**California Coastal Commission**

**LCP Planning**

**Grant Application Form**

**February 1, 2017**

The California Coastal Commission is pleased to announce the availability of Round 4 grant funding to support local governments in developing or updating Local Coastal Programs (LCPs) pursuant to the California Coastal Act and with special emphasis on addressing impacts from climate change and sea-level rise. For Fiscal Year 2015-2016, Governor Brown approved an augmentation of $3 million to the California Coastal Commission’s budget to support local governments responsible for planning under the [California Coastal Act](http://www.coastal.ca.gov/coastact.pdf) (Coastal Act) to develop or update their Local Coastal Programs. After awarding nearly $2.5 million in grant funding through a third round of grants in August 2016, approximately $550,000 is available for the fourth round of grant funding. A full description of the grant program is available here: <https://www.coastal.ca.gov/lcp/grants/>

Coastal Commission staff is available to assist during the application process. Applicants are encouraged to reach out to the LCP Grant team with any questions as they develop their applications. Please note the entire grant application will be public record upon submittal. Click in the shaded text fields to enter text, numbers and dates. The fields will expand to accommodate the data. Grant applications are due by **May 31, 2017 at 5 pm.**

# APPLICANT INFORMATION

Applicant name (agency):

Address:

Contact name:       Title:

Telephone:       Fax:       Email:

Federal Tax ID#:

Person authorized to sign grant agreement and amendment:

Name:       Title:

Application prepared by: Name:       Title:

Signature: Date: Click here to enter a date.

# PROJECT INFORMATION

Project title:

LCP/ LCP Segment:

Project location: City / Geographic area:       County:

Project timeline: Start date: Click here to enter a date. End date: Click here to enter a date.

# MAPS AND PHOTOS

Applications must include a map showing the planning area for the project. Additional photos or maps may be included as attachments if needed to illustrate the proposed project. Please note: any photos and maps you submit are subject to the unqualified and unconditional right of the State of California to use, reproduce, publish, or display, free of charge. Please indicate if crediting is requested for the photos and/or maps.

# APPLICATION MATERIALS

1. **Project Description**. Provide a clear description of the proposed project, including the goals and objectives to be achieved, and describe how the proposed project will fulfill the selection criteria identified in Attachment C. This section should be no more than 5 pages in 12 point font, single-spaced.
2. **Task Descriptions and Schedule.** Provide a description of the tasks that will accomplish your project goals and objectives (see Section A below) and complete a proposed schedule, including anticipated benchmarks, for implementation of each task (see Section B below). Please note that grant work cannot extend past December 31, 2019.
3. **Task Descriptions:** Identify specific tasks and subtasks to be accomplished and provide a narrative description of each task and subtask, including the technical approach needed to accomplish the task, the roles of partners and stakeholders, and the potential obstacles to successful completion of the goals and objectives discussed in the Project Description (as it relates to each task and subtask). Proposed deliverables for each task should be described as well (e.g. Sea Level Rise Vulnerability Assessments, Adaptation Reports, Draft Land Use Plans, Draft Implementation Plans, Final Local Coastal Program, etc.). Please describe how stakeholders will be involved in the planning or assessment process, and if your project includes partners, please identify their roles and responsibilities.
4. **Schedule:** Complete the schedule template below for each task and subtask. Please specify dates for the submittal of interim drafts as well as final deliverables as applicable (e.g. Draft Vulnerability Assessment and Final Vulnerability Assessment). Please note that grant projects must be completed by December 31, 2019.

Proposed starting date: Click here to enter a date.

Estimated completion: Click here to enter a date.

|  |  |
| --- | --- |
| **Task 1. Title** | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| 1.1 Subtask Name | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| 1.2 Subtask Name | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| 1.3 Subtask Name | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| 1.4 Subtask Name | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| Outcome/Deliverables | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| **Task 2. Title** | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| 2.1 Subtask Name | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| 2.2 Subtask Name | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| 2.3 Subtask Name | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| 2.4 Subtask Name | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| Outcome/Deliverables | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |
| **….Continue for all required Tasks** | Projected start/end dates: Click here to enter a date./ Click here to enter a date. |

Please list (1) all significant and pertinent project benchmarks related to the project for which funds are being requested, (2) expected dates for reaching or completing those steps. These dates will be used in monitoring grant progress and in grant reporting under approved grant agreements.

# Benchmark Schedule

|  |  |
| --- | --- |
| ACTIVITY | COMPLETION DATE |
|  | Click here to enter a date. |
|  | Click here to enter a date. |
|  | Click here to enter a date. |
|  | Click here to enter a date. |
|  | Click here to enter a date. |
|  | Click here to enter a date. |
|  | Click here to enter a date. |

1. **Budget.** Please include a task-by-task budget for both County/City staff labor and for potential consultants. Budget detail on sub-tasks is not necessary. Note that consultant costs must be listed by task and must include all costs relating to consultant labor, travel, supplies, overhead, etc. If consultants will be hired at a later date, please include a budget estimate per task that can be updated after hiring the consultants.

# Application Budget Information

# Funding Request: $      Total Project Cost: $

|  | ***CCC Grant Total*** | ***Match/ Other Funds***  ***(Source #1)*** | ***Match/***  ***Other Funds (Source #2)*** | ***Total (LCP Grant Funds + Match/ Other Funds)*** |
| --- | --- | --- | --- | --- |
| **LABOR COSTS[[1]](#footnote-1)** | | | | |
| **County/City Staff Labor** | | | | |
| **Task 1 –** *Task name* |  |  |  |  |
| **Task 2 –** *Task name* |  |  |  |  |
| **Task 3 –** *Task name* |  |  |  |  |
| **Task 4** – *Task name* |  |  |  |  |
| **Task 5 –** *Task name, etc.* |  |  |  |  |
| **Total Labor Costs** |  |  |  |  |
| **DIRECT COSTS** | | | | |
| **County/City Staff Project Supplies** | | | | |
| A |  |  |  |  |
| B, etc. |  |  |  |  |
| ***Total*** |  |  |  |  |
| **County/City Staff Travel In State[[2]](#footnote-2)** | | | | |
| Mileage |  |  |  |  |
| Hotel, etc. |  |  |  |  |
| ***Total*** |  |  |  |  |
| **Consultants[[3]](#footnote-3)** | | | | |
| Consultant A |  |  |  |  |
| *Task 1 – Task 1 Name* |  |  |  |  |
| *Task 2 – Task 2 Name* |  |  |  |  |
| *Task 3 – Task 3 Name* |  |  |  |  |
| Consultant B, etc. |  |  |  |  |
| *Task 1 – Task 1 Name* |  |  |  |  |
| *Task 2 – Task 2 Name* |  |  |  |  |
| *Task 3 – Task 3 Name* |  |  |  |  |
| ***Total*** |  |  |  |  |
| **Total Direct Costs** |  |  |  |  |
| **OVERHEAD/INDIRECT COSTS**[[4]](#footnote-4) | | | | |
| **Total County/City Staff Overhead/Indirect Costs** |  |  |  |  |
| **TOTAL PROJECT COST** |  |  |  |  |

1. **A resolution from the applicant’s governing body.** Please submit a resolution that contains the following authorizations: 1) authority to submit the proposal, 2) authority to enter into a grant agreement with the California Coastal Commission if the grant is awarded, and 3) designation of the applicant’s authorized representative (name and title). A sample resolution is provided as Attachment A. Resolutions should also contain clear statements of commitment to full completion of the intended grant process, including submission of applicable LCP products (LCP submittal or amendment) to the Commission for review.

**SUBMISSION DATES**

**Applications are due May 31, 2017.** **Application packets must be RECEIVED by 5pm May 31, 2017. Proposals must be emailed or mailed; faxed responses will not be considered.**

If the governing body of an applicant cannot adopt a resolution similar to Attachment A of the application by this date, the applicant can submit the proposal with a draft resolution, provide a date for when the governing body will consider adoption of the resolution and **submit the adopted resolution by 5pm June 30, 2017**. All other materials must be submitted by the May 31, 2017 deadline. Applications will not be deemed complete until an adopted resolution is received. **Applications that do not contain a final, adopted resolution by June 30, 2017 will not be considered for funding.**

The Commission anticipates awarding the fourth round of grants in August of 2017.

# SUBMISSION REQUIREMENTS

Please submit the completed application form, including all attachments, via email to [LCPGrantProgram@coastal.ca.gov](mailto:LCPGrantProgram@coastal.ca.gov). Please submit all application materials as **a single PDF file AND submit the Project Description, Task Descriptions, Schedule, and Budget as a Word document.** See Attachment B for a checklist of required application materials.

If you are unable to submit via email, you may mail a CD and hard copy to the Coastal Commission:

Daniel Nathan

Coastal Program Analyst - LCP Grants

California Coastal Commission

45 Fremont Street, Suite 2000

San Francisco, CA 94105

415-904-5251

Please note: all information that you submit is subject to the unqualified and unconditional right of the Coastal Commission to use, reproduce, publish, or display, free of charge. All documents submitted will be considered a public record upon submittal. Please indicate if credit is requested for any of the photos and/or maps.

**QUESTIONS**

Coastal Commission staff are pleased to assist local governments during preparation of LCP grant applications. Please send questions on the grant application process to:

**Daniel Nathan,** at[**LCPGrantProgram@coastal.ca.gov**](mailto:LCPGrantProgram@coastal.ca.gov)**,** or call **(415) 904-5251.**

Questions regarding the LCP process and update approach should be directed to the LCP grant coordinator for Northern or Southern California. For Northern California counties (Del Norte through San Luis Obispo), please contact **Kelsey Ducklow** at: [Kelsey.Ducklow@coastal.ca.gov](mailto:Kelsey.Ducklow@coastal.ca.gov) or call **(415) 904-2335**. For Southern California counties (Santa Barbara through San Diego), please contact **Carey Batha** at: [Carey.Batha@coastal.ca.gov](mailto:Carey.Batha@coastal.ca.gov) or call **(415) 904-5268**

For District-specific questions, contact information for each district office is listed below.

**North Coast (Del Norte, Humboldt, Mendocino Counties)**

* Alison Dettmer, Deputy Director

Email: [Alison.Dettmer@coastal.ca.gov](mailto:Alison.Dettmer@coastal.ca.gov), Phone: (415) 904-5200

* Bob Merrill, District Manager

Email: [Bob.Merrill@coastal.ca.gov](mailto:Bob.Merrill@coastal.ca.gov), Phone: (707) 826-8950

**North Central Coast (Sonoma, Marin, San Francisco, San Mateo Counties)**

* Dan Carl, Deputy Director

Email: [Dan.Carl@coastal.ca.gov](mailto:Dan.Carl@coastal.ca.gov), Phone: (831) 427-4863

* Nancy Cave, District Manager

Email: [Nancy.Cave@coastal.ca.gov](mailto:Nancy.Cave@coastal.ca.gov), Phone: (415) 904-5260

**Central Coast (Santa Cruz, Monterey, San Luis Obispo Counties)**

* Dan Carl, Deputy Director

Email: [Dan.Carl@coastal.ca.gov](mailto:Dan.Carl@coastal.ca.gov), Phone: (831) 427-4863

* Susan Craig, District Manager

Email: [Susan.Craig@coastal.ca.gov](mailto:Susan.Craig@coastal.ca.gov), Phone: (831) 427-4863

**South Central Coast (Santa Barbara and Ventura Counties, and the Malibu portion of Los Angeles Counties)**

* Steve Hudson, Deputy Director

Email: [Steve.Hudson@coastal.ca.gov](mailto:Steve.Hudson@coastal.ca.gov), Phone: (805) 585-1800

* Barbara Carey, District Manager

Email: [Barbara.Carey@coastal.ca.gov](mailto:Barbara.Carey@coastal.ca.gov), Phone: (805) 585-1800

**South Coast (Los Angeles (except Malibu) and Orange Counties)**

* Karl Schwing, Deputy Director

Email: [Karl.Schwing@coastal.ca.gov](mailto:Karl.Schwing@coastal.ca.gov), Phone: (562) 590-5071

* Teresa Henry, District Manager

Email: [Teresa.Henry@coastal.ca.gov](mailto:Teresa.Henry@coastal.ca.gov),Phone: (562) 590-5071

**San Diego (San Diego County)**

* Karl Schwing, Deputy Director

Email: [Karl.Schwing@coastal.ca.gov](mailto:Karl.Schwing@coastal.ca.gov), Phone: (619) 767-2370

* Deborah Lee, District Manager

Email: [Deborah.Lee@coastal.ca.gov](mailto:Deborah.Lee@coastal.ca.gov), Phone: (619) 767-2370

**Attachment A**

Attachment A

# Sample Resolution[[5]](#footnote-5)

**WHEREAS,** the Budget Act of 2015 provides $3 million for Coastal Commission grants in FY 15-16 to local governments to support Local Coastal Program (LCP) planning, and

**WHEREAS,** the California Coastal Commission, under the authority of the California Coastal Act, may provide financial assistance to support coastal planning and has approved a competitive grant program to provide such financial assistance for LCP planning; and

**WHEREAS**, the goal of the grant program is to develop new or updated LCPs in conformance with the California Coastal Act and to reflect current circumstances and new scientific information, including new understandings and concern for the effects of climate change, and

**WHEREAS**, grant proposals submitted under this grant program must complete land use plan and/or zoning work to either achieve submittal for certification of a Local Coastal Program (LCP) or an Area of Deferred Certification (ADC) or of an LCP Amendment to significantly update a certified LCP or LCP segments, including with special emphasis on effects of climate change and sea-level rise;

**WHEREAS**, (insert name of jurisdiction), has [does not yet have] an effectively certified LCP [or LCP segment]; and

**WHEREAS**, the (name of jurisdiction), desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an Amendment to update the LCP [in whole or in part],

**[For uncertified areas] WHEREAS**, the (name of jurisdiction), desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an LCP and desires to assume permit issuing authority,

**WHEREAS**, the (name of jurisdiction) commits to and agrees to fully support a planning effort intended to [complete or] update a certified LCP pursuant to the provisions of the California Coastal Act, with full public participation and coordination with the Coastal Commission staff.

**NOW, THEREFORE, BE IT RESOLVED**, that the [name of legislative or policy body], of the [name of jurisdiction], hereby:

1. Directs [name of jurisdiction] staff to submit the grant application package attached hereto as Attachment 1 to the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act, in the amount of $\_\_\_\_\_\_\_\_\_\_\_ to fund the project more particularly described in the grant application package.
2. Authorizes the (title of official), of the (name of jurisdiction), to execute, in the name of the (name of jurisdiction), all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application package attached hereto and any project approved through approval of the grant application.

PASSED AND ADOPTED by the (name of legislative or policy body), of the (name of jurisdiction), on this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2017 on the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name and title of official authorized to sign resolutions of the governing body)

# Attachment B - Application Checklist

Attachment B

A complete Grant Application Packet includes the following components. Please submit all documents in a single PDF file and the Project Description, Task Descriptions, Schedule, and Budget as a Word document, as noted below. **It is very important to receive the PDF file and a Word document for efficiency in preparing grant agreement documents.** Thank you for your attention to these important components of the application.

* Signed LCP Grant Application Form (.pdf)
* Project Description (.doc)
* Task Descriptions, Schedule, and Budget (.doc)
* Signed Resolution (.pdf)
* All documents combined into a single PDF file (.pdf)

**Attachment C – Selection Criteria**

Applications for Round 4 LCP planning grants will be evaluated for their ability to complete or update an LCP. Projects selected for funding will be those that best meet the Commission’s following adopted selection criteria[[6]](#footnote-6):

* **Public Benefit/Significance**

The Commission will consider the extent to which the proposed LCP planning effort will address issues of statewide significance and maximize public benefits of the coast. These can include: preserving and enhancing coastal habitat, protecting, providing and enhancing public access, protecting priority land uses such as agriculture, coastal dependent development or recreation, protecting and providing lower cost visitor and recreational opportunities, and addressing climate change.

LCPs are the means to implement the policies of Chapter 3 of the Coastal Act at the local level and when submitted are reviewed by the Commission for conformance with the Coastal Act. As LCPs have become more dated, their ability to provide an up to date framework to govern coastal development in light of changed circumstances and new scientific information may be weakened. As one purpose of this grant program is to update LCPs, the Commission will consider the extent to which priority Coastal Act resources are addressed and the public benefits maximized.

* **Relative Need for LCP Update/Extent of Update**

Related to the public benefits of a proposal, the Commission will consider the relative need for an LCP update, considering the length of time since an LCP or LCP segment has been updated and the significance of the issues proposed to be updated. For example, many sensitive species and habitats have been identified since the time of certification of many LCPs. A proposal to update an LCP's environmentally sensitive habitat (ESHA) policies, ordinances, resource maps, etc. may be an important update in specific jurisdictions. Other jurisdictions may benefit from

updates in policy areas that will resolve known deficiencies or sources of conflict and/or appeals of local coastal development permits to the Commission. In addition, the extent or scope of an update is an important consideration, with higher priority being placed on proposed updates of greater extent/scope, such as a complete LUP/IP update, or an update that results in comprehensive updating of one or more policy areas or a geographic sub-area.

* **Addressing the Effects of Climate Change**

Climate change is one of the most significant policy areas to emerge since many of the LCPs have been certified. The Commission is seeking LCP updates that address the effects of climate change, including sea level rise and other coastal hazards, as well as other issue areas affected by climate change, such has changes in habitat, fire hazards, and transportation and land use policy

to facilitate reductions in greenhouse gas emissions and vehicle miles travelled. Special consideration will be given to LCP amendment proposals to address this policy area.

* **Likelihood of Success/Effectiveness**

The Commission has had past grant programs where the investment of public funds has not resulted in completed certified LCPs or LCP Amendments. In a few cases, funding has been awarded but reverted. Overall, the success of the Commission’s grant program will be measured by the progress made toward LCP certification or update.

The Commission thus will consider the likelihood of success of each proposal, including evaluating the practicality, feasibility, and effectiveness of a proposed work program that may lead to successful implementation. Proposals should address the need for coordination with the public and the Commission, and provide for practicable benchmarks for LCP amendment development and review. Other evidence in support of this criteria may include resolutions of intent and endorsement for the proposed work from the jurisdiction and other organizations, matching funds or other complementary efforts (see below), or other factors that may affect the likelihood that an LCP amendment will be successfully completed. Applicants will be asked to describe any LCP planning work that has been initiated or is already underway at the local level and how this grant program is needed to substantially further that effort. A resolution from the

applicant committing to completing an LCP Amendment submittal to the Commission will be required as part of the application.

For new LCP development, the local government should demonstrate its willingness and capacity to assume local coastal development permit processing. Related, some areas of the coastal zone remain uncertified because the Commission and local government have been unable to reach agreement on the resolution of issues or the issue is particularly intractable. The Commission will consider the likelihood that such areas and specific policy questions can be successfully addressed, leading to certification of the area.

* **Workload**

The Commission will consider the level of existing permit workload generated by uncertified jurisdictions and thus the relative statewide benefits of certification of any particular jurisdiction.

While most of the geographic area of the coastal zone is under certified LCPs, there are 36 segments that are not yet certified and 44 specific Areas of Deferred Certification. The Commission is responsible for review of all coastal development permits in these uncertified areas. If LCPs were certified for these areas, then most coastal development permits would be reviewed at the local level and the Commission’s staff resources could be reallocated to assist matters of more statewide significance and importance, such as early coordination with local government on LCP planning matters, as well as oversight, review, and coordination with local governments on LCP implementation.

* **Project Integration/Leverage/Matching Funds**

The Commission will consider the relationship of the LCP work program to other planning work being undertaken by the jurisdiction. Applicants will be asked to describe any other related grant awards (such as through the Ocean Protection Council, Coastal Conservancy or the Strategic Growth Council) that may support the LCP planning work and any availability and amount of

local matching funds.

There are several related grant programs underway which may positively integrate with this LCP Planning Grant program. For example, the Ocean Protection Council is currently processing applications for grants to update LCPs to address sea level rise. The Coastal Conservancy is administering a Climate Ready grant program

(<http://scc.ca.gov/files/2013/07/Climate-Readygrant-announcement-July-18_FINAL.pdf>).

The Strategic Growth Council provides a Sustainable Communities Planning Grant and Incentives Program to fund efforts to conduct planning activities that will foster sustainable communities, lead to reduced greenhouse gas emissions, and achieve other sustainability objectives, and for which coastal jurisdictions are eligible to apply. The Commission will consider the ability to integrate and leverage any additional program funds available that could help support a comprehensive LCP certification effort or update.

1. *Amount requested should include total for salary and benefits.*  [↑](#footnote-ref-1)
2. *Travel reimbursement rates are the same as similarly situated state employees.* [↑](#footnote-ref-2)
3. *All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.* [↑](#footnote-ref-3)
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 Labor.”* [↑](#footnote-ref-4)
5. This sample is provided for informational purposes only; please contact your attorney before using this sample. [↑](#footnote-ref-5)
6. Adopted on August 14, 2013 [↑](#footnote-ref-6)