

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

139



FROM: Department of Public Health

SUBMITTAL DATE:
June 19, 2013

SUBJECT: Ratify the in-kind Agreement #13-65-085-00 with Riverside County Transportation Commission for the development of "walkability plans" in selected areas of the City of Riverside.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the in-kind agreement with Riverside County Transportation Commission for the performance period of February 15, 2013 through February 28, 2015 for the in-kind support totaling \$7,832; and;
- 2) Authorize the Chairperson to sign Five (5) originals of said Agreement, Contract # 13-65-085-00 on behalf of the County.

BACKGROUND:

The Department of Public Health (DOPH) will provide in-kind support for this multi-year grant with the University of California, Riverside, the City of Riverside and the Riverside County Transportation Commission that will fund activities in selected neighborhoods of the City of Riverside to develop a "walkability plan".

(continued on page 2)

VJB/al

Susan Harrington, M.S., R.D., Director
Department of Public Health

FINANCIAL DATA

Current F.Y. Total Cost:	\$ 7,382	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
Annual Net County Cost:	\$ 0	For Fiscal Year:	12/13-

SOURCE OF FUNDS: DOPH in-kind support

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley

Nays: None

Absent: None

Date: July 2, 2013

xc: Samuel Wong, Auditor

Kecia Harper-Ihem
Clerk of the Board

By:
Deputy

Prev. Agn. Ref.:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

District:

1,2

Agenda Number:

3-36

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: SAMUEL WONG
Departmental Concurrence
DATE: 6/19/13
FORM APPROVED COUNTY COUNSEL
NEAL R. KIPNIS
Policy BY: Policy
☒ Consent
☒ Consent
Dept't recomm.:
Per Exec. Ofc.:

SUBJECT: Ratify the in-kind Agreement #13-65-085-00 with Riverside County Transportation Commission for the development of "walkability plans" in selected areas of the city of Riverside.

BACKGROUND (continued):

There will be two distinct neighborhoods selected for the walkability plans. For the selected neighborhoods the DOPH will collaborate with the partners to conduct an in-depth neighborhood analysis with traffic modeling, pollution counts, obesity/health indicators, an analysis of neighborhood infrastructure, common areas (parks, streets, etc.), and social capital. Quantitative baseline health indicators will be established for each neighborhood. Area analysis will be used to hold a series of meetings with local officials, municipal staff, and residents of target areas. Other public outreach will include in-depth survey work and "walkabouts" where residents will tour their neighborhoods on foot to analyze their surroundings. Staff from the Department of Public Health will be providing in kind support totaling \$7,382. The in kind support includes epidemiological analysis, assisting with community meetings, assist with walk audits, and assist with the implementation.

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

Agreement No. 13-65-085-00

**RIVERSIDE COUNTY TRANSPORTATION COMMISSION
AGREEMENT FOR NEW URBANISM IN ACTION CREATING WALKABILITY PLANS
FOR RIVERSIDE NEIGHBORHOODS
WITH THE COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC HEALTH**

**Environmental Justice Planning Grant
Sub-Recipient Agreement**

This Sub-recipient Agreement ("Agreement") is entered into as of this ____ day of _____, 2013, by and between the RIVERSIDE COUNTY TRANSPORTATION COMMISSION ("the Commission") and THE COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC HEALTH, ("Agency" or the "Sub-recipient"), a California corporation. The Commission and Sub-recipient may be collectively referred to as "Parties" or individually referred to as "Party" in this Agreement.

WITNESS

WHEREAS, the Commission has been awarded a grant in the amount of Two Hundred Forty-Nine Thousand Six Hundred Seventy-Six Dollars (\$249,676) from the State of California Department of Transportation ("Caltrans") for an Environmental Justice Planning Grant ("Grant"); and

WHEREAS, the Commission and the Sub-recipient have an interest in providing the necessary services to and enhancement of the quality of life for residents in Riverside neighborhoods; and

WHEREAS, the Commission and the Sub-recipient recognize that the development of a New Urbanism in Action Creating Walkability Plans for Riverside Neighborhoods ("Project") is eligible under applicable Caltrans regulations; and

WHEREAS, the Commission and the Sub-recipient desire to cooperate in the implementation of the Environmental Justice Planning Grant Program ("Program") by reason of experience, preparation, organization, staffing and facilities to provide for the Project, which would bring consistency to the individual planning efforts; and

WHEREAS, the Agency recognizes the benefits to be derived from receiving Program Funds; and

WHEREAS, the Program Funds are made available by Caltrans to encourage livable/sustainable community concepts with a transportation or mobility objective and promote community identity and quality of life, and the Commission is eligible to apply to Caltrans for such Program Funds and to then make the same available for

JUL 02 2013 3-36

administration and use by the Agency as a sub-recipient under the Commission's Environmental Justice Planning Application ("EJ Application"); and

WHEREAS, on March 14, 2012, the Commission authorized the submittal of an EJ Application for the Project; and

WHEREAS, upon review of the EJ Application by Caltrans, the Commission was denoted as the award recipient and the Agency as the sub-recipient.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived there from, the Parties agree as follows:

OPERATIVE PROVISIONS

1. Incorporation of Recitals

The Recitals set forth above are true and correct and are incorporated into this Agreement as though fully set forth herein.

2. Supervision of Sub-recipient

A. Commission hereby designates Tanya Love, or her designee, to act as its representative for the performance of this Agreement ("Commission's Representative"). Commission's representative shall have the power to act on behalf of Commission for all purposes under this Agreement. Sub-recipient shall not accept direction from any person other than Commission's Representative or his or her designee.

B. The Sub-recipient shall not undertake any work under the terms of this Agreement that is outside of the scope of services as outlined in Exhibit A.

3. Organization of Sub-recipient

A. Sub-recipient's role in this Agreement is to serve as a project manager and to procure services related to the Project as outlined in Exhibit A.

B. Sub-recipient Administration

i. General legal counsel for the Sub-recipient shall be provided by the Agency's General Counsel.

4. Sub-recipient Funding and In Kind Support

The Commission has adopted Resolution No. 12-013, dated March 14, 2012 authorizing the Executive Director of the Commission to execute an agreement with Caltrans to receive the following funds which shall be made available to the Sub-recipient to fund the procurement of in kind professional services related to the Project and the administration of the Program ("Program Funds").

Initial Amounts Allocated to Sub-recipient

Source of Funds:

Dollar Amount: In

kind

\$7,382

5. Scope of Sub-recipient Services

The Sub-recipient's scope of services and the time periods of performance for such scope of services are set forth in Exhibit A ("Scope of Services") attached hereto and by this reference made a part hereof.

6. Time of Performance

Said services of the Sub-recipient are to commence on February 15, 2013, (the "Effective Date"), and shall continue in full force and effect through and including February 28, 2015.

7. Record Retention

Records, maps, field notes and supporting documents and all other records pertaining to the use of Program Funds disbursed to the Sub-recipient hereunder shall be retained by the Sub-recipient and available to the Commission for examination and for purposes of performing an audit for a period of three (3) years from the date of expiration or termination of this Agreement. Such records shall be available to the Commission and to appropriate county, state or federal agencies and officials for inspection with advance notice and during the regular business hours of the Sub-recipient, excluding federal and state government holidays. In the event of litigation or an audit relating to this Agreement or funds paid to the Sub-recipient by the Commission under this Agreement, such records shall be retained by the Sub-recipient until all such litigation or audit has been resolved.

8. Accounting

A. The Sub-recipient shall establish and maintain on a current basis an adequate accrual accounting system in accordance with generally accepted accounting principles, practices, and standards.

B. At all times, the Chief Financial Officer of the Agency shall maintain the financial books and records of the Sub-recipient to be established pursuant to this Agreement and maintained by the Agency separate and apart from other Agency financial records and shall set forth all financial activity hereunder as a separate line item in the annual budget of the Agency.

9. Regular Reporting Requirements

The Sub-recipient shall submit reports regarding the expenditure of Program Funds as requested by the Commission in order to fulfill its requirements in accordance with the Caltrans prime award.

10. Compliance with Laws and Assurances

The Sub-recipient hereby assures and certifies that it has complied with and will continue to comply with all applicable federal, state, and local laws, ordinances, regulations, policies, guidelines, and requirements as they relate to acceptance and use of Program Funds for this state-assisted Program.

11. Affirmative Action

The Sub-recipient shall make every reasonable effort to ensure that all projects funded wholly or in part by Program Funds shall provide equal employment and career advancement opportunities for minorities and women.

12. Discrimination

A. No person shall, on the grounds of race, sex, creed, color, religion or national origin, be excluded from participating in, be refused the benefits of, or otherwise be subjected to discrimination in any activities, programs, or employment supported by this Agreement.

B. The Sub-recipient shall not discriminate against any person on the basis of race, color, creed, religion, natural origin, ancestry, sex, marital status or physical handicap in the performance of the Scope of Services of this Agreement. Without limitation, the Sub-recipient hereby certifies that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status or national origin.

13. Changes in Grant Allocation

The Commission, may grant additional funds at its discretion for use by the Sub-recipient to assure the successful completion of the Program.

14. Notices

All notices herein required shall be in writing. Notices shall be sent by prepaid First Class Mail to the following Address:

To the Commission: Riverside County Transportation Commission
Attention: Executive Director
4080 Lemon St, 3rd Floor
Riverside, CA 92501
Phone: (951) 787-7141
Fax: (951) 787-7920

To the Sub-recipient: The County of Riverside, Department of Public
Health – Injury Prevention Program
Attention: Julisa Alvizo-Silva, Program Director, Injury
Program
P.O. Box 7600
Riverside CA 92513-7600
Phone: (951) 358-7181
Fax: (951) 358-7175

15. Assignment

This Agreement is not assignable by the Sub-recipient without the express prior written consent of the Commission, which consent shall be given in the Commission sole discretion. Any attempt by the Sub-recipient to assign any performance of the terms of this Agreement shall be null and void and shall constitute a material breach of this Agreement upon the occurrence of which the Commission may, among its other remedies, and without limitation or prior notice, cancel, terminate or suspend this Agreement.

The Commission may not delegate, assign or transfer this Agreement, the rights or duties hereunder without Sub-recipient's express prior written consent. Notwithstanding the foregoing, the Commission may assign this Agreement without Sub-recipient's prior written consent in the event of a merger or reorganization of the Commission in which the Commission is the surviving entity.

16. Termination

- A. This Agreement may be terminated at any time by either Party upon giving thirty (30) days prior notice in writing to the other Party.

17. Release Indemnification and Hold Harmless

Sub-recipient shall indemnify, defend and hold the Commission, its directors, officials, officers, agents, consultants, employees and volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages or injuries, in law or in equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts,

omissions or willful misconduct of the Sub-recipient, its officials, officers, employees, agents, consultants, and contractors arising out of or in connection with the performance of the Project or this Agreement, including without limitation, the payment of all consequential damages, attorneys fees and other related costs and expenses. Sub-recipient shall defend, at Sub-recipient's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against the Commission, its directors, officials, officers, agents, consultants, employees and volunteers. Sub-recipient shall pay and satisfy any judgment, award or decree that may be rendered against the Commission or its directors, officials, officers, agents, consultants, employees and volunteers, in any such suit, action or other legal proceeding. Sub-recipient shall reimburse the Commission and its directors, officials, officers, agents, consultants, employees and volunteers, for any and all legal expenses and costs, including reasonable attorney's fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Sub-recipient's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Commission or its directors, officials, officers, agents, consultants, employees and volunteers. Sub-recipient's indemnification obligations under this Section shall survive termination of this Agreement.

18. Conflict of Interest

The Sub-recipient, its agents and employees shall comply with all applicable federal, state, county, city and Commission laws and regulations governing conflict of interest. To this end, the Sub-recipient will make available or shall provide copies of all applicable federal, state, county, city and Commission laws and regulations governing conflict of interest, to its agents and employees.

19. Program Monitoring

The Commission will monitor the Sub-recipient in the performance of this Agreement. The Sub-recipient shall maintain such property, personnel, financial and other records and accounts as are considered necessary by Caltrans and the Commission to assure proper accounting for all Program Funds authorized under this Agreement. The Sub-recipient shall permit on-site inspection by the Commission and/or Caltrans representatives with seven (7) business days prior written notice, and ensure that its employees and board members furnish such information, as in the judgment of the Commission and Caltrans, may be relevant to a question of compliance with contractual conditions and Caltrans directives, or the effectiveness, legality, and achievements of the Program. All the Program specific Sub-recipient records, with the exception of confidential client information, shall be made available to representatives of the Commission and appropriate state agencies. The Commission's Executive Director or his/her designee will conduct periodic Program progress reviews. These reviews will focus on the extent to which the planned Program has been implemented and measurable goals achieved the effectiveness of Program management, and the impact of the Program.

20. Religious Proselytizing or Political Activities

The Sub-recipient agrees that it will not perform or permit any religious proselytizing or political activities in connection with the performance of this Agreement. Program Funds under this Agreement will be used exclusively for performance of the services required under this Agreement and no funds shall be used to promote any religious or political activities.

21. Audits

The Commission and Caltrans, and their authorized representatives shall, at all times, have access, for the purpose of audit or inspection, to any and all books, documents, papers, records, property, and premises of the Sub-recipient, whose staff will cooperate fully with authorized auditors when they conduct audits and examinations of the Program.

22. Counterparts

The Agreement may be executed in three (3) counterparts. When executed, each counterpart shall be deemed an original, irrespective of date of execution. Said counterparts shall together constitute one and the same Agreement.

23. Severability

Each and every section of this Agreement shall be construed as a separate and independent covenant and agreement. If any term or provision of this Agreement or the application thereof to certain circumstances shall be declared invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to circumstances other than those to which it is declared invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

24. Amendment or Modification

This Agreement may only be modified or amended by written instrument duly approved and executed by each of the Parties hereto. Any such modification or amendment shall be valid, binding and legally enforceable only if in written form and executed by each of the Parties hereto, following all necessary approvals and authorizations for such execution.

25. Governing Law

This Agreement shall be governed by the laws of the State of California. Any legal action arising from or related to this Agreement shall be brought in the Superior Court of the State of California in and for the County of Riverside.

26. Compliance with Law

The Sub-recipient shall comply with all applicable local, state and federal laws, including, but not limited to, environmental acts, rules and regulations applicable to the work to be performed by the Sub-recipient under this Agreement. The Sub-recipient shall maintain all necessary licenses and registrations for the lawful performance of the work required of the Sub-recipient under this Agreement.

The Sub-recipient is informed and aware of the Fund Transfer Agreement between the Commission and Caltrans (Agreement No. 54A0701) and the sub-recipient flow down requirements contained therein and on that basis warrants that it shall comply with said sub-recipient flow down requirements during the duration of this Agreement.

27. Non-Waiver

Failure of either Party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the same provision or any remaining provisions of this Agreement.

28. Representatives of Persons Executing the Agreement

The persons executing this Agreement warrant that they are duly authorized to execute this Agreement on behalf of and bind the respective Party that each purports to represent.

29. Press Releases

Neither Party will use the name of the other Party or its employees in any advertisement or press release without the prior written consent of the other Party.

30. Default and Remedies

A. Events of Default

The occurrence of any of the following shall, after the giving of any notice described therein, constitute a default by Sub-recipient hereunder ("Event of Default")

- i. The failure of Sub-recipient to pay or perform any monetary covenant or obligation hereunder or any of the documents executed in connection herewith, without curing such failure within thirty (30) calendar days after receipt of written notice of such default from the Commission (or from any party authorized by the Commission to deliver such notice as identified by the Commission in writing to Sub-recipient);

- ii. The failure of Sub-recipient to perform any nonmonetary covenant or obligation hereunder or any of the documents executed in connection herewith, without curing such failure within thirty (30) calendar days after receipt of written notice of such default from the Commission (or from any party authorized by the Commission to deliver such notice as identified by the Commission in writing to Sub-recipient) specifying the nature of the event or deficiency giving rise to the default and the action required to cure such deficiency; provided, however, that if any default with respect to a nonmonetary obligation is such that it cannot be cured within a thirty (30)-day period, it shall be deemed cured if Sub-recipient commences the cure within said thirty (30)-day period and diligently prosecutes such cure to completion thereafter.
- B. Notwithstanding anything herein to the contrary, the herein described notice requirements and cure periods shall not apply to any Event of Default described in the following sentence. Voluntary cessation of the operation of the Project for a continuous period of more than thirty (30) calendar days or the involuntary cessation of the operation of the Project in accordance with the Agreement for a continuous period of more than sixty (60) calendar days, unless such cessation is approved, in writing, by the Commission.
- C. Any failure or delay by a Party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default or of any rights or remedies associated with a default. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties under this Agreement are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.
- D. The Commission's Remedies:

Without any prejudice to the other rights of the Commission under this Agreement, upon the occurrence of an Event of Default hereunder, the Commission, or an agent of the Commission, may, in its sole discretion, take any one or more of the following actions:

 - i. By notice to Sub-recipient declare that the entire unobligated amount of the Program Funds, must be immediately returned to the Commission, and the same shall become due and payable without further demand, protest or further notice of any kind, all of which are expressly waived;

- ii. Subject to any nonrecourse provisions in this Agreement, take any and all actions and do any and all things which are allowed, permitted or provided by law, in equity or by statute, to enforce performance and observance of any obligation, agreement or covenant of the Sub-recipient under this Agreement or under any other document executed in connection herewith;

E. The Commission Default and Sub-recipient's Remedies:

Upon fault or failure of the Commission to meet any of its obligations under this Agreement without curing such failure within sixty (60) calendar days after receipt of written notice of such failure from Sub-recipient specifying the nature of the event or deficiency giving rise to the default and the action required to cure such deficiency, Sub-recipient may seek equitable or declaratory relief in a court of competent jurisdiction and in accordance with the venue requirements set forth herein.

31. Consequential Damages and Limitation of Liability:

The Sub-recipient agrees that in no event will the Commission become liable to the Sub-recipient under this Agreement for any damages including but not limited to, special damages, loss of revenue, loss of profit, operating costs or business interruption losses, regardless of cause, including breach of contract, negligence, strict liability or otherwise. The limitations and exclusions of liability set forth in this Section 31 shall apply regardless of fault, breach of contract, tort, strict liability or otherwise of the Commission, its employees or sub-consultants.

32. Legal Proceedings

Should any legal proceedings be commenced to enforce, enjoin, or collect funds or otherwise affect this agreement between the Parties, it shall be filed in Riverside County Superior Court. The prevailing party shall be entitled to recover its reasonable legal fees. The costs, salary and expenses of the Commission's Attorney and members of his office in enforcing this Agreement on behalf of the Commission and the costs, salary and expenses of the General Counsel and members of his or her office in enforcing this Agreement on behalf of the Agency shall be considered as "legal fees" for the purposes of this paragraph.

33. Entire Agreement

This Agreement constitutes the entire agreement between Parties. This Agreement supersedes all prior negotiation, discussions and agreements between Parties concerning the subject matters covered herein. The Parties intend this Agreement to be the final expression of their agreement with respect to the subjects covered herein and a complete and exclusive statement of such terms.

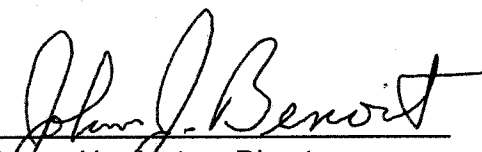
**SIGNATURE PAGE
TO
RIVERSIDE COUNTY TRANSPORTATION COMMISSION
AGREEMENT FOR NEW URBANISM IN ACTION CREATING WALKABILITY PLANS
FOR RIVERSIDE NEIGHBORHOODS
WITH THE COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC HEALTH**

IN WITNESS WHEREOF, this Agreement was executed on the date first written above.

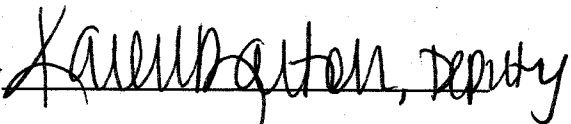
**RIVERSIDE COUNTY
TRANSPORTATION COMMISSION**

**THE COUNTY OF
RIVERSIDE DEPARTMENT
OF PUBLIC HEALTH**

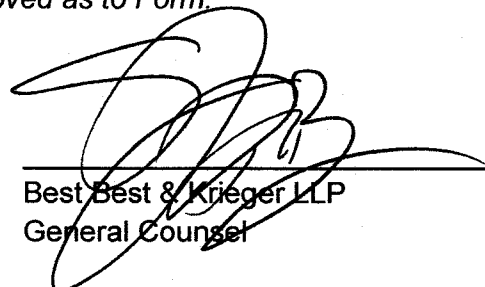
By: _____
Anne Mayer, Executive Director

By: 
~~Susan Harrington, Director~~
John J. Benoit, Chairman
Board of Supervisors

ATTEST: Kecia Harper-Ihem, Clerk

By: 
Kecia Harper-Ihem, Deputy

Approved as to Form:

By: 
Best Best & Krieger LLP
General Counsel

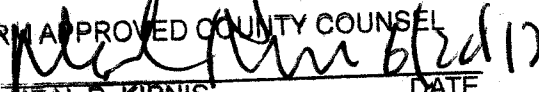
FORM APPROVED COUNTY COUNSEL
BY: 
NEAL R. KIPNIS DATE
By: _____
County Counsel

Exhibit A
Scope of Services

[attached behind this page]

Scope of Work

New Urbanism in Action – Creating “Walkability” Plans for Riverside Neighborhoods Riverside County Transportation Commission (RCTC) – University of California at Riverside (UCR)

Grant funded activities in each area will include in-depth neighborhood analysis with traffic modeling, pollution counts, obesity/health indicators, an analysis of neighborhood infrastructure, common areas (parks, streets, etc.), and social capital. Quantitative baseline health indicators will be established for each neighborhood. Area analysis will be used to hold a series of meetings with local officials, municipal staff, and residents of target areas. Other public outreach will include in-depth survey work and “walkabouts” where residents will tour their neighborhoods on foot to analyze their surroundings using New Urbanism as a framework. The overall deliverable for this project is to produce New Urbanist “walkability plans” with a five year timeline for implementation and health indicators to establish success. UCR and County Public Health will encourage that the plans be adopted by the City of Riverside. The goals of the plans are to increase positive health indicators in a measurable way using New Urbanism as a template, to increase public participation, and to produce a lasting policy document that can be incorporated as local planning policy.

Responsible parties:

The Riverside County Transportation Commission and the University of California at Riverside’s Center for Sustainable Suburban Development will be the main entities to perform work on this grant. Support and technical guidance will be given by the Riverside County Department of Public Health (RCPH) and the U.C. Riverside College of Engineering Center for Environmental Research and Technology (CECERT). Peripheral guidance and support will be given by the City of Riverside and Riverside Community Health Foundation.

Overall Project Objectives:

- Provide a framework for planning healthy community outcomes for project areas;
- Measure outstanding health indicators for project areas, and suggest five year standards for improvement;
- Suggest specific structural improvements and projects within the neighborhood that will act as catalysts for healthy neighborhoods;
- Recommend improvements to the existing public open space and infrastructure;
- Discuss possible opportunities for park and recreation facilities;
- Discuss the integration of businesses into neighborhoods to encourage walking;
- Stabilize a mature neighborhood;
- Analyze transit opportunities in neighborhoods as a way to reduce vehicular traffic and pollution;
- Assist in reversing the outward migration of residents and the resulting deterioration of neighborhoods within a mature portion of the City; and
- Strengthen community pride.

1. Project Initiation

Task 1.1: Project Kick-Off Meeting with Caltrans

- RCTC and UCR will hold a kick-off meeting with Caltrans to discuss grant procedures and project objectives including technical issues such as invoicing (monthly and quarterly), preparation of quarterly reports, and other relevant project information. The meeting will be documented by UCR.
- Responsible Parties: RCTC and UCR

Task 1.2 Pre-planning meeting with City, County Health, and RCTC (2 meetings)

- RCTC, UCR, and the Riverside County Department of Public Health will hold two meetings with the City of Riverside that will be facilitated by the Riverside Community Health Foundation. Topics of the meeting will include a discussion of New Urbanism Framework and how it fits the Project objectives, a selection process for the choosing of neighborhoods (two to three), and the establishment of preliminary health indicators and measurements (both baseline and long term success).
- Responsible Parties: RCTC, UCR, and RCPH

Task	Deliverable
1.1	Meeting Minutes
1.2	Meeting Minutes

2. Project Area Analysis

Task 2.1 Neighborhood analysis conducted by UCR

- UCR will analyze the target neighborhood from a planning and development perspective. Care will be taken to analyze streets, common areas, pedestrian access, mass transit access, the mix of land uses, and social capital. UCR conceives this analysis as a way to begin public discussion on community-based guidelines for health and the built environment in the project areas.
- Responsible Party: UCR and RCPH

Task 2.2 Neighborhood measurements conducted by UCR-CECERT

- UCR-CECERT will conduct scientific traffic modeling for various times of the day and pollution measurements and modeling to establish of baseline and long term success measures for pollutants. Utilizing SCAG's travel demand model, CECERT will analyze target communities for areas of high traffic (especially heavy-trucks) volumes. Other measures (e.g., number of traffic accidents, bike paths, etc.) will also be incorporated if the data is available. Using a series of modeling tools (traffic modeling, emission modeling, concentration modeling), CECERT will also create air pollutant concentration maps of selected neighborhoods based on the existing traffic conditions.

- Responsible Party: UCR

Task	Deliverable
2.1	Neighborhood Analyses Report
2.2	Traffic Model/Pollution Count Reports

3. Community Outreach

Task 3.1 Community meetings (12 meetings – bilingual Spanish/English)

- UCR will facilitate a series of 12 meetings with area residents and stakeholders that will act as seminars on New Urbanism; establish final project health indicators and five year success indicators; establish the contours and recommendations of the final Walkability Plans, and provide updates on Plans as they progress.
- Responsible Party: UCR and RCPH

Task 3.2 "Walkabouts" that tour neighborhoods on foot and gather input

- UCR and Riverside County Public Health will lead foot tours of target areas with residents to hear neighborhood concerns regarding health and the built environment and to take input on possible solutions that can be included in the Walkability Plans.
- Responsible Party: UCR

Task 3.3 "Walk Audits" to establish problems and solutions at the neighborhood level

- UCR and Riverside County Public Health will facilitate a consultant who is a pedestrian design expert to lead residents, Project staff, City planners, traffic engineers, and others on a walk to point out deficiencies such as missing sidewalks or curb ramps, obstacles, and dangerous street crossings. A Walk Audit is a diagnostic tool used to assess the walking environment of a street, school environment, or neighborhood.
- Responsible Party: UCR and RCPH

Task 3.4 Create and Maintain a Webpage

- UCR will create and host a webpage that will become an on-line resource for the Project. The webpage will host a project overview, meeting announcements and minutes, neighborhood analyses, maps, and final reports. The Project webpage will be housed under the website for the UCR Center for Sustainable Suburban Development: www.cssd.ucr.edu.
- Responsible Party: UCR

Task	Deliverable
3.1	Agenda/Sign-in Sheets
3.2	Notes from Walk Tours

3.3	Audit Reports
3.4	Webpage URL

4. Neighborhood Surveys

Task 4.1 Walkability attitudes survey (500 participants) - 10 questions

- UCR will conduct a door-to-door survey of approximately 10 questions for a subject population of approximately 500 residents in target areas that will measure mass transit, auto, and local purchase attitudes. UCR will also encourage survey completion by participating in local community events.
- Responsible Party: UCR

Task	Deliverable
4.1	"Walkability" Attitudes Survey

5. Walkability Plan Analysis and Drafting

Task 5.1 Analysis of Surveys, Walkabouts, and Community Input

- UCR will work with residents in the target neighborhoods, RCTC, Riverside County Public Health, and the City of Riverside to analyze and draw conclusions from data collected from surveys, walkabouts, and community input to draw conclusions leading to the drafting of a 5-year Walkability Plan.
- Responsible Party: UCR and RCPH

Task 5.2 Drafting and Production of 5-year New Urbanist Walkability Plan

- The main deliverable for this Project is a plan that will use urban design to improve health indicators within target areas over a five year period. This plan will identify and overview target neighborhoods, overview the New Urbanist Framework that guides the plan, establish healthcare indicators, report the findings of UCR's neighborhood analysis with a discussion of current condition and problems, plus include a discussion regarding pathways to a healthy and integrated environment and links to healthy living. Finally the Plan will list five-year success indicators.
- Responsible Parties: RCTC, UCR, and RCPH

Task	Deliverable
5.1	Data Findings and Analysis Reporting
5.2	Walkability Plan Report

6. Walkability Plan Production and Dissemination

Task 6.1 Production of Plan

- UCR will produce a full color printed Walkability Plan booklet that will be available to residents and interested parties. The Plan will also be posted on a webpage that will be hosted by UCR.
- Responsible Party: UCR

Task 6.2 Dissemination of Report

- After the Walkability Plans are drafted, they will be disseminated among the Project partners, placed with community organizations in the target areas, distributed to the City of Riverside for analysis, and posted on the Project webpage.
- Responsible Party: UCR

Task	Deliverable
6.1	Walkability Plan Booklet
6.2	Recipient List, Website URL, Copies of Booklet

7. Walkability Plan Approved as Policy

Task 7.1 Place on agenda for hearing before the Riverside City Council

- RCTC, UCR, and Riverside County Public health Department will encourage that the Walkability Plans be approved by the Riverside City Council. UCR will request passage as a guiding planning document and will appear in front of the City Council to explain the Plan and ask for passage.
- Responsible Parties: RCTC, UCR, and RCPH

Task	Deliverable
7.1	City Council Agenda / Minutes

8. Overhead and Reporting

Task 8.1 Managing Billing and Quarterly Reporting

- RCTC and UCR will insure timely billing and quarterly reporting for all Grant activities.

Task	Deliverable
8.1	Timely Billings and Quarterly Reports

- Responsible Party: RCTC and UCR

PROJECT TIMELINE

[illegible]

**Sample
Third Party In-Kind Valuation Plan**

Task	Activity	Title	Hourly Rate	Hours	Estimated Cost
2	Public Outreach				
2.1	Community Workshop #1	Donated Workshop Conference Room	\$50	4	\$200
		Volunteer Workshop Facilitator	\$43	4	\$170
2.2	Community Workshop #2	Donated Workshop Conference Room	\$50	4	\$200
		Volunteer Workshop Facilitator	\$43	4	\$170
2.3	Community Workshop #3	Donated Workshop Conference Room	\$50	4	\$200
		Volunteer Workshop Facilitator	\$43	4	\$170

Task 2 Total In-kind Match Amount: \$1,111

Name of the third party in-kind match provider:	CBO
How the third party in-kind match will be documented for accounting:	CBO will submit a statement for donated services rendered to the City of Can Do with the value of estimated cost for conference room rental and volunteer facilitator for each workshop.
Fair Market Value and Determination:	The donated conference room rental rate is \$50 per hour; this is a rate established by CBO. City of Can Do researched the cost for workshop facilitators and the average rate is \$43.