

**EXHIBIT A**

**SCOPE OF WORK**  
**(Local Coastal Programs)**

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:

<b>State Agency:</b> California Coastal Commission	<b>Grantee:</b> City of Seal Beach
Name: Kelsey Ducklow ("Grant Manager")	Name: Jill R. Ingram City Manager
Address: 455 Market St. Suite 300 San Francisco, CA 94105	Address: 211 8 <sup>th</sup> Street Seal Beach, CA 90740
Phone: (415) 904-2335	Phone: (562) 431-2527 Ext. 1301
Email: <a href="mailto:kelsey.ducklow@coastal.ca.gov">kelsey.ducklow@coastal.ca.gov</a>	Email: <a href="mailto:jingram@sealbeachca.gov">jingram@sealbeachca.gov</a>

3. Primary project contact:

<b>State Agency:</b> California Coastal Commission	<b>Grantee</b> City of Seal Beach
Section/Unit: Statewide Planning Unit	Section/Unit:
Name: Shahar Amitay Coastal Program Analyst II	Name: Alexa Smittle Community Development Director
Address: 301 E Ocean Blvd, Suite 300 Long Beach, CA 90802	Address: 211 8 <sup>th</sup> Street Seal Beach, CA 90740
Phone: (562) 590-5071, ext. 2239	Phone: (562) 431-2527 Ext. 1313
Email: <a href="mailto:shahar.amitay@coastal.ca.gov">shahar.amitay@coastal.ca.gov</a>	Email: <a href="mailto:asmittle@sealbeachca.gov">asmittle@sealbeachca.gov</a>

**EXHIBIT A**

**SCOPE OF WORK**

**Name of Local Government:** City of Seal Beach

**Name of Project:** Seal Beach Local Coastal Program – Land Use Plan Finalization, Local Implementation Plan Preparation, and Project Management

**Funding Source:** General Fund

**Specific Program:** Local Coastal Program Local Assistance Grant Program

**Federal Tax ID#:** 95-6000794

**Budget Summary:**

CCC funding:	\$500,000
<u>Other funding:</u>	<u>\$0</u>
Total project cost:	\$500,000

**Term of Project:** *November 1, 2024 – October 31, 2027*

**A. PROJECT DESCRIPTION**

The City of Seal Beach will continue with the existing consultant, Michael Baker International for the continued development and certification of a Local Coastal Plan (LCP) (Land Use Plan and Implementation Plan). The project involves updating the Land Use Plan (LUP) component of the City of Seal Beach's LCP to guide future development in the coastal zone. The consultant team from Michael Baker will facilitate a kick-off meeting with partners, conduct background research, and respond to multiple rounds of review and comments from the California Coastal Commission (CCC) by revising the draft LUP through an iterative process. The Michael Baker team will support the City in presenting the LUP to the Planning Commission and City Council through study sessions and public hearings for local adoption. Key deliverables include a final adopted LUP document, presentations, comment responses with redlined drafts, and coordination materials. The scope, schedule and budget was prepared based on existing policy and LCP guidance published at the time of this writing. If applicable LCP policies and guidance change during the project term, the CCC will consider amendments to this Scope of Work that may be proposed by the grantee.

The project involves preparing an Implementation Plan as part of the City of Seal Beach's LCP update to establish procedures for processing coastal development permits and incorporate regulations from existing specific plans in the coastal zone. The consultant team from Michael Baker will develop an administrative draft Implementation Plan through two

## EXHIBIT A

rounds of City review, then a public review draft for a 90-day review by the CCC and public. After receiving consolidated comments from the CCC, the team will revise the draft through two rounds of review meetings with the City and CCC to address comments. The final Implementation Plan will be presented to the Planning Commission and City Council in study sessions and public hearings for local adoption, supported by the consultant team's presentations, handouts, and technical assistance. The scope covers two full rounds of CCC review before finalization. At the conclusion of the planning process, the final deliverable will include both the final LUP and Implementation Plan to form the final, adopted LCP.

### **B. TASKS**

#### **Task 1: Land Use Plan – Finalization**

##### *Task 1.1, Kick-Off Meeting and Background Data Review*

The Michael Baker team will facilitate a virtual kick-off meeting on behalf of the City, with representatives from the California Coastal Commission (CCC). The purpose of this kick-off meeting is to re-engage partners at the CCC, and finalize schedule (including anticipated review times and deliverable turn around with the CCC). The Michael Baker team will host the virtual kick-off meeting via Microsoft Teams (or similar) and will be responsible for distributing a meeting agenda and related collateral. Within ten business days of the kick-off meeting, Michael Baker will distribute meeting minutes and action items to summarize the outcomes of this meeting.

The Michael Baker team anticipates follow up conversation regarding CCC's recommendations for incorporating the Specific Plans into the LUP. It is understood that there are multiple acceptable options for incorporation; during this kick-off meeting, the team will discuss potential solutions and discuss the most relevant to apply in the revised Seal Beach LUP.

This task also includes the Michael Baker team conducting a background data review of all related CCC comments and deliverables related to the Land Use Plan (LUP) and Implementation Plan (LIP) submittals from May 2023. The Michael Baker team will also compile relevant background documents or data that have been updated since the previous iteration of the LUP, for use in Task 1.2 below.

##### *Task 1.2, Response to 2<sup>nd</sup> Round of Coastal Commission Review and Comment*

The Draft Land Use Plan (including all applicable exhibits and appendices) was previously electronically submitted to Coastal Commission in December 2019 and May 2023 for review and comment by CCC staff. Our team has received redlines for two chapters from the May 2023 submittal and anticipates receiving the rest of CCC comment/feedback by June 2024. Based on the nature of existing comments received on the May 2023 draft, the Michael Baker team anticipates this task (Task 1.2, Response to 2<sup>nd</sup> Round of Coastal Commission

**EXHIBIT A**

Review and Comment) and the following task (Task 1.3, Response to 3<sup>rd</sup> Round of Coastal Commission Review and Comment) to adequately respond to all comments and redlines.

It is acknowledged that significant portions of the City's Coastal Zone include highly walkable neighborhoods, accessible to both residents and visitors alike. Michael Baker will work with the CCC to identify relevant goals, policies and objectives that reflect these existing conditions, and continue to encourage new development and redevelopment to retain this critical component of community character.

In addition, this task includes incorporation of the relevant Specific Plans applicable to the Seal Beach Coastal Zone. As discussed in the previous task, the Michael Baker team will work with City staff and the CCC to identify appropriate methods for incorporation into the City's LUP.

The Michael Baker team will review all redlines from CCC in one consolidated file to make recommendations on received redlines/comments for either incorporation or further discussion. This task includes two virtual working meetings with Michael Baker staff and City staff for redlines/comments that require further discussion. The Michael Baker team will utilize a secure SharePoint file for coordination between the City and consultant team, and all changes to the LUP will be documented in redline/strikeout for record keeping. This task also includes two virtual meetings with CCC to review/discuss received comments and collaborate on mutually agreed-upon solutions for Seal Beach.

Michael Baker will work with the City to resubmit the LUP to CCC staff electronically, including both a clean PDF LUP and redline/strike out files in Microsoft Word.

*Task 1.3, Response to 3<sup>rd</sup> Round of Coastal Commission Review and Comment*

Based on the nature of received comments on the May 2023 LUP, the Michael Baker team anticipates CCC staff submitting a 3<sup>rd</sup> round of review/comments on the City LUP. This task includes the Michael Baker team reviewing all redlines from CCC in one consolidated file to make recommendations on received comments for either incorporation or further discussion. This task includes two virtual working meetings with Michael Baker staff, City staff and the Environmental Quality Control Board (EQCB) for redlines/comments that require further discussion. The Michael Baker team will utilize a secure SharePoint file for coordination between the City and consultant team, and all changes to the LUP will be documented in redline/strikeout for record keeping. This task also includes two virtual meetings with CCC to review/discuss received comments and collaborate on mutually agreed-upon solutions.

## EXHIBIT A

Michael Baker will work with the City to resubmit the LUP to CCC staff electronically, including both a clean PDF LUP and redline/strikeout files in Microsoft Word. Additional rounds of Coastal Commission review/comment are excluded from this scope and fee.

### *Task 1.4, Planning Commission/City Council Study Session*

Michael Baker will support City staff with one (1) study session with the City Council and one (1) study session with the Planning Commission. The purpose of the study session is to discuss the preparation process of the LUP, along with key findings from both deliverables. Our team will also discuss the LUP within the larger context of the LCP update and other key CCC policy areas of concern. A minimum of two (2) Michael Baker staff members will be available to answer technical questions related to the LUP or the LCP update. Michael Baker will work with the City to prepare a presentation and handouts for City Council and Planning Commission staff.

It is recommended that study sessions with the Planning Commission and City Council occur concurrently with Task 1.2, so relevant comments/feedback may be incorporated into the 2<sup>nd</sup> Round of Coastal Commission Review/Comment edits.

### *Task 1.5, LUP Local Adoption*

Michael Baker will support City staff with one (1) local LUP adoption hearing with the Planning Commission and one (1) local adoption hearing with the City Council. Michael Baker team members will be available to answer technical questions related to the LUP and overall LCP update. A minimum of two (2) Michael Baker staff members will support City staff in presenting the LUP for local adoption. Michael Baker will work with the City staff to prepare a presentation and supporting handouts. Michael Baker staff will also provide one round of review and comment on the Staff Report, prepared by the City Project Manager or other Community Development staff. This task assumes no further significant or substantial revisions to the LUP will be required based on comments or feedback received by either the Planning Commission or City Council.

- Task 1.1: Kick-Off Meeting and Background Data Review
- Task 1.2: Response to 2<sup>nd</sup> Round of Coastal Commission Review and Comment
- Task 1.3: Response to 3<sup>rd</sup> Round of Coastal Commission Review and Comment
- Task 1.4: Planning commission/City Council Study Session
- Task 1.5: LUP Local Adoption

## **Task 2: Implementation Plan Preparation and Finalization**

### *Task 2.1, Prepare Administrative Draft Implementation Plan*

An Implementation Plan shall be prepared for review and incorporation into the Final Local Coastal Program, in accordance with the Coastal Commission LCP Update Guide – Updating LCP Implementation Plan Procedures. The City seeks to integrate the Implementation Plan

## EXHIBIT A

as part of the Seal Beach Municipal Code. The Implementation Plan will establish a Coastal Development Permit Ordinance to identify procedures for processing permits at the local level following Local Coastal Program certification. Additionally, the Implementation Plan will incorporate regulations from existing Specific Plans within the Coastal Zone. Michael Baker will prepare an administrative draft for two rounds of City review and comment, prior to preparing the public review draft Implementation Plan. This task also includes two virtual meetings with City and Michael Baker team members to discuss ongoing procedures and deliverable updates.

### *Task 2.2, Prepare Public Review Draft Implementation Plan*

The Michael Baker team will incorporate all received comments and feedback from City staff into a public review draft Implementation Plan, for distribution to CCC staff during a 90-day review and comment period. Simultaneously, the Implementation Plan shall be electronically posted and noticed for public review and comment. The City will be responsible for collecting public review comments, for incorporation into to the Implementation Plan (if applicable). The Michael Baker team assumes CCC staff comments will be distributed in one consolidated file, for review and feedback in the following tasks.

### *Task 2.3, Response to 1<sup>st</sup> Round of Coastal Commission Review/Comment*

The Michael Baker team will review all redlines from CCC in one consolidated file to make recommendations on received redlines/comments for either incorporation or further discussion. This task includes two virtual working meetings with Michael Baker staff and City staff for redlines/comments that require further discussion. The Michael Baker team will utilize a secure SharePoint file for coordination between the City, consultant team, and Environmental Quality Control Board (EQCB) and all changes to the Implementation Plan will be documented in redline/strikeout for record keeping. This task also includes two virtual meetings with CCC to review/discuss received comments and collaborate on mutually agreed-upon solutions for Seal Beach. Michael Baker will work with the City to resubmit the Implementation Plan to CCC staff electronically, including both a clean PDF LUP and redline/strikeout files in Microsoft Word.

### *Task 2.4, Response to 2<sup>nd</sup> Round of Coastal Commission Review/Comment*

Based on previous experience with CCC review of Seal Beach LCP deliverables, we assume two rounds of review and response to comment will be required prior to finalizing the Implementation Plan. This task includes the Michael Baker team reviewing all redlines from CCC in one consolidated file to make recommendations on received redlines/comments for either incorporation or further discussion. This task includes two virtual working meetings with Michael Baker staff and City staff for redlines/comments that require further discussion. The Michael Baker team will utilize a secure SharePoint file for coordination between the City and consultant team, and all changes to the Implementation Plan will be documented in redline/strikeout for record keeping. This task also includes two virtual

## EXHIBIT A

meetings with CCC to review/discuss received comments and collaborate on mutually agreed-upon solutions.

Michael Baker will work with the City to resubmit the Implementation Plan to CCC staff electronically, including both a clean PDF LUP and redline/strikeout files in Microsoft Word. Additional rounds of Coastal Commission review/comment are excluded from this scope and fee.

### *Task 2.5, Planning Commission/City Council Study Session*

Michael Baker will support City staff with one (1) study session with the City Council and one (1) study session with the Planning Commission. The purpose of the study session is to discuss the preparation process of the Implementation Plan, along with key findings from the deliverables. Our team will also discuss the Implementation Plan within the larger context of the LCP update and other key CCC policy areas of concern. A minimum of two (2) Michael Baker staff members will be available to answer technical questions related to the Implementation Plan, or the LCP update. Michael Baker will work with the City to prepare a presentation and handouts for City Council and Planning Commission staff.

### *Task 2.6, Implementation Plan Local Adoption*

Michael Baker will support City staff with one (1) Implementation Plan adoption hearing with the Planning Commission and one (1) local adoption hearing with the City Council. Michael Baker team members will be available to answer technical questions related to the Implementation Plan and overall LCP update. A minimum of two (2) Michael Baker staff members will support City staff in presenting the Implementation Plan for local adoption. Michael Baker will work with the City staff to prepare a presentation and supporting handouts. Michael Baker staff will also provide one round of review and comment on the Staff Report, prepared by the City Project Manager or other Community Development staff. This task assumes no further significant or substantial revisions to the Implementation will be required based on comments or feedback received by either the Planning Commission or City Council.

- Task 2.1: Prepare Administrative Draft Implementation Plan
- Task 2.2: Prepare Public Review Draft Implementation Plan
- Task 2.3: Response to 1<sup>st</sup> Round of Coastal Commission Review/Comment
- Task 2.4: Response to 2<sup>nd</sup> Round of Coastal Commission Review/Comment
- Task 2.5: Planning Commission/City Council Study Session
- Task 2.6: Implementation Plan Local Adoption

## **Task 3: Project Management and Meetings**

### *Task 3.1, Invoicing and Quarterly Reporting*

**EXHIBIT A**

The Michael Baker Project Manager (Noelle Anderson) will assist the City in preparing and submitting quarterly grant reports tracking milestone progress and completion. Once per quarter, Michael Baker shall provide an electronic summary document outlining task progress, key submittals, and other project notes to the City for review. The City will retain responsibility for submittal to OPC and CCC.

*Task 3.2, Internal Coordination and Meetings*

Michael Baker will be available for on-going in-person and virtual meetings with the City and representatives from the Environmental Quality Control Board (EQCB), to discuss key project deliverables, schedule, and other major milestones. Michael Baker will prepare meeting collateral, including agenda, meeting minutes, and other materials required for discussion. This task assumes a maximum of sixteen (16) internal coordination meetings over the grant period of performance.

*Task 3.3, External Coordination and Meetings*

Michael Baker will be available for on-going virtual meetings with the City and CCC (or other external stakeholders) to discuss LCP content, receive feedback/input, and discuss schedule/major milestones. Michael Baker will prepare meeting collateral, including an agenda, meeting minutes, and other materials required for discussion. This task assumes a maximum of sixteen (16) external coordination meetings over the grant period of performance.

- Task 3.1: Invoicing and Quarterly Reporting
- Task 3.2: Internal Coordination and Meetings
- Task 3.3: External Coordination and Meetings

**C. SCHEDULE**

Project start/end dates: November 1, 2024 – October 31, 2027

TASK	TIMELINE
<b>Task 1. Land Use Plan – Finalization</b>	<b>November 1, 2024 – April 30, 2026</b>
Task 1.1: Kick-Off Meeting and Background Data Review	November 30, 2024
Task 1.2: Response to 2 <sup>nd</sup> Round of Coastal Commission Review and Comment	November 1, 2024 – April 30, 2025
Task 1.3: Response to 3 <sup>rd</sup> Round of Coastal Commission Review and Comment	April 1, 2025 – October 31, 2025
Task 1.4: Planning Commission Study Session	November 1, 2025 – April 30, 2026
Task 1.4: City Council Study Session	November 1, 2025 – April 30, 2026
Task 1.5: LUP Local Adoption	April 30, 2026



**EXHIBIT A**

Outcome/Deliverables: a. 2 <sup>nd</sup> Round Coastal Commission LUP Review / Comment b. 3 <sup>rd</sup> Round Coastal Commission LUP Review / Comment c. Final Approved LUP	a. April 30, 2025 b. October 31, 2025 c. April 30, 2026
<b>Task 2. Implementation Plan Preparation and Finalization</b>	<b>April 1, 2026 – October 31, 2027</b>
Task 2.1: Prepare Administrative Draft Implementation Plan	October 1, 2025 – April 30, 2026
Task 2.2: Prepare Public Review Draft Implementation Plan	April 30, 2026
Task 2.3: Response to 1 <sup>st</sup> Round of Coastal Commission Review and Comment	April 1, 2026 – October 31, 2026
Task 2.4: Response to 2 <sup>nd</sup> Round of Coastal Commission Review and Comment	October 1, 2026 – April 30, 2027
Task 2.5: Planning Commission Study Session	April 1, 2027 – October 31, 2027
Task 2.5: City Council Study Session	April 1, 2027 – October 31, 2027
Task 2.6: Implementation Plan Local Adoption	October 31, 2027
Outcome/Deliverables: a. Administrative Draft Implementation Plan b. 1 <sup>st</sup> Round Coastal Commission IP Review/Comment c. 2 <sup>nd</sup> Round Coastal Commission IP Review/Comment d. Final Approved IP	a. April 30, 2026 b. October 31, 2026 c. April 30, 2027 d. October 31, 2027
<b>Task 3. Project Management and Meetings</b>	<b>November 1, 2024 – October 31, 2027</b>
Task 3.1: Invoicing and Quarterly Reporting	Ongoing/As Needed
Task 3.2: Internal Coordination and Meetings	Ongoing/As Needed
Task 3.3: External Coordination and Meetings	Ongoing/As Needed

**D. BENCHMARK SCHEDULE**

<b>ACTIVITY</b>	<b>COMPLETION DATE</b>
Kick-Off Meeting	November 30, 2024
LUP – Response to 2 <sup>nd</sup> Round of Coastal Commission Comments	April 30, 2025
LUP – Response to 3 <sup>rd</sup> Round of Coastal Commission Comments	October 31, 2025
Implementation Plan – Administrative Draft	April 26, 2026

**EXHIBIT A**

Implementation Plan – 1 <sup>st</sup> Round of Coastal Commission Comments	October 31, 2026
Implementation Plan – 2 <sup>nd</sup> Round of Coastal Commission Comments	April 30, 2027
Internal/External Meetings and Coordination	Ongoing/As Needed

## **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 “Deputy Executive Director”; the Deputy Executive 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<sup>®</sup> 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.

**EXHIBIT A1**

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**  
**(Local Coastal Programs)**

<i>City of Seal Beach</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>LABOR COSTS<sup>1</sup></b>			
<b>County/City Staff Labor</b>			
<b>Task 1 – Land Use Plan Finalization</b>	\$20,000	-	\$20,000
<b>Task 2 – Implementation Plan Preparation and Finalization</b>	\$20,000	-	\$20,000
<b>Task 3 – Project Management and Meetings</b>	\$10,000	-	\$10,000
<b>Total Labor Costs</b>	\$50,000	\$0	\$50,000
<b>DIRECT COSTS</b>			
<b>County/City Staff Project Supplies</b>			
A	-	-	\$0
<b>Total</b>	\$0	\$0	\$0
<b>County/City Staff Travel In State<sup>2</sup></b>			
Mileage	-	-	\$0
Hotel, etc.	-	-	\$0
<b>Total</b>	\$0	\$0	\$0
<b>Consultants<sup>3</sup>/Partners</b>			
<b>Task 1 – Land Use Plan Finalization</b>	<b>\$161,773</b>	-	<b>\$161,773</b>
<b>Task 2 – Implementation Plan Preparation and Finalization</b>	<b>\$219,389</b>	-	<b>\$219,389</b>
<b>Task 3 – Project Management and Meetings</b>	<b>\$68,838</b>	-	<b>\$68,838</b>
<i>Consultants Total</i>	<i>Subtotal \$450,000</i>	<i>Subtotal \$0</i>	<i>Subtotal \$450,000</i>
<b>OVERHEAD/INDIRECT COSTS<sup>4</sup></b>			
<b>Total County/City Staff Overhead/Indirect Costs</b>	\$0	\$0	\$0

<sup>1</sup> Amount requested should include total for salary and benefits.

<sup>2</sup> Travel reimbursement rates are the same as similarly situated state employees.

<sup>3</sup> All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

<sup>4</sup> 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."

**EXHIBIT B**

<i>City of Seal Beach</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>TOTAL PROJECT COST</b>	\$500,000	\$0	\$500,000

**EXHIBIT B1**

**BUDGET DETAIL AND PAYMENT PROVISIONS**  
**(Local Coastal Programs)**

**1. Request for Funds**

- A. For performance of activities satisfactorily rendered during the term of this Agreement (as specified in EXHIBITS A and B), and upon receipt and approval of the Request for Funds Form described below (also referred to as the “RFF Form”), the Commission agrees to reimburse Grantee for actual expenditures incurred in accordance with the rates specified herein or attached hereto.
- B. Grantee shall submit each RFF form no more frequently than monthly (except as requested by the Commission) but no less frequently than quarterly (assuming activity occurred within that quarter) in arrears via email (preferred method) to your LCP grant coordinator or mailed in triplicate to:

California Coastal Commission Attn: Shahar Amitay, Coastal Program Analyst II 301 E Ocean Blvd, Suite 300 Long Beach, CA 90802	California Coastal Commission Attn: Jasmine Han, Associate Governmental Program Analyst 301 E Ocean Blvd, Suite 300 Long Beach, CA 90802
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- C. Each RFF form shall contain the following information:
  - 1. Grantee’s name and address as shown in this Agreement.
  - 2. Invoice number and date of the RFF
  - 3. Time period covered by the RFF form during which work was actually done.
  - 4. Agreement number as shown on this Agreement.
  - 5. Original or digital signature of the Grantee, specifically the Project Representative, as identified in EXHIBIT A.
  - 6. Itemized costs by tasks and source of funds as listed in the Scope of Work for the billing period in the same or greater level of detail as indicated in the Project Budget (see EXHIBIT B), with supporting documentation. Only those costs and/or cost categories expressly identified in this Agreement may be reimbursed.
  - 7. Remaining balance listed by task number from the Scope of Work including the cumulative expenditures to date, the expenditures during the reporting period, and the unexpended balance of funds under this Agreement.
  - 8. The total amount of all other funds, including matching funds, under the Grantee Matching Funds section of the RFF.

### EXHIBIT B1

- D. Attached to the RFF form, the Grantee shall submit a supporting progress report summarizing the work that was completed during the invoice period and the current status of the work for which disbursement is sought, including work by any consultant, and comparing it to the status required by the Scope of Work (budget, timeline, tasks, etc.). Progress reports must be submitted no less frequently than on a quarterly basis, even if an RFF is not submitted.
- E. Notwithstanding the foregoing, the Grant Manager of the Commission may request, and the Grantee shall provide, receipts or other source documents for any other direct expenditure or cost as described in the RFF form, as and when necessary to resolve any issue concerning reimbursement.
- F. The Grantee's failure to fully execute and submit a RFF form, including attachment of supporting documents, may relieve the Commission of its obligation to disburse funds to the Grantee unless and until the Grantee corrects all deficiencies.
- G. Any RFF form that is submitted without the required itemization and documentation will be considered "disputed" and will not be authorized. If the RFF form package is incomplete, inadequate or inaccurate, the Commission will inform the Grantee and will withhold payment until all required information is received or corrected. In the case of non-compliance, the Commission will issue a formal Invoice Dispute Notification [STD (209)] and take necessary action in resolving any disputed matter(s). Any penalties imposed on the Grantee by a consultant, or other consequence, because of delays in payment will be paid by the Grantee and is not reimbursable under this Agreement.
- H. Grant Funds in this award have a limited period in which they must be expended. Grantee expenditures funded by the Commission must occur within the term of the Grant Agreement and before the Termination Date.
- I. The Grantee shall expend Grant Funds in the manner described in the Scope of Work and Project Budget approved by the State. Expenditure on items contained in the approved Project Budget may vary by as much as ten percent with prior approval by the Commission Grant Manager, provided the grantee first submits a revised Project Budget for the purpose of amending the Project Budget. In any event, the total amount of the Grant Funds may not be increased, except by written amendment to this agreement and only if approved by the Commission.



## EXHIBIT B1

### 2. **Budget Contingency Clause**

- A. It is mutually agreed that if the final Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Grant Program, this Agreement shall be of no further force and effect, and the Commission shall have no liability to pay any funds whatsoever to Grantee or to furnish any other consideration under this Agreement and Grantee shall not be obligated to continue performance under the provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this Grant Program, the Commission shall have the option at its sole discretion to either cancel this Agreement with no liability accruing to the Commission or enter into an agreement amendment with Grantee to reflect the reduced amount.

### 3. **Prompt Payment Clause**

Payment will be made no later than 45 days following receipt of properly submitted, undisputed invoices except as otherwise set forth in, and in each case in accordance with, the California Prompt Payment Act, Government Code section 927, et seq.