

CALIFORNIA COASTAL COMMISSION

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Round 5 LCP Grants – March 2019

Guidance on LCP Grant Invoicing and Progress Reporting

Prior to preparing or submitting an invoice and/or progress report under your LCP grant agreement, please consult the terms and conditions of your grant agreement, including the sections entitled Budget Detail and Payment Provisions (Exhibit B1). If you have questions, please email or call Daniel Nathan at Daniel.Nathan@coastal.ca.gov (415-904-5251) or Tamara Doan at Tamara.Doan@coastal.ca.gov (831-427-4852).

The general guidelines below provide an overview of the invoicing process, as well as important reminders for the timely submittal of invoices, deliverables and progress reports. For detailed instructions on how to fill out the invoice form (also known as “RFF” or “Request For Funds”), please see the *Detailed Instructions for Completing the Request for Funds Form* section starting on page 5 of this document.

General Guidelines:

1. Invoicing to the California Coastal Commission must be done through the submittal of a LCP Grant “Request for Funds” (RFF) form. Customized RFF forms are sent to each grantee following execution of the grant agreement, along with this guidance document, a customized progress reporting template, and a travel expense claim form.
2. As your grant agreement indicates, RFF forms must be submitted “in arrears” (i.e. **for work already completed or expenses already incurred**).
3. Do not submit an RFF form for work and/or expenses undertaken **before the “start date”** of your grant agreement (if not otherwise specified, this is the latter date the agreement was fully executed) or **after the “completion date”** of the grant agreement (this is the end date of the grant term on your grant agreement signature page).

4. Submit three hardcopies of the RFF form, each with a wet-ink signature, no more frequently than monthly but no less frequently than quarterly (assuming activity occurred within that quarter). Each RFF submittal package must be accompanied by a progress report. To lighten your workload, we recommend submitting your RFF on the quarterly basis (as listed below). If RFFs are submitted more frequently than quarterly (e.g. monthly), each RFF must be accompanied by a progress report that matches the duration of the work period that is being invoiced. Quarterly due dates for RFFs and Progress reports are as follows:

RFF and Progress Report #	Billing Period (work performed)	Due Date
1	Grant Agreement Execution Date – 6/30/19	July 26, 2019
2	7/1/19 – 9/30/19	October 25, 2019
3	10/1/19 – 12/31/19	January 31, 2020
4	1/1/20 – 3/31/20	April 24, 2020
5	4/1/20 – 6/30/20	July 31, 2020
6	7/1/20 – 9/30/20	October 30, 2020
7	10/1/20 – 12/31/20	January 29, 2021

*Please note that your exact schedule for submittal of RFF forms and Progress Reports may vary depending on how often you submit an RFF/Progress Report. Billing periods may vary as well, depending on the dates you and/or your consultant performed grant work.

5. The amounts invoiced must be consistent with the **Scope of Work** included in the grant agreement; all charges should indicate which grant-specific tasks (or sub-tasks if applicable) they are billing against, and the amount of charges covered by the LCP grant or other matching funds.
6. Grantees must provide **back-up documentation for all labor, consultant, and/or subconsultant expenses, including all receipts or bills for travel and items purchased or rented.**
7. RFFs that contain errors or inconsistencies (e.g., miscalculations, incompletions, billing tasks where final deliverables have not been submitted) may be considered “Disputed” and may not be processed until they are corrected. If an RFF is formally “Disputed”, you will receive an Invoice Dispute Form and direction from your LCP Grant Coordinator on how to remedy the dispute. To reduce delays and potential invoice disputes, we recommend emailing your draft RFF to your LCP Grant Coordinator before hardcopies are mailed in, though this is not required. This will allow for review of the draft RFF for any potential errors before the official hardcopies are submitted. If RFF hardcopies are submitted that need minor revisions, such as corrections to dates or miscalculations that can be easily addressed, the LCP Grant Team may correct the RFF in order to avoid resubmittal, though this is not guaranteed.

8. When calculating costs and balances on your RFF, please remember to adjust for **2 finite decimal places** in all calculated cells so that an accurate account of costs and balances can be made by both parties to the grant agreement (i.e., eliminating ‘rounding’ errors or discrepancies in the calculations, which can create delays in approval and payment of the RFF).

9. Attach your **progress report** for work performed during the billing period. Customized Progress Reporting templates are sent to each grantee following execution of the grant agreement, along with this guidance document, your customized RFF form, and a Travel Expense Claim form. The progress report template will include the grant-specific tasks as shown in the grant agreement Scope of Work. The progress report should summarize the work that was completed during the billing period and provide the current status of the work for which reimbursement is sought (e.g. *in progress, behind schedule, complete*, etc.). Progress reports must accompany each RFF submittal, and must be submitted at least every quarter. Please note that progress reports must be submitted on a quarterly basis even if an RFF is not being submitted. The submittal schedule for progress reports is the same as the RFF quarterly schedule:

RFF and Progress Report #	Billing Period (work performed)	Due Date
1	Grant Agreement Execution Date – 6/30/19	July 26, 2019
2	7/1/19 – 9/30/19	October 25, 2019
3	10/1/19 – 12/31/19	January 31, 2020
4	1/1/20 – 3/31/20	April 24, 2020
5	4/1/20 – 6/30/20	July 31, 2020
6	7/1/20 – 9/30/20	October 30, 2020
7	10/1/20 – 12/31/20	January 29, 2021

*Please note that your exact schedule for submittal of RFF forms and Progress Reports may vary depending on how often you submit an RFF/Progress Report. Billing periods may vary as well, depending on the dates you and/or your consultant performed grant work.

10. Please remember to submit a complete **Reporting Package**, which includes: **3 hardcopies** of your RFF, **each** with an original, wet-ink signature, preferably in blue ink; **3 hardcopies** of any relevant supporting documentation (e.g., consultant invoices, travel expense claim forms); and **1 hardcopy** of your progress report.

11. All grant **deliverables** must be sent to your LCP Grant Coordinator upon completion and billing of the specific task, in addition to the local Commission District staff you work with on an ongoing basis. Submittal of deliverables in electronic format (i.e. pdfs) is acceptable, particularly if they are large in size. Please see page 13 for your LCP Grant Coordinator’s contact information. If you are billing any task in full (i.e., zeroing out a task budget), you must send your LCP Grant Coordinator copies of all deliverables associated with that task, as listed in your grant agreement, for review and approval. RFFs that zero out a task budget may not be approved until these final task deliverables are submitted, consistent with the terms and conditions of your grant agreement (see Exhibit D1, specifically the

Reimbursement clause). Deliverables that substantially differ from the task descriptions in your executed grant may not be accepted.

12. Draft and Final deliverables related to sea level rise (e.g., vulnerability assessments, adaptation plans, or draft sea level rise policies) will be reviewed by your LCP Grant Coordinator in addition to your local Commission District staff. Please be sure to include your LCP Grant Coordinator in all communication related to these items. For review of other technical documents, such as water quality, engineering and/or geological studies, please contact your local Commission District staff and LCP Grant Coordinator to coordinate review of these deliverables.
13. The Commission cannot pay for any **conference, training or seminar fees, registrations, the cost of purchasing insurance, or items that will be sold**. The Commission cannot pay for **food, drinks, snacks, or prizes** (with the exception of meals during travel as outlined in the travel reimbursement section below).
14. If your grant agreement includes a budgeted amount for travel (under the Direct Costs section of your LCP grant agreement budget and RFF form), Commission funds may be used to pay for **City or County staff-incurred travel expenses** consistent with the State's travel reimbursement rates provided below and only with the submittal of a Travel Expense Claim and applicable receipts. Travel expenses in excess of these rates will not be reimbursed unless prior authorization is obtained consistent with the grant terms and conditions. To complete a Travel Expense Claim form, please refer to the separate Travel Expense Claim form and instructions, as well as the section below on Travel Reimbursement Information. For consultant travel, see the next item below.
15. LCP grant funds may be used to pay for **consultant and subconsultant travel expenses** consistent with the State's travel reimbursement rates provided below. Consultant and subconsultant travel expenses in excess of these rates will not be reimbursed unless prior authorization is obtained, consistent with the grant terms and conditions. Consultant and subconsultant travel expenses may be billed to the relevant consultant and subconsultant task budget they pertain to and do not require a Travel Expense Claim form. For additional guidance on billing travel expenses, please refer to the section below on Travel Reimbursement Information.
16. Generally, Commission funds may not be used to purchase **equipment**, such as furniture, computers, phones, etc. If you believe a piece of equipment is directly related to carrying out a grant's purposes, check with the LCP Grant Coordinator *before* you purchase the item to ensure that it can be reimbursed under the grant agreement.
17. Online purchases should be documented with packing slips summarizing total charges rather than screen printouts whenever possible.

18. For California Climate Investments (CCI) program reporting (see Exhibit D1, clause 8, of your executed LCP grant agreement), a member of the LCP Grant team will contact you separately to explain what materials are required to be completed and when they must be submitted. Generally, CCI reporting occurs semi-annually, specifically during the months of June and December; accordingly, grantees should be prepared to complete and submit any requested reporting materials during May/June for June reporting, and November/December for December reporting.

Detailed Instructions for Completing the Request for Funds Form:

Page 1 of RFF:

- Fill in each space in the top section of the RFF completely.
 - The **Name of the Grantee** is the City or County as indicated on the signature page of your grant agreement (STD213), not the person filling out the RFF.
 - Write the **“Agreement Number”** exactly as it appears on the grant agreement signature page (e.g., LCP-18-##).
 - The **Invoice #** is numerical, starting with the #1. There is no need to submit a blank invoice (for \$0.00) if you’re not requesting reimbursement, though a progress report is required (at least quarterly) in the event you are not submitting an RFF during any particular quarter.
 - The **Address** listed should be the address where the reimbursement check should be sent and must match the address listed in your grant agreement contact information (see Exhibit A “Scope of Work” of your grant agreement).
 - The **Project Name** should match the name of the project as listed in Exhibit A of your grant agreement.
 - The **Billing Period Covered** should reflect:
 - 1) the dates that the Grantee performed the work being billed to the grant via the RFF; as well as,
 - 2) the dates that the Grantee’s consultants and/or subconsultants (if applicable) performed the work being billed to the grant via the RFF.
 - Please note that the Billing Period Covered dates you provide on your RFF may not match the dates listed under item 4 and 9 of the general guidelines above. Subsequent RFFs may also have Billing Period Covered dates that overlap with prior RFFs.
- The **“Scope of Work, Task Number and Name”** column should correspond to the tasks listed in the Scope of Work of your grant agreement. Your customized RFF form will already include this completed column.
- The **“Task Budget”** column should correspond to the amount allocated for each Task and each line item (e.g., materials and supplies, mileage, etc.) as provided in your grant

agreement budget. Your customized RFF form will already include this completed column and will only need to be updated in the event that your grant agreement budget is amended at a later date during the grant term.

- The “**Costs Incurred This Period**” should correspond to the amount being billed for each task during the Billing Period Covered. Please remember to use 2 decimals in all cells so that an accurate account of costs and balances can be made.
 - Under Labor Costs, fill in the City or County Staff Labor Costs incurred per each Task during the Billing Period Covered. Amounts listed for labor must be inclusive of hourly rates and benefits.
 - Under Direct Costs, fill in the costs incurred as City/County Project Supplies and Travel during the Billing Period Covered. For City/County Staff Travel costs, a Travel Expense Claim must be completed in addition to the RFF (please see page 10).
 - Under Direct Costs, fill in the costs incurred as Consultant costs during the Billing Period Covered. Any Consultant costs incurred as supplies and travel (or other Direct Costs of the Consultant) should be included in the relevant Task the supplies and travel pertain to, unless there is a specific budget line item for such costs.
 - In the Overhead/Indirect costs line, fill in the costs incurred during the Billing Period Covered only if your grant agreement budget includes a Task Budget for Overhead/Indirect Costs. If your grant agreement does not include a budget for Overhead/Indirect costs, you cannot bill any overhead or indirect costs to the grant. Please remember that the amount requested for Overhead/Indirect Costs must be no more than 10% of the Labor being requested.
- The “**Total Cost To Date**” column is the total of all previous billings including the “Cost Incurred this Period” column(s). Each time you prepare an RFF, you will need to update the Total Cost To Date based on prior costs incurred that were submitted as reimbursement requests (RFFs). Please remember to use 2 decimals in all cells so that an accurate account of costs and balances can be made.
- The “**Remaining Balance**” column(s) refers to the “Task Budget” minus the “Total Cost To Date” column. Your customized RFF form should automatically calculate this amount as you complete the RFF. Please remember to use 2 decimals in all cells so that an accurate account of costs and balances can be made.
- An original, wet-ink signature is required in the **Certification of Grantee** box, preferably in blue ink. Only the project representative listed in Exhibit A of your grant agreement

may sign the RFF. Please print or type the name, title, and date. Emailed, Faxed, or Xerox copies of the Request for Funds form cannot be processed for reimbursement.

Page 2 of RFF:

The Grand Total (Subtotals A+B+C+D) should equal the “Total Amount Requested” on Page 1 of the RFF.

1. LABOR (A): This refers to the expenditures that the Grantee actually incurred for city or county staff, excluding expenditure to consultants and subconsultants. Labor refers to salaries, benefits, etc. of the Grantee’s own personnel. Under Labor Description, please list each City/County staff position multiplied by the hourly rate and the # of hours. Supporting documentation (e.g., labor reports on official city or county letterhead) showing the position, rates and number of hours must be submitted as proof of actual expenditures.
 - Under (A) Labor Description:
 - i. Please list each City/County Staff Position and the Hourly Rate multiplied by the Number of Hours spent on each Task
 - Under (A) Labor Reference:
 - i. Please write in the relevant Task # for each position listed
 - Under (A) Labor Amount:
 - i. Please write in the relevant Amount for each Position per Task
 - Example:

(A) LABOR – Description	Reference	Amount
Assistant Planner x \$45 per hour x 10 hours	Task 1	\$450.00
Senior Planner x \$75 per hour x 20 hours	Task 1	\$1,500.00
Senior Planner x \$75 per hour x 15 hours	Task 2	\$1,125.00
SUB-TOTAL (A)		\$3,075.00

2. CONSULTANT’S EXPENDITURE (B): This refers to Grantee’s payments to consultants and subconsultants with whom the Grantee has entered into a contractual agreement for performance of work under the LCP grant agreement. Please ensure that any consultant and subconsultant invoice submitted for reimbursement under the LCP grant agreement can be clearly tracked (e.g., if only part of a consultant and/or subconsultant invoice is being billed to the LCP Grant, the consultant and/or subconsultant invoice should clearly show this, either on the invoice itself, or through a separate breakdown). Please remember to provide back-up documentation for all consultant and subconsultant expenditures.
 - Under (B) Consultant’s Expenditure Description:
 - i. Please write in the Consultant Name (e.g. Dudek, EMC, AECOM, etc.) and the Consultant Invoice #. *If applicable, describe how much of a particular task was covered by matching funds, as shown below for the third example invoice (see Dudek Invoice #234 below). If your consultant*

utilized a subconsultant, please describe this as well, as shown below for the fourth example invoice (see Dudek Invoice #456 below).

- Under (B) Consultant’s Expenditure Reference:
 - i. Please write in the relevant LCP grant agreement Task # for each amount being billed. This should match the task #'s in the Scope of Work of your LCP grant agreement. *If your consultant’s task # is different than the LCP grant agreement task #, please describe this under the reference column and cross-reference the LCP grant task # on the applicable task of the consultant and/or subconsultant invoice (see Dudek Invoice #456 and EMC Invoice #789 below).*
- Under (B) Consultant’s Expenditure Amount:
 - i. Please write in the Amount requested for reimbursement per Consultant Invoice and Task # of your LCP grant agreement Scope of Work.
- Example:

(B) SUBCONTRACTOR'S EXPENDITURE –Description	Reference	Amount
Dudek Invoice #123	Task 1	\$1,000.00
Dudek Invoice #123	Task 2	\$2,000.00
Dudek Invoice #234 (Invoice totals \$5000 for Task 1, but \$2,000 was covered by City/County matching funds, with the remaining \$3000 by the LCP grant)	Task 1	\$3,000.00
Dudek Invoice #456 (Subconsultant EMC Invoice #789)	LCP Grant Task 2 (EMC Invoice Task 1c)	\$4,000.00
SUB-TOTAL (B)		\$10,000.00

3. OPERATING COSTS (C): Items in this section refer to the Grantee’s own project implementation materials, travel costs, rental equipment, or costs of operating Grantee’s own equipment (no consultant and/or subconsultant costs should be listed here). Generally, State funds may not be used to purchase equipment. Provide back-up documentation (such as receipts) for ALL expenses, including travel. If there are small receipts, tape them to a blank piece of paper and label them.

- Under (C) Operating Costs Description and Reference:
 - i. List the operating item, such as travel and postage, utilized by City/County Staff (not your consultant). If you are billing any travel expenses, the total amount of all travel expenses should be listed here, with your Travel Expense Claim showing the details of each travel-related expense charged (see separate Travel Expense Claim form and instructions).
- Under (C) Operating Costs Amount:
 - i. List the cost incurred related to each operating cost. Please note that operating costs for your consultant should not be included in this section,

but rather in the task by task consultant costs under RFF Section (B) Consultant's Expenditure.

- Example:

(C) OPERATING COSTS (Project materials, travel, overhead, etc.) – Description	Amount
Postage	\$100.00
Travel	\$50.00
SUB-TOTAL (C)	\$150.00

4. OVERHEAD AND INDIRECT COSTS (D): Items in this section, if included in your grant agreement budget, refer to City/County Overhead, such as 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 "Labor."

- Under (D) Overhead / Indirect Costs Description:
 - i. Please write in the specific item related to Overhead / Indirect Costs such as rent, utilities, etc.
- Under (D) Overhead / Indirect Costs Amount:
 - i. Please write in the Amount requested for reimbursement as Overhead / Indirect Costs.
- Example:

(D) OVERHEAD / INDIRECT COSTS – Description	Amount
Rent	207.50
Utilities	100.00
SUB-TOTAL (D)	\$307.50

5. GRANTEE MATCHING FUNDS: Please report the amount of matching funds that were expended during the billing period covered and for which tasks they were applied.

Travel Reimbursement Information

(Mileage Reimbursement Rate Effective 1-1-2019)

The state requires that grantees follow the same guidelines for travel as all state employees. All travel is therefore restricted to *within California* and must be consistent with [state rates](#) (identified below for 2019 only). For your City or County personnel travel expenses to be eligible for reimbursement, your LCP grant agreement must include a *Travel* budget line item under the Direct Costs section of the budget. For Grantee consultant and subconsultant travel expenses, all travel costs consistent with state rates may be reimbursed under the relevant consultant task of the LCP grant agreement budget and do not require submittal of a Travel Expense Claim form.

1. The following rate policy is to be applied for reimbursing the travel expenses of persons under your grant agreement.
 - a. Reimbursement for travel and/or per diem shall be at the rates established for non-represented/excluded state employees.
 - b. Short Term Travel is defined as a 24-hour period, and less than 31 consecutive days, and is at least 50 miles from the main office, headquarters or primary residence. Starting time is whenever an employee leaves his or her home or headquarters. "Headquarters" is defined as the place where the employee spends the largest portion of their working time and returns to upon the completion of assignments. Headquarters may be individually established for each traveler.
 - c. Employees on travel status for more than one 24-hour period and less than 31 consecutive days may claim a fractional part of a period of more than 24 hours. Consult the chart appearing on Page 12 of this document to determine the reimbursement allowance. All lodging reimbursement claims must be supported by a receipt*. If an employee does not or cannot present receipts, lodging expenses will not be reimbursed.

(1) Lodging (with receipts*):

Travel Location / Area	Reimbursement Rate
Statewide (excluding the counties identified below)	\$ 90.00 plus tax
Counties of Napa, Riverside and Sacramento	\$ 95.00 plus tax
County of Marin	\$ 110.00 plus tax
Counties of Los Angeles, Orange, Ventura, excluding city of Santa Monica	\$120.00 plus tax
Counties of Monterey, San Diego	\$125.00 plus tax
Counties of Alameda, San Mateo, and Santa Clara	\$140.00 plus tax
City of Santa Monica	\$150.00 plus tax
City and County of San Francisco	\$250.00 plus tax

*Receipts from Internet lodging reservation services such as Priceline.com which require prepayment for that service ARE NOT ACCEPTABLE LODGING RECEIPTS and are not reimbursable without a valid lodging receipt from the lodging establishment.

(2) Meal/Supplemental Expenses: With substantiating receipts, a contractor may claim actual expenses incurred up to the following maximum reimbursement rates for each full 24-hour period of travel

Meal / Expense	Reimbursement Rate
Breakfast	\$ 7.00
Lunch	\$ 11.00
Dinner	\$ 23.00
Incidental expenses ¹	\$ 5.00

- d. No meal or lodging expenses will be reimbursed for any period of travel that occurs within normal working hours, unless expenses are incurred at least 50 miles from headquarters.
2. For transportation expenses, the employee must retain original receipts for parking; taxi, airline, bus, or rail tickets; car rental; or any other travel receipts pertaining to each trip for attachment to an invoice as substantiation for reimbursement. Reimbursement may be requested for commercial carrier fares; private car mileage; parking fees; bridge tolls; taxi, bus, or streetcar fares; and auto rental fees when substantiated by a receipt. For auto rentals, the Commission cannot pay for the cost of adding a collision-damage waiver/loss-damage waiver (CDW/LDW).
 3. **Note on use of autos:** If an employee uses his/her or a company car for transportation, the rate of reimbursement will be **58.0 cents** maximum per mile. If an employee uses his/her or a company car "in lieu of" airfare, the air coach fare will be the maximum paid by the State. The employee must provide a cost comparison upon request by the State. Gasoline and routine automobile repair expenses are not reimbursable. Use of Lyft, Uber, or other taxi services does not constitute use of a personal vehicle and the total cost, minus tips, may be billed for reimbursement.
 4. **Airplane travel:** use the lowest available fare.
 5. The employee is required to furnish details surrounding each period of travel. Travel expense reimbursement detail may include, but not be limited to: purpose of travel, departure and return times, destination points, miles driven, mode of transportation, etc. Reimbursement for travel expenses may be withheld pending receipt of adequate travel documentation.

¹ *Incidentals include personal phone calls, newspapers and magazines, tips, etc.*

Per Diem Reimbursement Guide

Length of travel period	And this condition exists...	Meal allowed with receipt
Less than 24 hours	<ul style="list-style-type: none"> • Trip begins at or before 6:00 a.m. and ends at or after 9:00 a.m. • Trip begins at or before 4:00 p.m. and ends at or after 7:00 p.m. <p><i>Lunch or incidentals cannot be claimed on trips less than 24 hours</i></p>	Breakfast Dinner
24 hours or more	All meals may be claimed for full 24 hour periods <i>First Day of Trip (of more than 24 hours)</i> <ul style="list-style-type: none"> • Trip begins at or before 6:00 a.m..... • Trip begins at or before 11:00 a.m..... • Trip begins at or before 5:00 p.m..... 	Breakfast Lunch Dinner
More than 24 hours	<i>Last Day of Trip (of more than 24 hours)</i> <ul style="list-style-type: none"> • Trip ends at or after 8:00 a.m..... • Trip ends at or after 2:00 p.m..... • Trip ends at or after 7:00 p.m..... 	Breakfast Lunch Dinner
The following meals may not be claimed for reimbursement: meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and/or continental breakfasts such as rolls, juice, and coffee are not considered to be a meal.		
No meal expense may be claimed for reimbursement more than once in any given 24-hour period.		

Please note that all of the above information on travel expenses and travel reimbursement consistent with state rates can be found here:

- Travel Reimbursements:
<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>
- Mileage Reimbursement:
<http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx>
- Short-Term Lodging Reimbursement Rates:
<http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>
- Meals and Incidentals:
<http://www.calhr.ca.gov/employees/pages/travel-meals.aspx>

As required under your grant agreement, all grantees are required to provide receipts when claiming travel-related expenses, and to retain such documentation for auditing purposes consistent with your LCP grant terms and conditions.

Changes?

Please work diligently to meet the project milestones and deadlines set out in your grant agreement. If unforeseen circumstances necessitate any changes to your timeline or scope of work, please contact your LCP Grant Coordinator immediately.

Contact Information

General Inquires on the LCP Grant Program may be directed to:

Daniel Nathan

Daniel.Nathan@coastal.ca.gov

(415) 904-5251

The Grant Coordinator for the Cities of Arcata and Santa Cruz, and the County of Sonoma is:

Kelsey Ducklow

Kelsey.Ducklow@coastal.ca.gov

(415) 904-2335

The Grant Coordinator for the City of Manhattan Beach is:

Ashley Reineman

Ashley.Reineman@coastal.ca.gov

(805) 585-1800

The Grant Coordinator for the City of San Clemente is:

Carey Batha

Carey.Batha@coastal.ca.gov

(415) 904-5287

If further assistance is needed, please contact:

Madeline Cavalieri, Coastal Program Manager

Madeline.Cavalieri@coastal.ca.gov

(831) 427-4890