

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:

State Agency: California Coastal Commission	Grantee: City of Huntington Beach
Name: Kelsey Ducklow ("Grant Manager")	Name: Jennifer Villaseñor Community Development Director
Address: 455 Market St. Suite 200, Room 228 San Francisco, CA 94105	Address: 2000 Main Street, Huntington Beach, CA 92648
Phone: (415) 904-2335	Phone: (714) 536-5271
Email: kelsey.ducklow@coastal.ca.gov	Email: jvillaseñor@surfcity-hb.org

3. Primary project contact:

State Agency: California Coastal Commission	Grantee: City of Huntington Beach
Section/Unit:	Section/Unit:
Name: Karen Vu Environmental Scientist	Name: Ricky Ramos Planning Manager
Address: 455 Market St. Suite 200, San Francisco, CA 94105	Address: 2000 Main Street, Huntington Beach, CA 92648
Phone: (415) 729-1169	Phone: (714) 536-5624
Email: karen.vu@coastal.ca.gov	Email: ramos@surfcity-hb.org

EXHIBIT A

SCOPE OF WORK

Name of Local Government: City of Huntington Beach [*Note that the name of the local government will be used throughout the grant agreement and will be the name that the State Controller uses when issuing checks*]

Name of Project: Huntington Beach Comprehensive Local Coastal Program Update

Funding Source: General Fund

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 95-6000723

Budget Summary:

CCC funding:	\$499,000
Other funding:	<u> [XX] </u>
Total project cost:	\$499,000

Term of Project: 11/01/2025 (or grant agreement execution date) – 12/31/2027

A. PROJECT DESCRIPTION

The project includes the remaining phases of the current Huntington Beach Comprehensive Local Coastal Program Update. With the initial grant LCP-19-11 the City of Huntington Beach was able to complete a Sea Level Rise Vulnerability Assessment Update which was approved by Coastal Commission staff in January 2022. A draft Coastal Resiliency Plan Update has also been prepared and is ready for public review. The remaining phases proposed to be completed under a new grant includes completing a final Coastal Resiliency Plan Update, a comprehensive update to the Coastal Element (primarily to account for sea level rise policy requirements, but also account for policy changes under other topical areas), and an update to the City's existing Floodplain Ordinance (Implementation Plan).

B. TASKS

Task 1 – Sea Level Rise Vulnerability Assessment Update

Consultant will prepare an update to the 2021 Sea Level Rise Vulnerability Assessment Report, to incorporate updated modeling and vulnerability considerations at the former Magnolia Tank Farm Area. The Consultant will review the recently prepared Local Coastal Program Amendment, including technical documents and findings from both Anchor and Q3 that demonstrated sea level rise will not have significant impacts in the former Magnolia Tank Farm Area within the southern portion of Huntington Beach. The Consultant will also

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update the Digital Terrain Model (DTM) surface of the former Magnolia Tank Farm area using their proposed topographic information for the housing project. The City will provide the proposed topographic surface of the former Magnolia Tank Farm area in digital form (AutoCAD or GIS shapefile). The Consultant will also prepare an updated sea level rise inundation maps based on the updated DTM surface for the former Magnolia Tank Farm area. It is anticipated the four sea level rise scenarios from the prior study will remain the same, and the vulnerability map update will be limited to the former Magnolia Tank Farm area. No new modeling is proposed.

In addition, the Consultant will update the 2021 Sea Level Rise Vulnerability Assessment Report according to the latest 2024 Ocean Protection Council (OPC) and California Coastal Commission (CCC) guidance. The previous 2021 Sea Level Rise Vulnerability Assessment Report was prepared based on the 2018 OPC and CCC guidance, and the H++ scenario is no longer applicable based on the latest SLR science. This scope includes one round of comments from the City and one round of comments from the CCC.

Task 1 Outcomes/Deliverables

- Draft Sea Level Rise Vulnerability Assessment Update
- Final Sea Level Rise Vulnerability Assessment Update

Task 2 – Coastal Resiliency Plan Update

2.1 Draft CRP Review with Coastal Commission

Consultant will provide support and responses to one (1) additional round of CCC review/comment on the Coastal Resiliency Plan (CRP) prior to public review. The City submitted the draft CRP to CCC in May 2023, and the Consultant will review and respond to feedback received on the CRP. This scope includes two (2) coordination meetings with CCC to review feedback received on the draft CRP and answer additional questions as necessary. It is anticipated that the CCC review on the CRP will take sixty (60) days, after which the CRP will be published for public review and comment.

2.2 Stakeholder Meetings and Interviews

Consultant will provide support and responses to one (1) additional round of CCC review/comment on the Coastal Resiliency Plan (CRP) prior to public review. The City submitted the draft CRP to CCC in May 2023, and the Consultant will review and respond to feedback received on the CRP. This scope includes two (2) coordination meetings with CCC to review feedback received on the draft CRP and answer additional questions as necessary. It is anticipated that the CCC review on the CRP will take sixty (60) days, after which the CRP will be published for public review and comment.

2.2 Stakeholder Meetings and Interviews

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Consultant will support City staff in hosting six (6) small-group stakeholder meetings with representatives from relevant internal or external organizations with a vested interest in the LCP Update. These meetings are anticipated to occur after CRP content is finalized. Consultant understands the CRP and Coastal Element Update have important implications for a variety of stakeholders and finds small-group meetings a helpful way to build consensus, garner buy-in and receive helpful input for future deliverables. Relevant stakeholders are anticipated to include: elected officials, City staff (public works, administration, etc.), resource agency staff (federal, state, and regional), environmental organizations, real estate developers/property owners, business districts or neighborhood groups/HOAs, tribal entities, and members of/representing environmental justice communities. Consultant will work with City staff to identify relevant stakeholders and organize small-group discussions. It is anticipated each meeting will include two (2) to four (4) stakeholders.

Consultant will provide all meeting collateral, including agendas, sign-in sheets, presentation/hand-outs, and detailed meeting minutes. At the conclusion of the stakeholder meeting series, consultant will prepare a stakeholder meeting summary to document input and findings for the CRP/Coastal Element Update. Meetings may be hosted virtually or in-person at Huntington Beach City Hall. Consultant assumes City staff will be responsible for securing the meeting location and for stakeholder meeting invitations.

2.3 City Council and Planning Commission VA/CRP Study Sessions

Consultant will support City staff with one (1) study session with the City Council and one (1) study session with the Planning Commission. It is anticipated that these study sessions will occur after the CRP content is finalized and stakeholder meeting series has concluded. The purpose of the study session is to discuss the preparation process of the VA and CRP, along with key findings from both deliverables. Our team will also discuss the VA and CRP within the larger context of the LCP update and other key CCC policy areas of concern. Consultant staff members will be available to answer technical questions related to the VA, CRP, or the LCP update. Consultant will ensure that the results of the VA are clearly discussed in the CRP and that they inform resiliency goals and measures. Consultant will work with the City to prepare a presentation and handouts for City Council and Planning Commission.

2.4 Public Workshop

Consultant will facilitate and attend one (1) in-person public workshop focused on the content and findings from the Vulnerability Assessment (VA) and CRP. Consultant team will work with the City to determine the best location, approach, and specific content of the outreach event. It is anticipated that this public workshop will occur after the CRP content is finalized and stakeholder meeting has concluded. It is anticipated the public workshop will include a presentation along with interactive activities where participants can provide

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input. Consultant will be responsible for preparing all public workshop content, including the agenda, presentation, boards/graphics, sign-in sheet, comment cards, and similar. At the conclusion of the outreach event, consultant will prepare a public workshop summary to inform City staff, CCC staff, elected officials, and the LCP. Consultant staff members will attend the public workshop, present VA/CRP findings, and be available for questions.

Consultant assumes the City will be responsible for securing the event venue and noticing the event. Consultant will design one promotional piece (flyer, newsletter graphic, or similar) for the event to publicize the opportunity to participate. The promotional piece will be provided to the City for review, with one round of revisions. The City will be responsible for dissemination of the promotional piece through the City's website, social media platform, newsletters, printing mailings, or similar.

Task 2 Outcomes/Deliverables

- Draft Coastal Resiliency Plan
- Public Review Coastal Resiliency Plan
- Stakeholder Meeting, Study Session, and Public Workshop Materials
- Final Coastal Resiliency Plan (that responds to/incorporates stakeholder and public input)

Task 3 – Coastal Element Update

3.1 Draft Coastal Element Update

Based on the data collected in the above tasks (Sea Level Rise Vulnerability Assessment and Coastal Resiliency Plan) and policy framework, the consultant will identify components of the General Plan Coastal Element, which functions as the Land Use Plan component of the City's certified LCP, that warrant modification. This update is to primarily to account for sea level rise policy requirements, but policy updates/additions in other topical areas are anticipated as well.

After identifying these elements and the feedback gathered in the public outreach meetings conducted as part of Task 2, the consultant will develop a Draft Coastal Element Update. The City and Consultant will coordinate with CCC for one round of review/comment prior to preparing the public review draft Coastal Element Update. CCC staff will have sixty (60) days to review the Draft Coastal Element. The City and Consultant will then collaborate with CCC to incorporate feedback from one round of comments.

The Draft Coastal Element will then be posted on the City's website and distributed to interested parties for comments. After public review, the City will address and incorporate CCC staff and public input into a revised draft of the Coastal Element Update.

3.2 Public Workshop

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Consultant will facilitate and attend one (1) in-person public workshop focused on the content and findings from the Coastal Element/LCP Update. It is anticipated this public workshop timing will align with the publish date of the Public Review Coastal Element. The Consultant team will work with the City to determine the best location, approach, and specific content of the outreach event. It is anticipated the public workshop will include a presentation along with interactive activities where participants can provide input. Consultant will be responsible for preparing all public workshop content, including the agenda, presentation, boards/graphics, sign-in sheet, comment cards, and similar.

At the conclusion of the outreach event, Consultant will prepare a public workshop summary to inform City staff, CCC staff, elected officials, and the LCP. Consultant staff members will attend the public workshop, present the Coastal Element update, and be available for questions. Consultant assumes the City will be responsible for securing the event venue and noticing the event. Consultant will design one promotional piece (flyer, newsletter graphic, or similar) for the event to publicize the opportunity to participate. The promotional piece will be provided to the City for review, with one round of revisions. The City will be responsible for dissemination of the promotional piece through the City's website, social media platform, newsletters, printing mailings, or similar.

3.3 Draft Coastal Element Review with Coastal Commission (2 Round of Additional Review)

Consultant will provide support and responses to two (2) additional rounds of CCC review/comment on the draft Coastal Element. This task also includes four (4) virtual meetings with CCC staff to review and discuss received comments and collaborate on mutually agreed-upon solutions for Huntington Beach. It is anticipated that CCC reviews will occur within a thirty (30) day period.

3.4 Final Coastal Element Update

Consultant will review all received comments on the public review draft Coastal Element, for potential incorporation into the final ordinance. All comments received by the City shall be submitted to consultant and documented into a Public Comment and Revision Summary. Consultant will incorporate comments into the final Coastal Element; if comments received are not incorporated, Consultant will provide documentation for the reasoning behind such decision. All plans will credit the financial contribution of the grant program on the cover of the report.

3.5 Planning Commission and City Council Adoption

Presentation by Consultant and City staff on the final Coastal Element Update at one Planning Commission and one City Council meeting. Resolve any issues, if applicable. Adopt final City of Huntington Beach Coastal Element Update for the City's LCP and submit to the Coastal Commission for certification along with necessary/appropriate supporting documents and information.

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Task 3 Deliverables:

- Draft Coastal Element Update
- Public Review Coastal Element Update
- Public Workshop Materials
- Two (2) additional rounds of CCC staff review on the Coastal Element Update
- Final Coastal Element Update
- Locally-Adopted Coastal Element Update submitted to CCC for certification

Task 4 – Floodplain Ordinance Update

4.1 Draft Floodplain Ordinance Update

Based on the data collected from the previous tasks, the Consultant will identify components of the City's Floodplain Ordinance (Implementation Plan) that warrant modification. This update is anticipated to primarily account for sea level rise policy requirements, with minor text cleanup on other topical areas. After identifying these elements and the feedback gathered in the public outreach meetings conducted as part of the previous task, the Consultant will develop a Draft Floodplain Ordinance Update. The FEMA required components of the Floodplain Ordinance will remain unchanged. The City and Consultant will coordinate with CCC for one round of review/comment prior to preparing the Public Review Draft Floodplain Ordinance Update. CCC staff will have thirty (30) days to review the Draft Floodplain Ordinance Update. The City and Consultant will then collaborate with CCC to incorporate feedback from one round to comments.

The Public Review Draft Floodplain Ordinance Update will then be posted on the City's website and distributed to interested parties for comments. After public review, the City will address and incorporate CCC staff and public input into a revised draft of the Floodplain Ordinance Update.

4.2 Public Workshop

Consultant will facilitate one (1) in-person public workshop focused on the content and findings from the Floodplain Ordinance Update. It is anticipated this public workshop timing will align with the publish date of the Public Review Floodplain Ordinance Update. The Consultant team will work with the City to determine the best location, approach, and specific content of the outreach event. It is anticipated the public workshop will include a presentation along with interactive activities where participants can provide input. Consultant will be responsible for preparing all public workshop content, including the agenda, presentation, boards/graphics, sign-in sheet, comment cards or similar.

At the conclusion of the outreach event, Consultant will prepare a public workshop summary to inform City staff, CCC staff, elected officials and the LCP. Consultant staff members will attend the public workshop, present the Coastal Element update, and be

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available for questions. Consultant assumes the City will be responsible for securing the event venue and noticing the event. Consultant will design one promotional piece (flyer, newsletter graphic, or similar) for the event to publicize the opportunity to participate. The promotional piece will be provided to the City for review, with one round of revisions. The City will be responsible for dissemination of the promotional piece through the City's website, social media platform, newsletters, printing mailings, or similar.

4.3 Draft Floodplain Ordinance Review with Coastal Commission (2 Round of Additional Review)

Consultant will provide support and resources to two (2) additional rounds of CCC review/comment on the draft Floodplain Ordinance. This task also includes four (4) virtual meetings with CCC staff to review and discuss received comments and collaborate on mutually agreed-upon solutions for Huntington Beach. It is anticipated that CCC reviews will occur within a thirty (30) day period.

4.4 Final Floodplain Ordinance Update

Consultant will review all received comments on the public review draft Floodplain Ordinance Update, for potential incorporation into the final ordinance. All comments received by the City shall be submitted to consultant and documented into a Public Comment and Revision Summary. Consultant will incorporate comments into the final Floodplain Ordinance; if comments received are not incorporated, Consultant will provide documentation for the reasoning behind such decision. All plans will credit the financial contribution of the grant program on the cover of the report.

4.5 Planning Commission and City Council Adoption

In coordination with the City's project management team, Consultant shall support City staff for one (1) study session with the Planning Commission. The study session purpose shall be to discuss the Floodplain Ordinance Update preparation process, public outreach and the next steps toward adoption. Consultant will prepare a PowerPoint presentation and handout materials to aid in this discussion. After study session facilitation, consultant will attend one (1) hearing with the Planning Commission and one (1) hearing with the City Council to assist in local adoption. Consultant will be available to answer technical questions.

Task 4 Outcomes/Deliverables:

- Draft Floodplain Ordinance Update
- Public Review Floodplain Ordinance Update
- Public Workshop Materials
- Two (2) additional rounds of CCC staff review on the Floodplain Ordinance Update
- Final Floodplain Ordinance Update
- Locally-Adopted Floodplain Ordinance Update submitted to CCC for certification

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Task 5 – Project Management, Meetings and Consultant Support on Certification

5.1 Invoicing and Quarterly Reporting

Consultant will assist the City in preparing and submitting quarterly grant reports tracking milestone progress and completion. Once per quarter, consultant 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 CCC.

5.2 Internal Coordination and Meetings

Consultant will be available for on-going in-person and virtual meetings with the City, to discuss key project deliverables, schedule, and other major milestones. Consultant will prepare meeting collateral, including agenda, meeting minutes, and other materials required for discussion. This task assumes a maximum of eight (8) internal coordination meetings. This task other includes budget for the Consultant's Other Direct Costs (ODC), such as travel/milage, reproduction, and other miscellaneous expenses necessary for project completion.

5.3 Coastal Element (LUP) Certification

Consultant will support the City during the LUP certification process, including preparing the application, coordinating schedules, developing hearing materials, and providing technical support during the CCC hearing. This task assumes the Coastal Element/LUP and the Floodplain Ordinance/IP will be certified by CCC separately.

5.4 Floodplain Ordinance (IP) Certification

Consultant will support the City during the IP certification process, including preparing the application, coordinating schedules, developing hearing materials, and providing technical support during the CCC hearing. This task assumes the Coastal Element/LUP and the Floodplain Ordinance/IP will be certified by CCC separately.

Task 5 Outcomes/Deliverables:

- Invoice packages and quarterly reports
- Certified Coastal Element/LUP
- Certified Floodplain Ordinance/IP

Task 6 – Public Notification

The City proposes hiring a service to print and mail public notices to Huntington Harbour and Sunset Beach area property owners for the various public workshops and hearings before the Planning Commission and City Council. These areas were selected for mailed notification because they are projected to be most impacted by sea level rise.

EXHIBIT A**C. SCHEDULE**

Project start/end dates: November 1, 2025 (or date of grant execution) to December 31, 2027

Task 1. Sea Level Rise Vulnerability Assessment Update	January 2026 – March 2026
1.1 Sea Level Rise Vulnerability Assessment Update	January 2026 – March 2026
Outcome/Deliverables: a. Sea Level Rise Vulnerability Assessment Update	a. 03/01/2026
Task 2. Coastal Resiliency Plan Update (CRP)	January 2026 – May 2026
2.1 Draft CRP Review with Coastal Commission	January 2026 – May 2026
2.2 Stakeholder Meetings and Interviews	March 2026 – April 2026
2.3 City Council and Planning Commission VA/CRP Study Sessions	March 2026 – April 2026
2.4 Public Workshop	April – May 2026
Outcome/Deliverables a. Draft Coastal Resiliency Plan b. Public Review Coastal Resiliency Plan c. Stakeholder Meeting, Study Session, and Public Workshop Materials d. Final Coastal Resiliency Plan (that responds to/incorporates stakeholder and public input)	a. 01/15/2026 b. 03/02/2026 c. 4/30/2026 d. 5/31/2026
Task 3. Coastal Element Update (LUP)	April 2026 – December 2026
3.1 Draft Coastal Element Update	April 2026 – August 2026
3.2 Public Workshop	September 2026
3.3 Draft Coastal Element Review with Coastal Commission (2 Rounds of Additional Review)	September 2026 – December 2026
3.4 Final Coastal Element	November 2026 - December 2026
3.5 Planning Commission and City Council Adoption	January 2027 – March 2027
Outcome/Deliverables a. Draft Coastal Element Update b. Public Workshop c. Final Coastal Element	a. 8/31/2026 b. 9/30/2026 c. 12/31/2026
Task 4. Floodplain Ordinance (IP)	January 2027 – December 2027
4.1 Draft Floodplain Ordinance Update	January 2027 – March 2027
4.2 Public Workshop	April 2027

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4.3 Draft Floodplain Ordinance Review with Coastal Commission (2 Rounds of Additional Review)	March 2027 – August 2027
4.4 Final Floodplain Ordinance Update	August 2027 – September 2027
4.5 Planning Commission and City Council Adoption	September 2027 – December 2027
Outcome/Deliverables <ul style="list-style-type: none"> a. Draft Floodplain Ordinance Update b. Public Workshop c. Final Floodplain Ordinance Update 	<ul style="list-style-type: none"> a. 3/31/2027 b. 4/30/2027 c. 12/31/2027
Task 5. Project Management, Meetings, and Consultant Support on Certification	March 2027 – December 2027
5.1 Invoicing and Quarterly Reporting	Ongoing
5.2 Internal Coordination and Meetings	Ongoing
5.3 Coastal Element (LUP) Certification	March 2027 – December 2027
5.4 Floodplain Ordinance (IP) Certification	Anticipated to occur outside of this grant term
Outcome/Deliverables <ul style="list-style-type: none"> a. Invoice and Quarterly Reporting b. Internal Coordination and Meetings c. Coastal Element (LUP) Certification d. Floodplain Ordinance (IP) Certification 	<ul style="list-style-type: none"> a. Ongoing b. Ongoing c. 12/31/2027 d. May occur outside of grant term

D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Final Sea Level Rise Vulnerability Assessment	3/31/2026
Final Coastal Resiliency Plan	5/31/2026
Draft Coastal Element	8/30/2026
Final Coastal Element	12/31/2026
Draft Floodplain Ordinance (IP)	3/31/2027
Certified Coastal Element (LUP)	12/31/2027
Final Floodplain Ordinance (IP)	12/31/2027
Certified Floodplain Ordinance (IP)	Anticipated to occur outside of this grant term

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.

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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>Jurisdiction Name</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
LABOR COSTS¹			
County/City Staff Labor			
Task 1 – Sea Level Rise Vulnerability Assessment Update	\$0.00		\$0.00
Task 2 – Coastal Resiliency Plan (CRP) Update	\$5,000.00		\$5,000.00
Task 3 – Coastal Element Update (LUP)	\$5,000.00		\$5,000.00
Task 4 – Floodplain Ordinance Update (IP)	\$5,000.00		\$5,000.00
Task 5 – Project Management, Meetings and Consultant Support on Certification	\$5,000.00		\$5,000.00
Total Labor Costs	\$20,000.00		\$20,000.00
DIRECT COSTS			
County/City Staff Project Supplies			
A			
B, etc.			
Total			
County/City Staff Travel in State²			
Mileage			
Hotel, etc.			
Total			
Consultants³/Partners			
Consultant A			
Task 1 – Sea Level Rise Vulnerability Assessment Update	\$30,000.00		\$30,000.00

¹ Amount requested should include total for salary and benefits.

² Travel reimbursement rates are the same as similarly situated state employees.

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

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<i>Jurisdiction Name</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<i>Task 2 – Coastal Resiliency Plan (CRP) Update</i>	\$78,000.00		\$78,000.00
<i>Task 3 – Coastal Element Update (LUP)</i>	\$135,000.00		\$135,000.00
<i>Task 4 – Floodplain Ordinance Update (IP)</i>	\$115,000.00		\$115,000.00
<i>Task 5 – Project Management, Meetings and Consultant Support on Certification</i>	\$91,000.00		\$91,000.00
<i>Consultant A Subtotal</i>	<i>\$449,000.00</i>		<i>\$449,000.00</i>
<i>Consultant B</i>			
<i>Task 7 – Public Notification</i>	\$30,000.00		\$30,000.00
<i>Consultant B Subtotal</i>	<i>\$30,000.00</i>		<i>\$30,000.00</i>
Consultant Total	\$479,000.00		\$479,000.00
Total Direct Costs	\$479,000.00		\$479,000.00
OVERHEAD/INDIRECT COSTS⁴			
Total County/City Staff Overhead/Indirect Costs	\$0.00		\$0.00
TOTAL PROJECT COST	\$499,000.00		\$499,000.00

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.”

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: Kelsey Ducklow, 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.

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- 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.