

EXHIBIT B1

Project Work Plan, Schedule, and Budget

Title: City of Monterey Local Coastal Program

Organization: City of Monterey

Budget Summary:

CCC funding:	\$35,000
OPC funding:	\$200,000
Other funding:	<u>\$71,733.30</u>
Total project cost	\$306,733.30

Term of Project: May 1, 2015 - ~~December 31, 2017~~ January 31, 2018

A. PROJECT DESCRIPTION

The City of Monterey proposes to prepare a Local Coastal Program for certification by the California Coastal Commission. In the 1980s, the City of Monterey divided its coastal planning area into five subareas – Cannery Row, Harbor, Del Monte Beach, Skyline and Laguna Grande. The Laguna Grande Land Use Plan was never certified, and an implementation plan has not been developed. As part of this grant, the City intends to update, consolidate and adopt one Land Use/Implementation Plan for the City.

B. TASKS

TASK 1: Consultant Project Management, Meetings, and Coordination

TASK 2: IDENTIFY STAKEHOLDERS AND DEVELOP OUTREACH PROGRAM

The City will develop a robust public outreach program, and will submit a draft of the outreach plan to CCC staff for review before finalizing to ensure outreach fulfills requirements of the Coastal Act. The program will include at least four public workshops where the public will participate in hands-on/table top exercises. A stakeholder that has agreed to help in this public outreach process include the Monterey Bay National Marine Sanctuary (MBNMS). MBNMS will help with public participation efforts. The City will coordinate with Monterey County, Pacific Grove, and other regional efforts as feasible.

The City will also create a web page, meeting announcements, and media advisories to obtain public input and update the public about upcoming meetings, draft documents, and the project's overall schedule and progress.

Task 2. Identify Stakeholders and Develop Outreach Program, in consultation with Coastal Commission staff

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Task 2.2 Establish email notification lists, and identify key links to community cross sections to facilitate information flow and participation

Task 2.3 Create web page

Task 2.4 Create meeting announcements and media advisories

Task 2.5 Create web-based comment form and distribute/post comment form

Task 2.6 Conduct stakeholder interviews as needed

Task 2.7 Monthly LCP process updates

Deliverables include: a web page, meeting announcements and media advisories, web based comment form, and a draft and final community support strategy completed by July 2015.

TASK 3: IDENTIFY EXISTING CONDITIONS AND COMPLETE ISSUES ASSESSMENT

The first major project objective will be to develop an existing conditions and issues report for public review based on technical data, stakeholder input (NOAA, Coastal Commission staff, etc.) and public workshops. Prior to beginning the existing conditions and issues report, City staff will present an outline of the report for review with Coastal Commission staff.

The report will include a land use and infrastructure inventory. Major planning issues will be identified and explored such as the range of sea level rise projections for 2030, 2050, and 2100 relevant to the planning area based on the 2012 NRC Report. These projections will be modified to account for local conditions. To complete the sea level rise analysis, the City will use the best available science on sea level rise and the Commission's Draft Sea Level Rise Guidance on an interim basis, and the Final Sea Level Rise Guidance once adopted by the Commission to inform the Sea Level Rise Vulnerability Assessment. The City will coordinate SLR work with other regional efforts. The city will develop a detailed methodology for completion of the vulnerability and risk assessment, in coordination with Coastal Commission staff.

The project team will create parcel-specific maps that detail all risk factors such as inundation, storm flooding, wave impact, erosion, tsunamis, and high fire hazard. These various risk factors will then be analyzed for their impact on coastal resources and development.

A sea level rise walk will highlight for community participants areas where flooding is anticipated in the future to increase public awareness of the unique challenges that climate change pose for our community and coastal resource protection.

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Task 3.1 Conduct land use, coastal resources, and infrastructure inventory; determine range of sea level rise projections relevant to the planning area for 2030, 2050, and 2100 (2012 NRC Report) and modify those projections to account for local conditions; identify potential physical sea level rise impacts (inundation, storm flooding, wave impacts, erosion and saltwater intrusion into freshwater resources, etc.); and assess potential risks from sea level rise to coastal resources and development.

Task 3.2 Draft Existing Conditions Report and develop parcel-specific maps

Task 3.3 Meet with Coastal Staff monthly to review outline and draft of report, identify issues

Task 3.4 Planning Commission (PC) Meeting #1, City Council Meeting #1 – review report, identify issues

Task 3.5 Complete sea level rise walk

Public Workshop #1 CCC SLR Policy Guidance

Public Workshop #2 Marine Habitats; Review existing conditions report

Deliverables include: an outline, draft, and final existing conditions and issues assessment report. The report will include hazard maps, vulnerability and risk assessments, land use, coastal resources and infrastructure maps; inventory of at-risk land uses, infrastructure, and coastal resources. Deliverables also include: coordination meetings with Coastal Commission staff, completion of sea level rise walk, workshop #1, Planning Commission Meeting #1, and Progress report submitted to City Council and Planning Commission

TASK 4: ESTABLISH VISION, GOALS, AND OBJECTIVES

The third project task will be to draft the LCP vision and goals. This work will include a public workshop, subcommittee meeting, and meetings with coastal staff. The Planning Commission and City Council will also be asked to accept the vision and goals. Deliverables will include a vision, goals, and objectives report completed by March 2016.

Task 4.1 Draft Vision and Goals based on issue identification

Task 4.2 Meet with Coastal Staff monthly to discuss draft vision and goals, and workshop #2

Task 4.3 Public Workshop #3 – Review vision and goals, define alternatives

Task 4.4 PC Meeting #2 – Review refined vision, goals, define alternatives

Task 4.5 City Council Meeting #2, Pursue Council acceptance of vision and goals

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Deliverables include: Vision, Goals and Objectives Report, workshop #2 completed, PC meeting #2 completed, Council acceptance of vision and goals

TASK 5: DEVELOP ALTERNATIVES

The project team will develop alternatives addressing Coastal Act issues including but not limited to land use, water quality, transportation and sea level adaptation strategies. The project alternatives will be presented at a public workshop where participants will provide feedback through tabletop exercises. The Planning Commission and City Council will also be asked to approve a preferred alternative. Deliverables will include an alternatives report completed by June 2016.

Task 5.1 Develop alternatives for Local Coastal Program Land Use Plan, including adaption measures and LCP policies addressing climate change

Task 5.2 Meet with Coastal Staff monthly as needed throughout task

Task 5.3 Public Workshop #3 – Review alternatives select preferred

Task 5.4 PC Meeting #3 to review preferred alternative and Solicit Planning Commission recommendation on preferred alt.

Task 5.5 City Council Meeting #3: Pursue Council acceptance of preferred alternative

Deliverables include: Alternatives Report, workshop notes, public input incorporated, workshop #3 completed, PC meeting #3 completed, Council acceptance of preferred alternative

TASK 6: DEVELOP POLICIES, PROGRAMS, AND IMPLEMENTATION

The project team will prepare the LCP based on the extensive input provided during the earlier project tasks. This project stage will include multiple meetings with the Coastal Commission staff as well as Planning Commission/City Council review. Deliverables will include the LCP completed by ~~December 2017~~ **January 2018**.

Preference will be given to adaptation measures that adhere to the *Safeguarding California Plan for Reducing Climate Risk* principles, including measures that protect California's most vulnerable populations, achieve multiple benefits from efforts to reduce climate risks and prioritize green infrastructure solutions, and that integrate climate risk reduction with emissions reductions to the fullest extent possible.

The City will submit the LCP documents (text, maps, and/or exhibits) to the Coastal Commission staff in paper hardcopy as well as an electronic copy in permanent format (such as an Adobe Acrobat .pdf file) and one electronic copy in an editable format (such as in Microsoft Word .doc).

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Task 6.1 Develop draft Local Coastal Program

Task 6.2 Refine Local Coastal Program and prepare public review draft

Task 6.3 Meet with Coastal Staff as needed throughout task

Task 6.4 Public Workshop #4

Tasks 6.5 through 6.9, including preparation of the final LCP and local adoption, will be completed outside of the grant term. The final grant deliverable will be a revised draft of the LCP and continued coordination with CCC staff.

~~Task 6.5 Planning Commission Study session on draft Local Coastal Program~~

~~Task 6.6 Prepare Final LCP~~

~~Task 6.7 Planning Commission recommendation~~

~~Task 6.8 Pursue Council Adoption~~

~~Task 6.9 Submit LCP to Coastal Commission review and certification~~

Deliverables include: Workshop #4 completed, PC meeting #4 completed, Study Session completed, Council Adoption, and Draft LCP and Final LCP submitted to Coastal Commission

TASK 7. COORDINATION WITH COASTAL COMMISSION STAFF, OTHER LCP GRANT RECIPIENTS, AND REGIONAL STAKEHOLDERS

Task 7.1 Coastal Commission Coordination: The City will continue to hold regular coordination meetings (phone or in-person) with Coastal Commission district staff on a monthly basis, or as needed.

Task 7.2 Regional Coordination: The City will coordinate and share information and lessons learned as appropriate with other LCP planning grant recipients, regional local coastal jurisdictions, and stakeholders. This includes participating in webinars, regional workshops, and scheduling coordination meetings as needed.

Deliverables include: Consensus on key issues, notes from monthly meetings, Commission comments incorporated into LCP

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C. SCHEDULE

Begin Date: May 1, 2015 End Date: ~~December 31, 2017~~ **January 31, 2018**

Tasks	Begin Date/ End Date
Task 1. Consultant Project Management, Meetings, and Coordination	9.1.15/4.28.17
Contract Approval	9.1.15
Task 1.1 Kick-off Meeting	9.23.15
Task 1.2 Monthly Meetings	9.23.15/ 12.31.17 1.31.18
Task 2. Identify Stakeholders and Develop Outreach Program; Continue Public Outreach	7.1.15 / 12.31.17 1.31.18
2.1 Define Stakeholders and develop outreach strategy	Begin Date: 7.1.15 End Date: 7.8.15
2.2 Establish email notification lists, and identify key links to community cross sections to facilitate information flow and participation	Begin Date: 7.1.15 End Date: 8.1.15
2.3 Create web page	Begin Date: 7.11.15 End Date: 8.1.15
2.4 Create meeting announcements and media advisories	Begin Date: 7.11.15 End Date: 8.1.15
2.5 Create and post web-based comment forms	Begin Date: 8.11.15 End Date: 8.1.16
2.6 Stakeholder Interviews	Begin date: 11.2.15 End date: 8.1.16
2.7 Monthly LCP Process Updates	Begin date: 9.23.15 End date: 12.31.17 1.31.18
Outcome Deliverables: Web Page, Meeting Announcements, Media Advisories, Web-based Comment Forms, Community Support Strategy	Completion Date: September 1, 2015
Task 3. Identify Existing Conditions, Issues Assessment	10.27.15-3.28.16
3.1 Conduct land use and infrastructure inventory; determine range of sea level rise projections relevant to the planning area (2012 NRC Report) and modify those projections to account for local conditions; identify potential physical sea level rise impacts (inundation, storm flooding, wave impacts, erosion and saltwater intrusion into freshwater resources, etc.); and assess potential risks from sea level rise to coastal resources and development. This report will include hazard maps and vulnerability assessment.	Begin Date: 10.27.15 End Date: 3.28.16

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3.2 Draft Existing Conditions Report and develop parcel-specific maps	Begin Date: 10.27.15 End Date: outline: 11.4.15 draft: 1.29.16
3.3 Meet with Coastal Staff monthly or as needed: review report outline, draft report, identify issues	Begin Date: 10.27.15 End Date: 3.28.16
Public Workshop #1 (CCC SLR Policy Guidance)	10.27.15
Public Workshop #2 – Marine Habitats; Review EC Report	2.9.16
3.4 Planning Commission (PC) Meeting #1; City Council meeting #1 – review report, identify issues	2.24.16
3.5 Complete Sea level rise walk	12.11.15
Outcome/Deliverables: Outline, draft, and final Existing Conditions Report, including sea level rise hazard maps, vulnerability and risk assessment reports, and inventory of at-risk land uses, infrastructure, and coastal resources; coordination meetings with Coastal Commission staff; sea level rise walk completed, workshop #1 completed, Planning Commission Meeting #1 completed, Progress report submitted to City Council and Planning Commission	March 28, 2016
Task 4. Establish LCP Vision, Goals, and Objectives	Begin Date: 2.11.16 End Date: 4.25.16
4.1 Draft LCP Vision and Goals based on issue identification	Begin Date: 2.15.16 End Date: 3.14.16
4.2 Meet with Coastal Staff as needed to review outline and draft LCP vision and goals	Begin Date: 2.11.16 End Date: 4.25.16
4.3 Public Workshop #3 – Review vision and goals, define alternatives	3.16.16
4.4 PC Meeting #2 – Review refined vision, goals, define alternatives	3.22.16
4.5 City Council Meeting #2: Pursue Council acceptance of vision and goals	4.19.16
Outcome/Deliverables: Vision, Goals and Objectives Report, workshop #2 completed, PC meeting #2 completed, Council acceptance of vision and goals	April 25, 2015
Task 5: Develop Alternatives	Begin Date: 4.4.16 End Date: 7.5.16
5.1 Develop alternatives for Local Coastal Program, including adaption measures and LCP policies addressing climate change	Begin Date: 4.4.16 End Date: 7.5.16 [draft: 4.18.16]
5.2 Meet with Coastal Staff as needed throughout task	Begin Date: 4.4.16 End Date: 7.5.16
5.3 Public Workshop #4 – Review alternatives select preferred	4.28.16

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5.4 PC Meeting #3 to review preferred alternative	5.10.16
5.5 City Council Meeting #3: Pursue Council acceptance of preferred alternative	6.21.16
Outcome/Deliverables: Alternatives Report, workshop #3 completed, PC meeting #3 completed, Council acceptance of preferred alternative	June 2016
Task 6: Develop Policies, Programs, and Implementation	Begin Date: 1.1.16 End Date: 12.31.17 <u>1.31.18</u>
Administrative Draft LCP outline and set-up	1.1.16 – 2.29.16
6.1 Develop draft Local Coastal Program	Begin Date: 2.22.16 End Date: 1.02.17
6.2 Refine Local Coastal Program and prepare Public Review Draft	Begin Date: 1.13.17 End Date: 2.13.17
6.3 Meet with Coastal Staff as needed throughout task	Begin Date: 1.1.16 End Date: 12.31.17 <u>1.31.18</u>
6.4 Public Workshop #4	9.22.16
<u>Tasks 6.5 through 6.9, including preparation of the final LCP and local adoption, will be completed outside of the grant term. The final grant deliverable will be a revised draft of the LCP and continued coordination with CCC staff.</u>	
6.5 Planning Commission Study session on draft Local Coastal Program Policies	10.11.16
6.6 Prepare Final LCP	Begin Date: 11.8.16 End Date: 5.1.17
6.7 Planning Commission Public Hearing recommendation	May-June 2017
6.8 Pursue Council Adoption through public hearing	July-August 2017
6.9 Submit LCP to Coastal Commission for review	Begin Date: 4.30.17 End Date: 12.31.17
Outcome/Deliverables: Workshop #4 completed, PC meeting #4 completed, Study Session completed, Council Adoption, Draft LCP and Final LCP submitted to Commission	Final: 12.31.17 <u>1.31.18</u>
Task 7. Coordination with Coastal Commission staff, other LCP grant recipients, and regional stakeholders	4.1.15 – 12.31.17 <u>1.31.18</u>
7.1 Coordination with Coastal Commission staff	4.1.15 – 12.31.17 <u>1.31.18</u>
7.2 Regional Coordination	4.1.15 – 12.31.17 <u>1.31.18</u>
Outcome/Deliverables: Consensus on key issues, notes from monthly meetings, Commission comments incorporated into LCP	12.31.17 <u>1.31.18</u>

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D. BENCHMARK SCHEDULE

BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Web Page, Meeting Announcements, Media Advisories	September 2015
Existing Conditions and Sea Level Rise Report	March 2016
Vision, Goals, and Objectives Report	April 2016.
Alternatives Report	June 2016
Alternative Concept Plan	July 2016
Administrative Draft LCP	Summer 2016
Public Review Draft LCP	May 2017
Final LCP	December 2017 January 2018

E. EVALUATION AND REPORTING

- a. The Grantee shall promptly provide Project reports with payment requests at least every three months, and upon request by the Commission. Project reports are subject to the Coastal Commission Executive Director's review and approval. The Project report shall include a description of work tasks and deliverables completed to date, and a description of completed benchmarks, or progress toward completing benchmarks. In any event Grantee shall provide the Commission a report showing total final Project expenditures with the final Request for Funds and required closing documents. Grantee shall submit all documentation for Project completion, as applicable, and final reimbursement by the Termination Date
- b. Final payment is contingent upon Commission verification that Project is consistent with the Scope of Work as described in Exhibit B1, together with any Commission approved amendments.
- c. Grantee must report to the Commission in the Project Budget all sources of other funds for the Project.

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F. BUDGET -

LABOR COSTS							
<i>Position Title</i>	Hourly Rate (salary plus benefits, incl. fringe benefits- see guidelines [1])	<i># of hours</i>	<i>CCC Total (# of hours x rate per hour)</i>	<i>OPC Total (# of hours x rate per hour)</i>	<i>City of Monterey General Fund</i>	<i>City of Monterey In-kind Services)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
Task 1 – Project Management, Meetings, Coordination							
Task 2 – Identify Stakeholders and Develop Outreach Program							
Principal Planner	\$57.51	5	\$0.00	\$0.00	\$0.00	\$287.55	\$287.55
Senior Associate Plnr.	\$42.11	30	\$0.00	\$0.00	\$0.00	\$1,263.30	\$1,263.30
Admin. Assoc.	\$28.72	10	\$0.00	\$0.00	\$0.00	\$287.20	\$287.20
Grant Admin	\$43.11	5	\$0.00	\$0.00	\$0.00	\$215.55	\$215.55
Total Task 1		50	\$0.00	\$0.00	\$0.00	\$2,053.60	\$2,053.60
Task 3 – Identify Existing Conditions, Issues Assessment							
Principal Planner	\$57.51	80	\$0.00	\$0.00	\$0.00	\$4,600.80	\$4,600.80
Senior Associate Plnr.	\$42.11	70	\$0.00	\$0.00	\$0.00	\$2,947.70	\$2,947.70
Admin. Assoc.	\$28.72	100	\$0.00	\$0.00	\$0.00	\$2,872.00	\$2,872.00
Grant Admin	\$43.11	5	\$0.00	\$0.00	\$0.00	\$215.55	\$215.55
Total Task 2		255	\$0.00	\$0.00	\$0.00	\$10,636.05	\$10,636.05
Task 4 – Establish Vision, Goals, and Objectives							
Principal Planner	\$57.51	80	\$0.00	\$0.00	\$0.00	\$4,600.80	\$4,600.80
Senior Associate Plnr.	\$42.11	50	\$0.00	\$0.00	\$0.00	\$2,105.50	\$2,105.50
Admin. Assoc.	\$28.72	40	\$0.00	\$0.00	\$0.00	\$1,148.80	\$1,148.80
Grant Admin	\$43.11	5	\$0.00	\$0.00	\$0.00	\$215.55	\$215.55
Total Task 3		175	\$0.00	\$0.00	\$0.00	\$8,070.65	\$8,070.65
Task 5 – Develop Alternatives							
Principal Planner	\$57.51	160	\$0.00	\$0.00	\$0.00	\$9,201.60	\$9,201.60
Senior Associate Plnr.	\$42.11	30	\$0.00	\$0.00	\$0.00	\$1,263.30	\$1,263.30
Admin. Assoc.	\$28.72	80	\$0.00	\$0.00	\$0.00	\$2,297.60	\$2,297.60
Grant Admin	\$43.11	10	\$0.00	\$0.00	\$0.00	\$431.10	\$431.10
Total Task 4		280	\$0.00	\$0.00	\$0.00	\$13,193.60	\$13,193.60

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LABOR COSTS (Con't)							
<i>Position Title</i>	Hourly Rate (salary plus benefits, incl. fringe benefits- see guidelines [1])	<i># of hours</i>	<i>CCC Total (# of hours x rate per hour)</i>	<i>OPC Total (# of hours x rate per hour)</i>	<i>City of Monterey General Fund</i>	<i>City of Monterey In-kind Services)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
Task 6 – Develop Policies, Programs, and Implementation							
Principal Planner	\$57.51	120	\$0.00	\$0.00	\$0.00	\$6,901.20	\$6,901.20
Senior Associate Plnr.	\$42.11	155	\$0.00	\$0.00	\$0.00	\$6,527.05	\$6,527.05
Admin. Assoc.	\$28.72	80	\$0.00	\$0.00	\$0.00	\$2,297.60	\$2,297.60
Grant Admin	\$43.11	5	\$0.00	\$0.00	\$0.00	\$215.55	\$215.55
Total Task 5		360	\$0.00	\$0.00	\$0.00	\$15,941.40	\$15,941.40
Total Labor Costs		1120	\$0.00	\$0.00	\$0.00	\$49,895.30	\$49,895.30
OTHER DIRECT COSTS							
CITY STAFF DIRECT COSTS							
Project Supplies	-	-	-		-	-	-
Graphic Reproduction	-	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage/Shipping	-	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	-	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	-	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
City Travel In State[2]							
Mileage			\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Total			\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Subcontractors [3]							
Task 1 – Project Management, Meetings, and Coordination							
Total Task 1			\$0.00	\$26,610.64	\$13,574.00	\$0.00	\$40,184.64
Task 2 – Identify Stakeholders and Develop Outreach Program							
Total Task 2			\$3,000.00	\$362.10	\$0.00	\$0.00	\$3,362.10
Task 3 – Identify Existing Conditions and Issues Assessment							
Total Task 3			\$10,870.00	\$48,340.65	\$7,500.00	\$0.00	\$66,710.65
Task 4 – Establish Vision, Goals, and Objectives							
Total Task 4			\$3,000.00	\$10,007.85	\$0.00	\$0.00	\$13,007.85
Task 5 – Develop Alternatives							
Total Task 5			\$2,760.00	\$8,669.70	\$0.00	\$0.00	\$11,429.70
Task 6 – Develop Policies, Programs, and Implementation							
Total Task 6			\$15,120.00	\$93,740.81	\$0.00	\$0.00	\$108,860.81
Subcontractor Supplies and Travel							

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<i>Expense</i>	<i>Unit Rate/ Cost</i>	<i># of Units</i>	<i>CCC Grant Funds (Unit Rate x # of Units)</i>	<i>OPC Total (# of hours x rate per hour)</i>	<i>City of Monterey General Fund</i>	<i>Match/ Other Funds (Source #2)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
Graphic Reproduction	-		\$0.00	\$3,586.00	\$0.00	\$0.00	\$3,586.00
Postage/Shipping	-		\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
Supplies/Materials	-		\$0.00	\$500.00	\$0.00	\$0.00	\$500.00
Subcontractor Travel (Mileage) [2]	-		\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Subcontractor Travel (Hotel)	-		\$0.00	\$0.00	\$464.00	\$0.00	\$464.00
Subcontractor Overhead / Indirect Costs			\$0.00	\$7,932.25	\$0.00	\$0.00	\$7,932.25
Total subcontractors			\$34,750.00	\$200,000.00	\$21,838.00	\$0.00	\$256,588.00
Total Direct Costs			\$35,000.00	\$200,000.00	\$21,838.00	\$0.00	\$256,838.00
CITY OVERHEAD / INDIRECT COSTS [4]			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROJECT COST			\$35,000.00	\$200,000.00	\$21,838.00	\$49,895.30	\$306,733.30

[1] Amount requested for benefits not to exceed 40% of amount requested for salary or wage.

[2] Travel reimbursement rates are the same as similarly situated state employees.

[3] All subcontractors must be selected pursuant to a competitive bidding process that seeks at least three (3) bids from responsible bidders.

[4] Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for "Total Personnel."