

EXHIBIT A

SCOPE OF WORK

1. Grantee agrees to expend grant funds provided by the Commission only for and in accordance with project activities as described under the Scope of Work attached hereto as EXHIBIT A.
2. The Project representatives during the term of this agreement, and the person authorized to sign grant amendments and RFFs on behalf of the grantee, will be:

State Agency: California Coastal Commission	Grantee: City of Arcata
Name: Kelsey Ducklow, Grant Manager	Name: Karen T. Diemer, City Manager
Address: 455 Market St. Suite 300 San Francisco, CA 94105	Address: 736 F Street Arcata, CA 95521
Phone: (415) 904-2335	Phone: (707) 834-5013
Fax: (415) 904-5400	Fax:
Email: kelsey.ducklow@coastal.ca.gov	Email: kdiemer@cityofarcata.org

3. Primary project contact:

State Agency: California Coastal Commission	Grantee City of Arcata
Section/Unit: Statewide Planning Unit	Section/Unit:
Name: Awbrey Yost, Climate Change Analyst	Name: Delo Freitas, Senior Planner
Address: 1385 8th St., Suite 130 Arcata, CA 95521	Address: 736 F Street Arcata, CA 95521
Phone: (707) 826-8950	Phone: 707-825-2213
Fax: N/A	Fax:
Email: awbrey.yost@coastal.ca.gov	Email: dfreitas@cityofarcata.org

EXHIBIT A

SCOPE OF WORK

Name of Local Government: City of Arcata

Name of Project: LCP Update Special Studies

Funding Source: General Fund

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 94-2186507

Budget Summary:

CCC funding:	\$100,000
<u>Other funding:</u>	<u>\$ 50,000</u>
Total project cost:	\$150,000

Term of Project: 1/30/2023 - 6/30/2024

A. PROJECT DESCRIPTION The project is finalizing the City's comprehensive update to the Local Coastal Program and conducting environmental impact studies necessary for the Coastal Commission's environmental review. The City has been working on its comprehensive update to the LCP for a number of years. In recent years, the City has obtained Coastal Commission assistance to finalize a revised LCP to replace the current LCP, which was adopted just over three-decades ago. The Draft Land Use Plan (LUP) is nearly ready for submission. However, the Implementation Plan (IP) and associated zoning is in rough draft form and nearing completion. This project would complete the IP and allow the City to finalize public review of the draft LCP.

The City will adopt its LCP update using the CEQA statutory exemption. However, the Coastal Commission will require special studies of the City to process the functional equivalent environmental review. The City will conduct or contract for preparation of studies, including a sea level rise adaptation plan, environmental analysis of proposed amendments in land use designations, greenhouse gas, hazards and hazardous materials, and other special studies necessary for the Commission's environmental determination on the LCP. The special studies will be submitted along with the special studies to support the City's LCP major amendment application.

EXHIBIT A

This grant will facilitate the City completing this work for timely submission to update the significantly out-of-date LCP.

B. TASKS

1. Task Descriptions and Schedule.

a. Task Descriptions:

Task 1: Environmental Scoping

1.1 Noticed Public Scoping Meeting – The City will hold a noticed public scoping meeting to seek input on potential environmental impacts from the public. The scoping will focus on the potential environmental impacts of the LCP update. Public input will be used to identify the special studies necessary to conduct environmental review for the plan amendment. The City will use both broad notice (legal notice, list serve notification, social media posts) and targeted notice (email to interested parties/stakeholders, direct mail to property owners and residences/businesses) to generate interest in the scoping. Engagement will include outreach to disadvantaged and low-income communities living in the coastal zone. In addition, the City will involve the three area Wiyot Tribes early in this process through informal consultation with the Tribal Heritage Preservation Officers. In addition, the City will create a stipend-based stakeholder engagement to ensure racially diverse participation among disadvantaged communities, lower-income individuals, and marginalized groups. The City will receive scoping comments in writing and orally at the scoping meeting. This subtask informs the overall goal with broad and equitable outreach.

a. Deliverable: Scoping report with summary of comments received and whether/how the comments were incorporated. The report will include written comments received. The report will be finalized after Coastal Commission and City staff review (see below). This process will also add to the City's e-mail list of interested parties.

1.2 Request for Agency Comments – The City will solicit written scoping comments from responsible state and local agencies.

b. Deliverable: Agency responses.

1.3 Coastal Commission & City Staff Review – Coastal Commission and City Staff will consider the scoping comments from the public, stakeholders, and agencies to address any special studies that will be necessary to complete environmental review. This subtask ensures the project will provide the studies the Coastal Commission requires.

EXHIBIT A

c. Deliverable: List of special studies to be conducted, including any new studies identified during scoping that were not included prior to scoping. Participants in the scoping will be notified when the list is available.

Task 2: Special Studies

2.1 Administrative Drafts – The City, or its contracted agent, will prepare the special studies identified in the special studies list based on scoping. This task initiates the studies needed for environmental review.

a. Deliverable: Draft special studies.

2.2 Coastal Commission and City Staff Review - Coastal Commission and City Staff will review the administrative drafts of the special studies and provide comment, if any, for revision. This subtask provides quality control on the ultimate deliverable.

b. Deliverable: mark-up administrative draft special studies.

2.3 Revise Drafts - The City, or its contracted agent, will revise the special studies based on Coastal and City staff review. This subtask completes the quality control initiated in the previous subtask.

c. Deliverable: revised draft special studies available on City's LCP website with notification to interested parties.

Task 3: Draft LCP

3.1 Public Review Draft LCP – The City, or its contracted agent, will prepare a Draft LCP for public review. The City will meet regularly with Coastal Commission staff during the development of the LCP as scheduling allows.

a. Deliverable: Draft LCP for public review.

3.2 Stakeholder Meeting – The City will hold stakeholder meetings on the Draft LCP. Meetings will include a mix of on-line and in-person workshops, Planning Commission meetings, and small group stakeholder meetings. The purpose will include seeking input on the Draft from agencies and the public. Outreach will include the steps identified in the scoping Noticed Public Scoping Meeting subtask. Salient public and agency input will be used to modify the Draft LCP. Input that is not used to modify the document will be included in a report with information why it was not included. This subtask maintains transparency and accountability for the project.

EXHIBIT A

b. Deliverable: meeting notes, minutes, and staff reports.

3.3 Revised Draft LCP - The City, or its contracted agent, will revise the LCP based on the Stakeholder Meeting. This subtask produces the document that is the stated goal of the project.

c. Deliverable: Revised Draft LCP.

3.4 LCP Major Amendment Submittal – The City will locally adopt the LCP and submit an application to the Coastal Commission for a major amendment to the LCP to effectively comprehensively revise the current LCP.

a. Deliverable: local approval hearings.

b. Deliverable: submittal of an application to the Coastal Commission.

C. SCHEDULE

Task 1. Environmental Scoping	Projected start/end dates:
1.1 Scoping Meeting	01/01/23-01/15/23
1.2 Agency Comments	01/01/23-01/31/23
1.3 Coastal/City Review	01/01/23-02/15/23
Outcome/Deliverables:	
a. Scoping Report	02/15/2023
b. Agency Responses	02/01/2023
c. Special Studies List	02/28/2023
d. Deliverables on City website	03/01/2023
Task 2. Special Studies	Projected start/end dates:
2.1 Studies Admin Draft	02/28/23-07/30/23
2.2 Coastal/City Review	04/01/23-08/31/23
2.3 Revise Drafts	05/01/23-09/30/23
Outcome/Deliverables	
a. Admin Draft Special Studies	07/30/2023
b. Mark-up Admin Draft	08/31/2023
c. Revised Draft Studies	09/30/2023
Task 3. Draft LCP	
3.1 Public Review Draft LCP	01/01/23-06/30/23

EXHIBIT A

3.2 Stakeholder Meetings	01/01/23-06/30/23
3.3 Revised Draft LCP to Coastal Commission staff	07/01/23-09/15/23
Outcome/Deliverables	
a. Draft LCP	06/30/2023
b. Meeting notes, minutes, staff reports	06/30/2023
c. Revised Draft LCP	09/15/2023
3.4 LCP Submittal to Coastal Commission for amendment	09/15/2023 - 01/08/2024
Outcome/Deliverables	
a. Local Approval Hearings	09/15/23-12/31/23
b. Apply to Coastal Commission for Major Amendment	01/08/2024

D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
1.3.c Scoping Report	03/01/2023
2.3.c Revised Draft Studies	09/30/2023
3.3.c Revised Draft LCP	09/15/2023
3.4 Submit LCP Amendment Application	01/08/2024

EXHIBIT A1

DEFINITIONS

1. The term “Agreement”; this Grant Agreement.
2. The term “Budget Act”; the annual enacted version of the Budget Bill which makes appropriations for the support of the government of the State of California.
3. The term “Chief Deputy Director”; the Chief Deputy Director of the Commission.
4. The terms “Commission” or “Coastal Commission” and the acronym “CCC” all refer to the California Coastal Commission.
5. The term “Executive Director”; the Executive Director of the Commission.
6. The term “Grant” or “Grant Funds”; in the case of LCP grants, the money provided by the California Climate Investments program or, in the case of Public Education grants, sales and renewals of the WHALE TAIL[®] Specialty License Plate, or California’s Voluntary Tax Check-Off Program, or General Fund/Local Assistance, and administered by the Coastal Commission to the Grantee pursuant to this Agreement.
7. The term “Grant Manager”; the representative of the Commission with authorization per the Executive Director to administer and provide oversight of the Grant.
8. The term "Grantee"; an applicant who has a signed agreement for Grant Funds.
9. The term "Project"; the activity described under the Scope of Work, attached as EXHIBIT A, to be accomplished with Grant Funds.
10. The term “Project Budget”; the Commission approved cost estimate submitted to the Commission’s Grant Manager for the Project. The Project Budget shall describe all labor and material costs of completing each component of the Project. The Project Budget shall contain itemized amounts permissible for each item or task described in the Scope of Work. The Project Budget must include the set administrative and indirect costs agreed upon by the Parties if applicable.
11. The term “Public Agency”; any State of California department or agency, a county, city, public district or public agency formed under California law.
12. The term “Scope of Work” refers to EXHIBIT A, including the approved Project Description, Tasks, and Schedules.
13. The term “Termination Date”; the date by which all activity for the project must be concluded, as specified in the signature page of this Agreement. Work performed after this date cannot be reimbursed.

EXHIBIT B

BUDGET

<i>City of Arcata</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<u>LABOR COSTS[1]</u>			
City Staff Labor			
Task 1. Environmental Scoping		\$15,000	\$15,000
Task 2. Special Studies		15,000	15,000
Task 3. Draft LCP		10,000	10,000
Total Labor Costs	\$0	\$40,000	\$40,000
DIRECT COSTS			
City Staff Project Supplies			
Application Submittal	\$5,000		\$5,000
			-
Total	\$5,000	\$0	\$5,000
<u>County/City Staff Travel In State[2]</u>			
Mileage			\$0
Hotel, etc.			-
Total	\$0	\$0	\$0
<u>Consultants[3]/Partners</u>			
Consultant Racial Equity			\$0
<i>Task 1. Scoping</i>	\$5,000		\$5,000
<i>Task 3. Draft LCP</i>	\$10,000		\$10,000
Consultant Special Studies			\$0
<i>Task 1. Environmental Scoping</i>	\$5,000		\$5,000
<i>Task 2. Special Studies</i>	\$55,000		\$55,000
<i>Task 3. Draft LCP</i>	\$20,000		\$20,000
Consultants Total	\$95,000	\$0	\$95,000
Total Direct Costs	\$100,000	\$0	\$100,000
<u>OVERHEAD/INDIRECT COSTS[4]</u>			
Total City Staff Overhead/Indirect Costs		\$10,000	\$10,000
TOTAL PROJECT COST	\$100,000	\$50,000	\$150,000