

EXHIBIT A**SCOPE OF WORK**

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

State Agency: California Coastal Commission	Grantee: County of Santa Cruz
Name: Kelsey Ducklow ("Grant Manager")	Name: Matt Machado Deputy CAO/Director CDI
Address: 455 Market St. Suite 300 San Francisco, CA 94105	Address: 701 Ocean Street, 4 th Floor Santa Cruz, CA 95060
Phone: (415) 904-2335	Phone: (831) 454-2160
Email: kelsey.ducklow@coastal.ca.gov	Email: matt.machado@santacruzcountyca.gov

3. Primary project contact:

State Agency: California Coastal Commission	Grantee County of Santa Cruz
Section/Unit: Statewide Planning Unit	Section/Unit: CDI/Planning Policy Section
Name: Carey Batha Environmental Scientist	Name: David Carlson Resource Planner
Address: 455 Market Street, Suite 300 San Francisco, CA 94105	Address: 701 Ocean Street, 4 th Floor Santa Cruz, CA 95060
Phone: 415-904-5268	Phone: (831) 454-3173
Email: Carey.Batha@coastal.ca.gov	Email: david.carlson@santacruzcountyca.gov

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SCOPE OF WORK

Name of Local Government: County of Santa Cruz

Name of Project: Sea Level Rise Vulnerability Assessment and Local Coastal Plan Amendment

Funding Source: General Fund

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 94-6000534

Budget Summary:

CCC funding:	\$780,000
<u>Other funding:</u>	<u>N/A</u>
Total project cost:	\$780,000

Term of Project: October 1, 2023 (or date of agreement execution) through October 1, 2026

A. PROJECT DESCRIPTION

This project is a sea level rise vulnerability assessment that will provide technical analyses related to coastal hazard vulnerabilities, economics, and adaptation planning for the unincorporated Santa Cruz County coastline, which will culminate in a Local Coastal Program Amendment. The project will analyze adaptation approaches at the countywide and neighborhood scale, including phased adaptation pathways. A robust multi-modal outreach effort will reach out to and include a wide range of stakeholders including property owners, neighborhood groups, environmental non-profits, community-based organizations, business concerns and representatives, surfers/ocean recreation, design professionals and technical professionals. The outreach plan will include efforts to ensure participation by low-income communities, indigenous communities, communities of color, and other marginalized communities. The evaluation of adaptation options will consider impacts to coastal environments with respect to public access and lower-cost recreational opportunities for historically marginalized communities where those coastal environments have been or are projected to be damaged for the benefit of wealthier communities. Recommendations in the final report will feed into an update to the LCP Land Use Plan (LUP) and Implementation Plan (IP) provisions that relate to coastal hazards, including in terms of response, adaptation, and resiliency, along the County's roughly 32 miles of coastal zone shoreline.

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B. TASKS

Task 1 – Project Management

This task involves County staff resources related to issuing an RFP for consultant assistance, directing the consultant team, and administration of the consultant contract and Commission grant. County staff project lead will be David Carlson, Resource Planner, County of Santa Cruz, Department of Community Development and Infrastructure.

Deliverables:

- RFPs and contracts for consultants
- Quarterly Grant Progress Reports and Requests for Funds

Task 2. Kickoff Meetings

The County and Consulting Team will hold a kick-off meeting internally with Department Heads and key staff to determine communication protocols, discuss data needs, stakeholder advisory group membership and protocols and confirm overall project approach and schedule. Another kick off meeting will be held with Coastal Commission staff. Results of this will inform a subsequent kick-off meeting with the stakeholder advisory group to be held within 1 month from final contracting.

Deliverables:

- County and consultant team kickoff meeting materials
- County and Coastal Commission staff kickoff meeting materials
- Stakeholder advisory group kickoff meeting materials

Task 3. Stakeholder Engagement

The stakeholder engagement process will solicit feedback from the community on their priorities and vision by including a broad cross section of community members and stakeholder groups. The goal of the outreach plan is to find the common ground among the various stakeholders that can be reflected in a coastal hazards LCP Amendment that achieves consistency with the Coastal Commission's Sea Level Rise Policy Guidance. This will not be an easy task and it is not necessarily essential to a successful outcome for this project. A key element of the outreach plan will be to communicate the technical information developed as part of this project to create an understanding of the nature of the coastal hazard facing the community now and in the future.

Develop an outreach plan that describes how community members, Tribes, stakeholder and neighborhood groups will be involved at key steps in the project and the various methodologies that will be employed to communicate technical and policy-related information and solicit feedback. The plan must reflect an equitable approach to the outreach process by describing particular efforts to include community members and stakeholder groups that have not been represented in past LCP planning efforts related to coastal hazards, including but not limited to

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economically and socially disadvantaged or underrepresented community members, and ocean and beach user groups and organizations. Tribal engagement will be consistent with the Coastal Commission's Tribal Engagement Policy. It is envisioned the plan will include various types of meetings from one-on-one, small group, and online community meetings. In coordination with the technical consultant(s) organize the meetings and other outreach methodologies at key phases of the project to receive feedback needed to integrate into and support the next phase of the project.

A stakeholder advisory group (SAG) is a way to help guide the project and maintain communication between the community, the technical project team and the County. The SAG process is envisioned as a representative group of people committed to engaging throughout the project with a thorough understanding of the technical and policy information, and the key issues. The outreach consultant will need to work with the technical and policy consultant team to organize and design the SAG process in coordination with key phases of the project. Representative groups for the various types of meetings and outreach, including the SAG include, but are not limited to, property owners neighborhood groups, Tribes, environmental non-profits, community-based organizations, business concerns and representatives, surfers/ocean recreation, design professionals, technical professionals, and historically marginalized communities. County staff will work with the outreach consultant to identify and invite participants

Additional outreach methodologies shall include, but not be limited to, online outreach methodologies to inform and solicit feedback on the project; an online visual story telling tool to share complex information; a project website to store project information, host interactive engagement tool(s), and links to recordings of online community meetings. All written and online content shall be provided in both English and Spanish. The plan will be reviewed by the County and Coastal Commission for approval.

Deliverables:

- Draft Outreach Plan for 6-week CCC staff review
- Final Outreach Plan with CCC staff comments incorporated if appropriate
- Stakeholder Advisory Group list
- Materials from, at minimum, 4 SAG meetings and up to 15 individual and small group meetings/interviews

Task 4. Background Review and Existing Conditions Assessment

The Santa Cruz County coastline is characterized by diverse geography and levels of development. There is a large amount of background material and past and more recent historical context to development along the coast. This task involves reviewing background materials, ground truthing existing geospatial data, and assessing existing conditions for key infrastructure, land use, protective measures, known hazards, and coastal resources

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throughout the County coastal zone. This task would identify relevant neighborhoods and subregions for conducting and summarizing future analyses.

The consultant team needs to become familiar with relevant Santa Cruz County LCP policies and definitions and how those have been implemented in the past and currently. The team must understand County staff LCP policy interpretation and practice and Coastal Commission staff interpretation of the same policies and identify consistencies and differences, and demonstrate an understanding of Coastal Commission Sea Level Rise Policy Guidance and the Coastal Commission's position on key issues. This will provide a baseline understanding of the current policy and regulatory landscape and challenges facing this project. The goal of this project is to develop an LCP Amendment addressing coastal hazards that can be approved by the Coastal Commission. A previous attempt by the County to accomplish the same goal was denied by the Coastal Commission. Therefore, it will be important to understand the County's recent experience, along with the realization this endeavor needs to be a partnership with Coastal Commission staff to develop an LCP Amendment that can be approved by the Coastal Commission. County staff will assist the consultant team with documentation of existing County plans, past County LCP related efforts and context, and site-specific technical reports.

The consultant team will identify appropriate coastal hazard modeling information, relevant state guidance, and ongoing related regional and statewide initiatives, including other regulatory approaches being taken around California for jurisdictions facing similar urban challenges, armoring, and cliff erosion.

Deliverables:

- Draft Existing Conditions Assessment for 6-week CCC staff review
- Final Existing Conditions Assessment incorporating CCC staff comments if appropriate

Task 5. Coastal Hazard, Economic and Fiscal Impact Vulnerability Assessment

Provide a vulnerability assessment, including damage cost estimates for various community assets by sea level rise elevation. This task will utilize the best available coastal hazard models for coastal erosion, wave flooding, lagoon flooding and tidal inundation and the geospatial data collected in Task 3. Provide a vulnerability assessment for the following specific sectors:

- Land Use - parcels and structures
- Beach Access and Coastal Recreation infrastructure
- Water Supply, Wastewater, Storm Water infrastructure
- Transportation infrastructure
- Hazardous Materials (storage, USTs, geotracker)
- Agriculture
- Beach, dune, lagoon, and bluff areas by identified neighborhoods or subregions.

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Identify the timing of impacts and damage thresholds for each sector based on the particular coastal hazard and sea level rise elevation likely to cause damages.

Calculate the value of projected damages to the built environment as a result of the vulnerability assessment conducted above. Sources for valuations include, but are not limited to, tax assessor records for estimates of tax-assessed and market values; Army Corps depth-damage curves to estimate damage to buildings and other infrastructure subject to inundation; and other methodologies to estimate damages to infrastructure and special situations such as damage to access to a structure where the structure itself may not be damaged. Convert damage estimates under future sea level rise scenarios to present values, to allow for direct comparison. Calculate lost fiscal revenues associated with damaged properties based on their tax-assessed values to estimate the financial implications for the county. This will help inform the evaluation and selection of adaptation options in Task 7 and 8.

Deliverables:

- Draft Vulnerability Assessment for 6-week CCC staff review
- Final Vulnerability Assessment incorporating CCC staff comments if appropriate

Task 6. Economic and Fiscal Impact Analyses

Collect information about the use of beaches and other coastal locations by residents, visitors and tourists. Using recreation and tourism usage valuation methodologies, provide an estimate of the value of recreation at a particular location. Gather information about the ways in which residents and tourists have already modified their behavior due to changes in the coastal zone and explore their likely behavioral responses to projected impacts on coastal amenities. Using the valuation information and survey information of behavioral responses to future changes to the County's coastline, provide estimates of the non-market economic impacts of various adaptation pathways. Estimate the economic impacts of future changes to the County's coastline on private property valuation. Evaluate the property price and fiscal impacts associated with various adaptation pathways, such as managed retreat, construction of revetments or seawalls, and beach renourishment, among any others. Review this task, including the information collection and survey methodologies, with the SAG to promote a common understanding of these analyses.

Deliverables:

- Draft Economic and Fiscal Impact Report for 6-week CCC staff review
- Final Economic and Fiscal Impact Report incorporating CCC staff comments if appropriate

Task 7. Adaptation Feasibility

The goal of this task is to provide both stakeholders and decision makers with information on various adaptation pathways, which includes both specific adaptation projects as well as policy

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prescriptions. Building on the vulnerability assessment and economic analysis in Tasks 5, 6, and 7, provide a comprehensive assessment of feasibility and efficacy of various adaptation pathways. Based on community preferences gleaned through the Outreach Plan in Task 4, the vulnerability assessments in Tasks 5 and 6, and the information provided by the economic analysis in Task 7, Task 8 will examine and rank various adaptation options. Recommendations are needed for options that can be implemented immediately and in the future with the understanding that future options may require adjustment based on uncertainties related to timing and magnitude of future coastal changes. Because of the diverse nature of the Santa Cruz County coastline, adaptation options may vary by neighborhood and may change over time, but the broad choices are protection, accommodation, and managed retreat. Within this complex framework, adaptation options may include nature-based approaches, or engineering approaches, or hybrid approaches.

Provide a summary of the range of adaptation strategies and their applicability to different neighborhood and shoreline types. For the range of strategies applicable to a neighborhood, provide information about each strategy such as secondary consequences, regulatory viability, equity (environmental justice), and initial construction and ongoing maintenance costs, as well as removal costs of armoring, for presentation to the SAG and community for further analysis and discussion. This process will narrow down which strategies remain on the table for each neighborhood and shoreline type and provide the range of strategies for more in depth economic and fiscal analysis.

Model up to three prioritized adaptation strategies for each of the identified neighborhoods and provide projections of future physical changes to upland areas and beach, intertidal, and subtidal zones. Perform a quantitative cost versus benefits analysis based on the physical changes projected as a result of the different adaptation options. Task 5 provided an economic and fiscal analysis of the impacts of coastal hazards under a “do-nothing” scenario. The economic and fiscal analysis completed under this task will allow comparison of the feasibility and efficacy of various adaptation pathways.

Deliverables:

- Adaptation Feasibility Report for 6-week CCC staff review
- Adaptation Feasibility Report incorporating CCC staff comments if appropriate

Task 8. Adaptation Pathways by neighborhoods or subregions

The results of Task 8 determined a suite of feasible adaptation strategies for each neighborhood and provided economic and fiscal analysis of those strategies. Task 8 is to consider that information, and in coordination with the SAG and community stakeholders, develop an adaptation pathway for each neighborhood. The pathway concept is an assumption of a phased approach to adaptation planning with an initial strategy that shift(s) to alternative strategies as conditions change in the future. All strategies need to reflect relevant legal and

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regulatory requirements, with reference to the Coastal Commission Sea Level Rise Policy Guidance. A shift from an initial strategy to an alternative strategy in the future would result from changed conditions and reflect the priorities as expressed by the SAG and community stakeholders. Such changed conditions would be considered triggering events or triggering conditions, which could include but are not limited to sea level rise, beach width, erosion, repetitive damage or frequency of damage, and discrete and cumulative costs of damage to public infrastructure. A triggering event or threshold conditions may lead to a pre-determined action or may call for conducting additional community and stakeholder input based on changed conditions and evolving community and stakeholder preference. Initial strategies and alternative strategies may include infrastructure upgrades or protective measures or policy and regulatory strategies for development and redevelopment.

Provide recommendations for an adaptation pathway for each neighborhood. Identify the information needed and the methodologies to collect the information to monitor conditions along the coast for each physical trigger and identify points at which additional decision-making processes would be needed. Develop an adaptation pathway for each neighborhood/subregion. The pathways should include various decision points that allow for future decisions to be made based on changed conditions and evolving community vision.

Deliverables:

- Draft Adaptation Pathway figures for 6-week CCC staff review
- Final Adaptation Pathway figures incorporating CCC staff comments if appropriate

Task 9. Potential Financing Mechanisms

Given the history and extent of development along the urbanized portions of the Santa Cruz County coastline, the potential costs of adapting to future sea level rise are considered to be very high. Whether it involves protection or retreat, the costs of constructing protective structures (if allowable) or removing or relocating existing structures, neither option is cheap in the short or long term. Although the strategy of regulating development and redevelopment to avoid hazards and protect coastal resources involves relatively minimal public costs, this strategy does not address the costs associated with removal or relocating structures that become threatened by coastal hazards. Regulation of development and redevelopment only goes so far and there will come a time when the consequences of sea level rise require the community to make significant decisions about preservation of coastal access and recreation and what to do about existing development and infrastructure along the coast that conflict with the public interest to preserve valuable coastal resources.

Provide a comprehensive review of financing options and strategies for utilizing them. Based on the suite of acceptable adaptation strategies identified in the project, provide a review of the range of financing options that could be most appropriate to the County's current finances,

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taking into consideration known state and federal policies and the evolving sources of funds from both public and private resources.

Deliverables:

- Financing Options Report

Task 10. Final Report and Policy Recommendations

Provide a final report consisting of an executive summary of the entire work as well as a compilation of the individual documents delivered during the course of the project. The final report should include the portfolio of findings for each neighborhood and summarizing the results from each task in terms of vulnerabilities to infrastructure, coastal resources, economic impacts and social equity, as well as adaptation preferences and adaptation pathways as guided by the community and SAG. In the final report provide recommendations for both County wide LCP policy changes to coastal hazard policies as well as individual neighborhood policies that support the adaptation pathways.

Deliverables:

- Draft Comprehensive Vulnerability Assessment Report for 6-week CCC staff review (though a shorter or no review is expected for this task given that CCC staff will have reviewed components of the report in previous tasks)
- Final Comprehensive Vulnerability Assessment Report incorporating CCC staff comments if appropriate

Task 11. LCP Amendment

Task 12 will overlap with earlier tasks in that in conjunction with the completion of the vulnerability assessment and the final report, County staff intends to incorporate the policy recommendations into an update to the LCP Land Use Plan (LUP) and Implementation Plan (IP) provisions that relate to coastal hazards. This update will focus on the LUP's beaches and bluffs chapter (Chapter 6.4) and conforming changes to the IP's geologic hazards chapter (Chapter 16.10). Building off the work of the consultant team and the policy recommendations from the team, this task includes County staff work to develop the actual LCP Amendment documents, preparation of the Planning Commission and Board of Supervisors staff reports and all related tasks to process the LCP Amendments through the local approval process and submittal to the California Coastal Commission for certification. A key part of this task will be ongoing coordination and consultation with local Coastal Commission staff because the goal of this project, as stated in the project description, is to develop an LCP Amendment addressing coastal hazards that can be approved by the Coastal Commission. Coordination with CCC staff will occur at all stages, including an early scoping meeting and meeting to discuss drafts and CCC comments.

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Deliverables:

- Administrative Draft LUP and IP for 6-week CCC staff review
- Public Review Draft LUP and IP incorporating CCC staff comments if appropriate, to be posted for public review
- Planning Commission staff report and draft incorporating public and CCC comments if appropriate
- Board of Supervisors staff report and draft
- Submittal of LUP and IP

C. SCHEDULE

Project start/end dates: October 1, 2023 (or date of agreement execution) through October 1, 2026

Task 1. Project Management	Start date: January 2024 End date: Duration of project
Outcome/Deliverables: a. RFPs and contracts for consultants b. Quarterly Grant Progress Reports and Requests for Funds	a. January 2024 b. Duration of project
Task 2. Kickoff meetings	Start date: January 2024 End date: February 2024
Outcome/Deliverables a. County and consultant team kickoff meeting materials b. County and Coastal Commission staff kickoff meeting materials c. Stakeholder advisory group kickoff meeting materials	a. February 2024 b. February 2024 c. February 2024
Task 3. Stakeholder Engagement	Start date: February 2024 End date: Duration of project
Outcome/Deliverables a. Draft Outreach Plan for 6-week CCC staff review b. Final Outreach Plan with CCC staff comments incorporated if appropriate c. Stakeholder Advisory Group list d. Materials from, at minimum, 4 SAG meetings and up to 15 individual and small group meetings/interviews	a. Draft Outreach Plan: February 2024 b. Final Outreach Plan: April 2024 c. April 2024 d. September 2026

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<p>Task 4. Background Review and Existing Conditions Assessment</p>	<p>Start date: April 2024 End date: November 2024</p>
<p>Outcome/Deliverables</p> <ul style="list-style-type: none"> a. Draft Existing Conditions Assessment for 6-week CCC staff review b. Final Existing Conditions Assessment incorporating CCC staff comments if appropriate 	<ul style="list-style-type: none"> a. Draft Report: September 2024 b. Final Report: November 2024
<p>Task 5. Coastal Hazard, Economic and Fiscal Impact Vulnerability Assessment</p>	<p>Start date: November 2024 End date: February 2025</p>
<p>Outcome/Deliverables</p> <ul style="list-style-type: none"> a. Draft Vulnerability Assessment for 6-week CCC staff review b. Final Vulnerability Assessment incorporating CCC staff comments if appropriate 	<ul style="list-style-type: none"> a. Draft Assessment: December 2024 b. Final Assessment: February 2025
<p>Task 6. Economic and Fiscal Impact Analyses</p>	<p>Start date: February 2025 End date: May 2025</p>
<p>Outcome/Deliverables</p> <ul style="list-style-type: none"> a. Draft Economic and Fiscal Impact Report for 6-week CCC staff review b. Final Economic and Fiscal Impact Report incorporating CCC staff comments if appropriate 	<ul style="list-style-type: none"> a. Draft Report: March 2025 b. Final Report: May 2025
<p>Task 7. Adaptation Feasibility</p>	<p>Start date: May 2025 End date: August 2025</p>
<p>Outcome/Deliverables</p> <ul style="list-style-type: none"> a. Adaptation Feasibility Report for 6-week CCC staff review b. Adaptation Feasibility Report incorporating CCC staff comments if appropriate 	<ul style="list-style-type: none"> a. Draft Report: June 2025 b. Final Report: August 2025
<p>Task 8. Adaptation Pathways by neighborhoods or subregions</p>	<p>Start date: August 2025 End date: November 2025</p>
<p>Outcome/Deliverables</p> <ul style="list-style-type: none"> a. Draft Adaptation Pathway figures for 6-week CCC staff review b. Final Adaptation Pathway figures incorporating CCC staff comments if appropriate 	<ul style="list-style-type: none"> a. Draft figures: September 2025 b. Final figures: November 2025

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<p>Task 9. Potential Financing Mechanisms</p>	<p>Start date: November 2025 End date: February 2026</p>
<p>Outcome/Deliverables a. Financing Options Report</p>	<p>a. Draft Report: December 2024 b. Final Report: February 2026</p>
<p>Task 10. Final Report and Policy Recommendations</p>	<p>Start date: February 2026 End date: June 2026</p>
<p>Outcome/Deliverables a. Draft Comprehensive Vulnerability Assessment Report for 6-week CCC staff review (though a shorter or no review is expected for this task given that CCC staff will have reviewed components of the report in previous tasks) b. Final Comprehensive Vulnerability Assessment Report incorporating CCC staff comments if appropriate</p>	<p>a. Draft Final Report: April 2026 b. Final Report: June 2026</p>
<p>Task 11. LCP Amendment</p>	<p>Start date: Ongoing End date: September 2026</p>
<p>Outcome/Deliverables a. Administrative Draft LUP and IP for 6-week CCC staff review b. Public Review Draft LUP and IP incorporating CCC staff comments if appropriate, to be posted for public review c. Planning Commission staff report and draft incorporating public and CCC comments if appropriate d. Board of Supervisors staff report and draft e. Submittal of LUP and IP</p>	<p>a. Planning Commission: July 2026 b. Board of Supervisors: September 2026</p>

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D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Project Management	Duration of project
Kickoff meeting materials and notes	February 2024
Outreach Plan	April 2024/Duration of project
Existing Conditions Report	November 2024
Coastal Hazards Vulnerability Assessment	February 2025
Economic and Fiscal Impact Report	May 2025
Adaptation Feasibility Report	August 2025
Adaptation Pathways figures	November 2025
Financing Options Report	February 2026
Final Comprehensive Vulnerability Assessment Report	June 2026
LCP Amendment	September 2026

EXHIBIT A1

DEFINITIONS

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

EXHIBIT B**BUDGET**

<i>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			
<i>Task 1 – Project Management</i>	\$21,392		\$21,392
<i>Task 2 – Kickoff meeting</i>	\$764		\$764
<i>Task 3 – Stakeholder engagement</i>	\$5,157		\$5,157
<i>Task 4 – Background Review and Existing Conditions Assessment</i>	\$3,820		\$3,820
<i>Task 5 – Coastal Hazard, Economic and Fiscal Impact Vulnerability Assessment</i>	\$2,292		\$2,292
<i>Task 6 – Economic and Fiscal Impact Analyses</i>	\$2,865		\$2,865
<i>Task 7 – Adaptation Feasibility</i>	\$2,865		\$2,865
<i>Task 8 – Adaptation Pathways by neighborhoods or subregions</i>	\$2,865		\$2,865
<i>Task 9 – Potential Financing Mechanisms</i>	\$1,528		\$1,528
<i>Task 10 – Reporting and Policy recommendations</i>	\$3,820		\$3,820
<i>Task 11 – LCP Amendment</i>	\$30,560		\$30,560
Total Labor Costs	\$77,928		\$77,928
DIRECT COSTS			
County/City Staff Project Supplies			
Copies	\$1,000		\$1,000
Total	\$1,000		\$1,000
County/City Staff Travel In State²			
Mileage	\$280		\$280

¹ Amount requested should include total for salary and benefits.

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

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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>
Total	\$280		\$280
Consultants³/Partners			
Consultant Team			
<i>Task 1 – Project Management</i>	\$60,000		\$60,000
<i>Task 2 – Kickoff Meetings</i>	\$8,000		\$8,000
<i>Task 3 – Stakeholder Engagement</i>	\$150,000		\$150,000
<i>Task 4 – Background Review of Existing Conditions</i>	\$60,000		\$60,000
<i>Task 5 – Coastal Hazard, Economic and Fiscal Impact Analysis</i>	\$75,000		\$75,000
<i>Task 6 – Economic and Fiscal Impact Analysis</i>	\$105,000		\$105,000
<i>Task 7 – Adaptation Feasibility</i>	\$90,000		\$90,000
<i>Task 8 – Adaptation Pathways neighborhood or subregions</i>	\$55,000		\$55,000
<i>Task 9 – Potential Financing Mechanisms</i>	\$10,000		\$10,000
<i>Task 10 – Reporting and Policy Recommendations</i>	\$60,000		\$60,000
<i>Expenses</i>	\$20,000		\$20,000
Consultants Total	\$693,000		\$693,000
Total Direct Costs	\$694,280		\$694,280
OVERHEAD/INDIRECT COSTS⁴			
Total County/City Staff Overhead/Indirect Costs	\$7,792		\$7,792
TOTAL PROJECT COST	\$780,000		\$780,000

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

⁴ Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the 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 to your LCP grant coordinator or mailed in triplicate to:
- California Coastal Commission
Attn: Carey Batha
Statewide Planning Division
455 Market Street, Suite 300
San Francisco, CA 94105
- 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 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.

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

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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.