will coordinate all charrette activities with assistance from County Staff, Inland Congregations United for Change, the Advisory Group and the Consultant Team.

Task 3.1: Agenda Development and Logistics (Months 8-9)

LGC, in coordination with the County, advisory group and consultant, will develop the detailed agenda for charrette events and activities. The County and LGC, with help from the Advisory Group and co-sponsors will arrange facilities and food (in accord with grant guidelines for eligible snack and refreshment expenses), and other supporting promotional and celebratory activities.

- **Responsible Party:** Local Government Commission

Tasks 3.2: Four-day Community Design Charrette in Oasis (Month 10)

The LGC, ICUC and Consultant Team will travel to Oasis for a four-day Community Design Charrette. The draft schedule of activities will include:

- 3-4 stakeholder group meetings (60-120 minutes each)
- Evening kick-off meeting
- Community walking and bicycling assessment
- Community design workshop
- Project team members will spend several days on-site in intense production developing recommendations and illustrative graphics
- Review of concepts with County staff
- Closing workshop presentation of draft recommendations to the community for feedback, comments and guidance

- **Responsible Party:** Local Government Commission, Consultant Team

Tasks 3.3: Three-day Community Design Charrette in Thermal (Month 11)

The LGC, ICUC and Consultant Team will travel to Thermal for a three-day Community Design Charrette. (The draft schedule of activities will be similar to schedule shown in Task 3.2.)

- **Responsible Party:** Local Government Commission, Consultant Team

Task	Deliverable
3.1	<i>Agenda for Charrettes</i>
3.2	<i>Sign-in Sheets from public events, Results of Exercises, Presentations, Photos of Design Table Maps, Photos, Comments/Ideas provided by participants</i>
3.3	<i>Sign-in Sheets from all public events, Results of Exercises, Presentations, Photos of Design Table Maps, Photos, Comments/Ideas provided by participants</i>

4. Draft and Final Plan

Task 4.1: Plan Outline (Month 12)

Following the design charrettes, the Consultant Team will start work on preparing the Plan. Approximately one month after the two charrettes, the Consultant Team will prepare an outline of the report and a list of any additional questions, concerns or critical issues that might have emerged during or after the charrette. These documents will be circulated to selected stakeholders including County and Caltrans staff, and the Advisory Group for comment.

- **Responsible Party:** Consultant Team

Task 4.2: Administrative Draft Plan (Months 13-15)

Within two to three months after the charrette, the Consultant Team will prepare and circulate an administrative draft plan for review by the County and Caltrans staff and members of the Advisory Group. The plan will include recommendations to make streets in Oasis and Thermal more complete; that is roadways that better accommodate all users including pedestrians, bicyclists, transit and motor vehicles. The plan will include conceptual designs, recommendations and development standards for improved road safety and operations, pedestrian, bicycle and transit facilities, enhanced streetscapes, and community entry features and focal points. The plan will identify a network of routes that can be developed over time to improve travel by children and teenagers to their school. The report will recommend regional transportation options that can help residents travel to destinations outside the two towns. The report will also contain a record of the charrette process, proposed timing and prioritization for implementation of the recommendations, and potential funding sources. The Consultant Team will circulate the draft plan to County staff, Caltrans staff and the Advisory Group for feedback. County staff will collect and review all comments and provide a comprehensive set of consistent comments to the LGC project team.

- **Responsible Party:** Consultant Team

Task 4.3: Workshops on Draft Plan (Months 16)

Within three to four months after the charrette, once a draft plan has been assembled, LGC, with support from Inland Congregations United for Change, will organize two 90-120 minute evening workshops to provide the residents in the communities of Oasis and Thermal another opportunity to provide input and review the recommended changes in the draft plan. LGC, ICUC and the Consultant Team will travel to Oasis and Thermal to conduct the workshop. (To minimize travel, the two workshops will take place on consecutive evenings.)

- **Responsible Party:** Local Government Commission

Task 4.4: Final Plan/Present to County Board of Supervisors (Months 17-18)

The Consultant Team will make one round of revisions and finalize the plan. LGC and/or the Consultant Team will travel to Riverside County to present the plan at a Board of Supervisors meeting to consider for adoption by reference or amendment to other policy documents, land use or transportation regulations, and for incorporation into work programs.

- **Responsible Party:** Consultant Team/Local Government Commission

Task	Deliverable
4.1	<i>Plan Outline, Comments received</i>
4.2	<i>Draft Plan</i>
4.3	<i>Presentations, Comments received</i>
4.2	<i>Final Plan, Presentation, Meeting Notes</i>

5. Administration

Grant administration — including contracting, submission of progress reports, accounting, invoicing and provision of documentation as required by Caltrans — will be managed by Riverside County.

Task 5.1: Quarterly Reporting (Months 4, 7, 10, 13, 16, 19, 22, 25, 28 and 31)

The County will prepare quarterly reports for submittal to Caltrans.

- **Responsible Party:** Riverside County

Task 5.2: Fiscal Administration (Months 1-32)

The County will be responsible for keeping all the necessary accounting records for the project and will submit invoices to Caltrans on a quarterly basis.

- **Responsible Party:** Riverside County

Task	Deliverable
5.1	<i>Quarterly Reports</i>
5.2	<i>Invoices and Other Documentation as Required by Caltrans</i>

DEPARTMENT OF TRANSPORTATION

DISTRICT 8

PLANNING (MS 722)

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*Serious Drought.
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June 21, 2016

Ms. Francis Segovia
Senior Planner
Riverside County TLMA
4080 Lemon Street, 8th Floor
Riverside, CA 92501

Dear Ms. Segovia:

Congratulations to the County of Riverside for the Sustainable Communities Award Grant: "Neighborhood and Regional Mobility Plans for Thermal and Oasis." I will be the District Liaison/Contract Manager for this grant and will be working closely with the County and Consultants to help achieve the grant's goals.

The following conditions must be fulfilled in order to develop a Restricted Grant/Fund Transfer Agreement (Contract) between your agency and the California Department of Transportation (Caltrans). If the below conditions require you to make revisions to multiple documents, you must ensure that the changes are consistent between all documents. When making revisions refer to the **Additional Tools and Information** on our website:

<http://dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

Program Conditions

- Your Grant award was based on information provided in the original application documents. Please do not make any additional changes unless otherwise noted.
- A local resolution from the County governing board stating the title of person authorized to enter into a contract with Caltrans must be submitted with the revised conditions. All local resolutions must contain the following:
 - State the title of the project.
 - State the title of the person authorized to enter into a contract with Caltrans on behalf of the applicant.
 - Be enacted by the application deadline. Resolutions more than a year old will not be accepted.
 - Be signed by the governing board of the grant applicant.
- Payee Data Record (STD. 204) must be submitted with revised conditions. The Payee Data Record ensures that the correct address will be put into the Caltrans accounting system, for accurate arrival of invoice reimbursement checks. All grantees need to complete this form,

Mr./Ms./Honorable Name

Date

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regardless of governmental affiliation. You may access the form online at the below web address, or complete the attached one.

<http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/2015/PayeeDataRecordstd204.pdf>

- **Scope of Work and Project Timeline:**

- Please ensure that all resubmitted documents are in the proper format. The Scope of Work must be in Microsoft Word. The Project Timeline must be in MS Excel.
- Change Project Timeline for a September start month. However be advised no work shall be done prior to receiving a "Notice to Proceed" letter.

- **Consultant Procurement**

- You have identified in your application that a consultant will be procured for this project. Please be advised that applicants and sub-applicants are not permitted to use consultants' currently on retainer or previously procured for another project. All consultant procurement transactions must be conducted using a fair and competitive process that is consistent with 49 CFR, Part 18.36 and Local Assistance Procedures Manual, Chapter 10.
- Revise the deliverable on the scope of work and project timeline for Task 1.3 to include a copy of the procurement procedures with the executed consultant contract to Caltrans.

- **Notice to Proceed Letter**

The grantee is only authorized to commence work and incur costs when a formal "Notice to Proceed" letter has been received from the district contract manager. The district contract manager must send this letter within 10 days to the grantee from the execution date of the signed and executed FTA/RGA.

If you have further questions, please contact me at 909/388-7139 or via email at rebecca_forbes@dot.ca.gov.

Sincerely,



REBECCA FORBES
Transportation Planner
Office of Community Planning

c: Patricia Romo, Assistant Director, Transportation - RCTLMA

Enclosure-std204-Payee Data Record