

**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>	<b>Grantee:</b>
California Coastal Commission	City of Half Moon Bay
Name: Kelsey Ducklow ("Grant Manager")	Name: Matthew Chidester City Manager
Address: 455 Market St. Suite 200, Room 228 San Francisco, CA 94105	Address: 501 Main Street Half Moon Bay, CA 94019
Phone: (415) 904-2335	Phone: 650-726-8272
Email: <a href="mailto:kelsey.ducklow@coastal.ca.gov">kelsey.ducklow@coastal.ca.gov</a>	Email: <a href="mailto:mchidester@halfmoonbay.gov">mchidester@halfmoonbay.gov</a>

3. Primary project contact:

<b>State Agency:</b>	<b>Grantee:</b>
California Coastal Commission	City of Half Moon Bay
Section/Unit: Statewide Planning	Section/Unit: Community Development
Name: Kelsey Ducklow ("Grant Coordinator")	Name: Leslie Lacko Community Development Director
Address: 455 Market St. Suite 200, Room 228 San Francisco, CA 94105	Address: 501 Main Street Half Moon Bay, CA 94019
Phone: (415) 687-9945	Phone: 650-824-4933
Email: <a href="mailto:kelsey.ducklow@coastal.ca.gov">kelsey.ducklow@coastal.ca.gov</a>	Email: <a href="mailto:llacko@halfmoonbay.gov">llacko@halfmoonbay.gov</a>

## EXHIBIT A

### SCOPE OF WORK

**Name of Local Government:** City of Half Moon Bay

**Name of Project:** Local Coastal Program Implementation Plan Update

**Funding Source:** General Fund

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

**Federal Tax ID#:** 94-6050299

**Budget Summary:**

CCC funding:	\$500,000
<u>Other funding:</u>	<u>\$361,000</u>
Total project cost:	\$861,000

**Term of Project:** 01/01/2026– 12/31/2027

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#### **A. PROJECT DESCRIPTION**

In this project, the City of Half Moon Bay will comprehensively update its 1996 Implementation Plan—including the zoning maps, zoning and subdivision codes contained primarily in Titles 17 and 18 of the City’s Municipal Code—to align the plan with the updated LUP (2020) and new state laws.

**Objectives:**

- Develop the zoning and procedural codes to implement the LUP.
- Incorporate into the IP measures to implement climate adaptation policies in LUP and Safety Element, including measures to address vegetation management for fire safety.
- Update the IP to promote social equity and environmental justice including the fair treatment of people of all races, cultures, incomes, and national origins.
- Create internal consistency with City planning documents and the Municipal Code.
- Consider mapping the CDP Categorical Exclusion Areas identified in the current IP.
- Map the Workforce Housing Overlay identified in the LUP.
- New state laws
  - Incorporate procedures for complying with new housing laws passed since the 2020 LUP was certified.
  - Consider an overlay for Objective Design Standards.

**EXHIBIT A****B. TASKS****Task 1. Develop RFP and Hire Consultant**

The City will require the help of a consultant for this comprehensive plan update. The project will begin with hiring the right team. Develop RFP to be consistent with grant stipulations and circulate widely. Review, evaluate and score responses. Interview and rank consultants. Hire a consultant and execute a contract.

**Task 1. Deliverables**

- Executed Consultant Contract

**Task 2. Project Administration and Management**

The City will manage and administer the project in accordance with the executed contracts between the Coastal Commission and the City and the consultant and the City. This includes evaluating consultant invoices and staff time to ensure that billed costs are eligible for reimbursement, approving consultant invoices in accordance with the terms of the contract, and monitoring the progress of the project. The City will manage agendas and notes for check-in meetings, quality assurance, track progress for on-time delivery of key project components, and coordinate with Coastal Commission staff. As part of project management, City staff will be responsible for reviewing and editing project deliverables for content and quality. The tasks to be accomplished are as follows:

2.1 Manage and administer the project according to the executed contract between the California Coastal Commission and the City.

2.2 Conduct regular check-ins with the consultant and with Coastal Commission staff to evaluate progress, identify and resolve any issues, and communicate effectively with the project team.

2.3 Conduct Progress Meetings at critical milestones of the project such as at completion of research and analysis, key community engagement activities, follow-up on Planning Commission/City Council study sessions to confirm direction and preparation for Planning Commission/ City Council approval hearing, LCP Amendment preparation, and Coastal Commission hearings.

2.4 Review project deliverables for content and quality. City staff involved in ongoing project administration will include Community Development staff (Director, Manager, Planning staff and Business and Admin Services staff), City Attorney's Office (Assistant City Attorney) City Manager, and Finance Department staff when necessary. The City will initiate a kick-off meeting with Coastal Commission staff and the consultant team to confirm project scope, schedule, processes and expectations, and clarify any outstanding questions.

## EXHIBIT A

### Task 2 Deliverables

- City/Coastal Commission staff kickoff meeting agenda & notes
- Quarterly grant Progress Reports and Requests for Funds (RFFs)

### Task 3. IP/Zoning Code and LCP Amendment Assessment

Conduct research and analysis of plans, policies, and municipal code and possibly develop a project phasing plan to accomplish the following:

- 3.1. HMB Amendment & CDP Data Table. Prepare a table of LCP Amendments and Coastal Development Permits approved since the 2020 LUP went into effect.
- 3.2. Comparison Table. Prepare a table of comparisons that builds on attached Appendix A from the LUP that outlines the changes necessary to develop an IP that is in alignment with the 2020 LUP and associated plans, as well as changes necessary to bring associated ordinances into alignment with the LCP.
- 3.3. Conflict Maps. Prepare maps that show conflicts between existing zoning and the 2020 LUP
- 3.4 Analysis and Identification Report. Prepare an analysis of the necessary changes/amendments that will need to be made to the IP and associated ordinances to bring them into alignment with the LUP and associated plans.
- 3.5 Framework for Update. Prepare a draft framework outline and possible phasing plan for review by the Planning Commission and City Council. The framework will cover how to update and revise the layout of the City's IP and associated ordinances to achieve the desired objectives outlined in the project description.
- 3.6 Presentation. Write staff report and present findings to Planning Commission and Council

Note: Planning Commission meetings are held on the 2nd and 4th Tuesdays of each month and City Council meetings are held on the 1st and 3rd Tuesdays of each month. It generally takes an item four to six weeks to go from Planning Commission to City Council, depending on the nature and complexity of the item.

### Task 3 Deliverables

- Memo with description of updates needed to IP and process for making updates
- Staff reports and presentations to Planning Commission, City Council, and community groups

### Task 4 Community Outreach

This task extends throughout the project, some elements of it may be repeated several times.

## EXHIBIT A

4.1 Develop a Community Outreach and Engagement Plan that would identify key check-in points with the community; format of meetings and outreach; list of key stakeholders, residents of all incomes, races and ethnic backgrounds, employees of local businesses, community- and faith-based organizations, development community, and staff from public agencies providing services in the area. The Plan will need to align with any Phasing Plan developed as a result of Task 3.

4.2 Prepare draft and final informational materials, community meeting presentation, social media postings, website postings, mailings, etc. In coordination with staff and the City's Communications Team.

4.3 Conduct outreach meetings with the community and applicable stakeholders as part of each phase, to seek early input and/or present draft zoning updates for feedback prior to adoption.

4.4 Capture and summarize input received from the community and integrate into final zoning updates as appropriate.

### Task 4 Deliverables

- Draft and final community outreach and engagement plan.
- Website content, outreach materials, presentation, postings.
- Summary of meetings held, community input received and key findings

### Task 5 Environmental Compliance (CEQA)

The City, as the lead agency, in consultation with the affected communities and the consultant, will define the scope of the environmental review, identifying the environmental issues that will be studied in detail. The majority of the project involves updates to the LCP IP. Section 21080.9 of the California Public Resources Code – within the California Environmental Quality Act (CEQA) – exempts local government from the requirement of preparing an environmental impact report (EIR) in connection with its activities and approvals necessary for the preparation and adoption of LCPs and LCP amendments.

Some of the code amendments in this project may extend beyond the IP and will be subject to CEQA review. For those amendments the City will conduct an Initial Study, the goal of which would be to assess if there are any additional potential environmental impacts from this project and identify ways to mitigate any significant effects if necessary. The tasks to be accomplished would be as follows:

5.1 Project scoping and technical analysis. The City will assess the extent of code updates outside of the LCP and analyze any potential environmental impacts of the proposed updates. The likely outcome of the initial study would be a Negative Declaration or Mitigated Negative Declaration and the budget associated with Task 5 reflects this.

## EXHIBIT A

5.2 Mitigation measures. If the analysis identifies significant impacts a document will be prepared that proposes mitigation measures to avoid, minimize, or offset these impacts.

5.3 Draft environmental document. Draft version of the environmental document will be released for public review, and include findings, analysis, and proposed mitigation measures.

5.4 Response to comments and final environmental document. Appropriate responses to comments received will be prepared, including any changes needed to the final environmental document.

### Task 5 Deliverables

- Draft CEQA document
- Final CEQA document

### Task 6 Updates to the IP and associated ordinances.

Draft updates to the IP and associated ordinances for alignment with the LUP.

6.1 Draft updates to the zoning code, zoning maps and associated ordinance to be consistent with the LUP (including policies related to coastal hazards, hazard adaptation and resiliency, social equity and environmental justice), Housing Element, Safety Element and new housing laws. Allow time for review by Coastal Commission staff. The new standards should be quantifiable and objective where applicable, in concise text, tables, and diagrams. They should clearly define permitted uses, inclusionary requirements, parking, building design, site design standards, and approval processes. The amendments will need to align with the Zoning Code Update Framework and any Phasing Plan outlined in Task 3.

6.2 Six-week review by CCC staff. Response by City staff, and discussion sessions to work through any differences.

6.3 Conduct community meetings to gather input (deliverable in Task 4)

6.4 Conduct study sessions before the Planning Commission and/or City Council to get input and direction and applicable policy options.

### Task 6 Deliverables

- Administrative draft IP for 6-week CCC staff review
- Revised draft IP reflecting agreed upon CCC staff recommendations
- Public draft IP and associated codes
- PC/CC study session agendas, reports, attachments, and presentations

## EXHIBIT A

### Task 7 IP Amendment Hearings

The IP and associated amendments will require review and approval by the Planning Commission and City Council prior to being sent to the Coastal Commission for certification. Upon Commission certification, the LCP IP amendments will be adopted by City Council. Coastal Commission certification and City Council adoption are not included in the grant proposal, but mentioned as part of the overall process.

7.1 Prepare draft materials, such as notices, agenda reports, ordinances, attachments, and presentations for public hearings to adopt the necessary Zoning Code and Zoning Map amendments before the Planning Commission and City Council.

7.2 Present proposed Zoning Code, Zoning Map and associated ordinance amendments and summarize community input to the Planning Commission and City Council with approval recommendations, and be prepared to respond to questions and comments.

### Task 7 Deliverables

- Planning Commission staff report, attachments, and presentations
- City Council staff report, attachments, and presentations
- Submittal of IP amendment to CCC staff per Coastal Commission LCP Amendment Submittal Materials.

### C. SCHEDULE

Start/End Dates: 01/01/26 - 12/30/2027

<b>Task 1. Develop RFP and Hire Consultant</b>	<b>January 15, 2026/March 30, 2026</b>
Deliverable	
a. Executed Consultant Contract	a. March 30, 2026
<b>Task 2. Project Management</b>	<b>January 15, 2026/December 30, 2027</b>
2.1 Manage according to contract	January 15, 2026/December 30, 2027
2.2 Conduct regular team check-ins	January 15, 2026/ December 30, 2027
2.3 Conduct progress meetings at critical milestones	January 15, 2026/ December 30, 2027
2.4 Review project deliverables	January 15, 2026/ December 30, 2027
Outcome/Deliverables	
a. Kick-off meeting agenda & notes	a. April 2026
b. Quarterly grant progress reports & requests for funds	b. April 2026/ December 30, 2027
<b>Task 3. IP/Zoning Code &amp; LCP Amendment Assessment</b>	<b>April 2026/October 31, 2026</b>
3.1 HMB Amendment 7 CDP Data Table	April/May 2026
3.2 Comparison Table	May 2026
3.3 Conflict Maps	May/June 2026

**EXHIBIT A**

3.4 Analysis & Identification Report	June/July 2026
3.5 Framework for update	June/July 2026
3.6 Presentations	August – October 31, 2026
Outcome/Deliverables	
a. Summary memo of IP/code updates	a. July 30, 2026
b. Staff report & presentations	b. October 31, 2026
<b>Task 4. Community Outreach</b>	<b>January 15, 2026/January 30, 2028</b>
4.1 Outreach & Engagement Plan	April 1, 2026/May 30, 2026
4.2 Informational materials	June 1, 2026/July 30, 2026
4.3 Conduct meetings	August 1, 2026/ December 30, 2027
4.4 Summarize public input	August 1, 2026/ December 30, 2027
Outcome/Deliverables	
a. Draft and final Outreach & engagement Plan	a. May 30, 2026
b. Website content, outreach materials	b. July 30, 2026
c. Summary of meetings, input, key findings	c. December 30, 2027
<b>Task 5. Environmental Compliance</b>	<b>November 1, 2026/April 31, 2027</b>
5.1 Project Scoping & Technical Analysis	November 1, 2026/February 38, 2027
5.2 Mitigation Measures (if needed)	February 2027
5.3 Draft CEQA document	February 2027/March 30, 2027
5.4 Response to comments	April 1, 2027/April 30, 2027
Outcome/Deliverables	
a. Draft CEQA document	a. April 30, 2027
b. Final CEQA document	b. December 31, 2027 (for adoption)
<b>Task 6. Updates to IP &amp; Associated Ordinances</b>	<b>November 1, 2026/September 30, 2027</b>
6.1 Draft updates to IP and associated ordinances	November 2026/ December 30, 2027
6.2 CCC staff review, City staff response, and discussions	March 1, 2027/May 31, 2027
6.3 Community outreach	June 1, 2027/July 31, 2027
6.4 Planning Commission and Council Workshops	August 1, 2027/September 30, 2027

**EXHIBIT A**

Outcome/Deliverables	
<ul style="list-style-type: none"> <li>a. Draft IP for 6-week CCC staff review</li> <li>b. Revised draft IP reflecting agreed upon input</li> <li>c. Public Draft IP</li> <li>d. PC/CC study session materials</li> </ul>	<ul style="list-style-type: none"> <li>a. March 1, 2027</li> <li>b. May 31, 2027</li> <li>c. July 1, 2027</li> <li>d. August 2027</li> </ul>
<b>Task 7. IP &amp; Code Amendment Hearings</b>	<b>October 1, 2027/January 30, 2028</b>
7.1 Prepare materials for PC & Council	October 1, 2027/December 31, 2027
7.2 Present to PC & Council for approval of amendments	November 1, 2027/ December 30, 2027
Outcome/Deliverables	
<ul style="list-style-type: none"> <li>a. PC meeting materials</li> <li>b. Council meeting materials</li> <li>c. Submit IP/LCP amendment to CCC</li> </ul>	<ul style="list-style-type: none"> <li>a. October 2027</li> <li>b. November 1, 2027/December 31, 2027</li> <li>c. December 30, 2027</li> </ul>

**D. BENCHMARK SCHEDULE**

ACTIVITY	COMPLETION DATE
Executed Consultant Contract	March 30, 2026
Outreach and engagement plan	May 31 2026
Staff report and presentation on IP/code updates	October 31, 2026
Draft IP for review	March 1, 2027
Final CEQA document	December 31, 2027
Staff reports and recommendations for PC & Council	December 31, 2027

## 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® 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 Half Moon Bay</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>LABOR COSTS</b>			
<b>County/City Staff Labor</b>			
<i>Task 1 – Hire Consultant</i>		<b>\$3,000</b>	<b>\$3,000</b>
<i>Task 2 – Project Management</i>		<b>\$158,000</b>	<b>\$158,000</b>
<b>Total Labor Costs</b>		<b>\$161,000</b>	<b>\$161,000</b>
<b>DIRECT COSTS</b>			
<b>Consultants/Partners</b>			
Consultant			
<i>Task 2 – Project Management</i>	<b>\$80,000</b>	<b>(see above)</b>	<b>\$80,000</b>
<i>Task 3 – Analysis &amp; memo for IP, associated code updates</i>	<b>\$90,000</b>	<b>\$40,000</b>	<b>\$130,000</b>
<i>Task 4 – Community Outreach</i>	<b>\$120,000</b>	<b>\$50,000</b>	<b>\$170,000</b>
<i>Task 5 – Environmental Compliance</i>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>
<i>Task 6 – Draft IP &amp; associated code updates</i>	<b>\$120,000</b>	<b>\$40,000</b>	<b>\$160,000</b>
<i>Task 7 – Public Hearings</i>	<b>\$90,000</b>	<b>\$60,000</b>	<b>\$150,000</b>
<b>Consultants Total</b>			<b>\$680,000</b>
<b>Total Direct Costs</b>	<b>\$500,000</b>	<b>\$200,000</b>	<b>\$700,000</b>
<b>TOTAL PROJECT COST</b>	<b>\$500,000</b>	<b>\$361,000</b>	<b>\$861,000</b>

**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: Jasmine Han, Associate Governmental Program Analyst 301 E Ocean Blvd, Suite 300 Long Beach, CA 90802	California Coastal Commission Attn: Carey Batha 455 Market Street, Suite 200, Room 228 San Francisco, CA 94105
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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.

**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

**EXHIBIT B1**

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.