

EXHIBIT A

SCOPE OF WORK

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

State Agency: California Coastal Commission	Grantee: City of Marina
Name: Kelsey Ducklow ("Grant Manager")	Name: Layne Long (City Manager)
Address: 455 Market St. Suite 300 San Francisco, CA 94105	Address: 211 Hillcrest Avenue Marina, CA 93933
Phone: (415) 904-2335	Phone: 831-884-1224
Fax: (415) 904-5400	Fax: 831-384-0425
Email: kelsey.ducklow@coastal.ca.gov	Email: llong@cityofmarina.org

3. Primary project contact:

State Agency: California Coastal Commission	Grantee: City of Marina
Section/Unit: Statewide Planning Unit	Section/Unit: Planning Services
Name: Carey Batha	Name: Christy Hopper Planning Services Manager
Address: 455 Market Street, Suite 300 San Francisco, CA 94105	Address: 211 Hillcrest Avenue Marina, CA 93933
Phone: (415) 904-5287	Phone: 831-884-1238
Fax: (415) 904-5400	Fax: 831-384-0425
Email: carey.batha@coastal.ca.gov	Email: chopper@cityofmarina.org

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SCOPE OF WORK

Name of Local Government: City of Marina

Name of Project: Coastal Hazard LCP Updates for Marina

Funding Source: General Fund

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 94-2321991

Budget Summary:

CCC funding:	\$100,000
<u>Other funding:</u>	<u>[XX]</u>
Total project cost:	\$100,000

Term of Project: 9/15/2022 (or date of execution of agreement) – 9/01/2024

A. PROJECT DESCRIPTION This effort will reinitiate coastal hazards work that began in 2017 and scope out the next phase of LCP amendment efforts. This grant project is focused on updating and finalizing the technical coastal hazards work previously conducted, adding in a social vulnerability assessment, and amending the LCP to address the coastal hazards work, update the City's GIS, including the preparation of all associated LCP amendments for adoption consideration.

B. TASKS

Task 1 – Project Restart

Significant time has lapsed since the City and its consulting team last worked on this project; therefore, this task will allow the City and team to reconvene with a kickoff meeting and develop a detailed work plan to align with this scope.

Task 1 Deliverables:

- Kickoff meeting
- Detailed workplan and timeline

Task 2– Outreach and Engagement

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An initial step in this phase of the LCP amendment will be to recommence the outreach process, including communication with stakeholders that was central to the earlier efforts.

- Participate in a project re-start meeting with City and Coastal Commission staff to discuss the LCP amendment including scope and schedule. Initial meeting topics will include the City's coastal zone resources, local issues, data sources, document format, public outreach, meeting schedule, and other issues that are important at early stages of the project. The intent of the meeting will be to obtain Coastal Commission staff's early review and acceptance of the scope and have a clear understanding of Coastal Commission priorities to ensure an efficient process.
- Participate in a LCP review meeting with Coastal Commission staff;
- Update the email notification lists, and the identification of key links to community cross sections and community engagement outreach formats or focus groups, to facilitate information flow and participation. This task will also help to identify community priorities and representation, and inform a social vulnerability assessment; and
- Provide input for updates to the City's web page throughout the LCP amendment process to obtain public input and update the public about upcoming meetings, draft documents, and the project's overall schedule and progress.

Task 2 Deliverables:

- Restart meeting with Coastal Commission staff.
- LCP review meeting with Coastal Commission staff.
- Outreach protocol and email notification list.
- Updates for City staff to post on the website throughout the process.

Note: The scope does not include maintenance of the City's website.

Task 3 – Social Vulnerability Analysis and Finalize the Coastal Hazards Report

Following the completion of the project restart and reinitiating the outreach effort, the City and consultant team will complete the work necessary to amend the City's LCP to incorporate the coastal hazards and sea level rise work while also addressing environmental justice concerns to ensure equity in the planning process.

Finalize the Coastal Hazards and Sea Level Rise Report Draft LCP (incorporate comments from Workshop #4 and Coastal Commission staff comments that came in after the contract had expired). The revised document will include:

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- Incorporation of environmental justice and meaningful community engagement into consideration of coastal hazards and climate change impacts and production of a social vulnerability analysis based on 2020 census augmented with additional City data;
- Edits to the technical report from outreach and the last city council hearing (Feb. 2020); and
- Update coastal zone mapping and hazards for inclusion into the City's GIS database

The updated Coastal Hazards and Sea Level Rise Report will be sent to Coastal Commission staff for review. A final Coastal Hazards and Sea Level Rise Report will be drafted after Coastal Commission staff review.

Task 3 Deliverables:

- An updated version of the Coastal Hazards and Sea Level Rise Report sent to Coastal Commission staff.
- Final Coastal Hazards and Sea Level Rise Report with comments from Coastal Commission staff integrated.

Task 4 – LCP Amendments

Task 4 will be focused on establishing policies, programs, and implementation and making other necessary amendments to the LCP based on work completed in the previous tasks.

This task will include working with the Coastal Commission staff to revise the policies and zoning around the coastal hazards and social vulnerability findings such that future uses are consistent with the City's LCP policies and the Coastal Act. Amendments to the Implementation Plan (IP) will be done concurrently with the amendments to the Land Use Plan (LUP), as necessary. Task 4 includes the following:

- Review LUP policies and Implementation Plan;
- Identify necessary amendments to the City's LCP Land Use Plan to ensure consistency with Coastal Act provisions and to address the Coastal Hazards and Sea Level Rise Report. Updates will be identified in track changes within the Land Use Plan document;
- Identify necessary amendments to the Implementation Plan to ensure consistency with the City's LCP Land Use Plan amendments;
- Preparation of an Administrative Draft version of the LCP (including both LUP and IP);
- Submit Admin Draft LCP amendments for Coastal Commission staff review;
- Meet with Coastal Commission staff;
- Incorporate Coastal Commission staff comments into the Admin Draft to produce a Public Review Draft

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- Present the Public Review Draft LCP amendments at a public workshop for input and discussion;
- Make revisions that address feedback received to date;
- Prepare the Final Coastal Hazards and Sea Level Rise LCP Amendment package;
- Present the Final Coastal Hazards and Sea Level Rise LCP Amendment package at the Planning Commission Hearing for a recommendation to the City Council
- Present the Final Coastal Hazards and Sea Level Rise LCP Amendment package at the City Council Hearing for adoption
- Attend the Coastal Commission Certification hearing and assist the City with response to questions, if needed.

Task 4 Deliverables:

- Administrative draft LCP amendment(s) for City and Coastal Commission staff review.
- Public Review Draft LCP amendment(s) for public review, with Coastal Commission staff comments incorporated.
- Final Coastal Hazards and Sea Level Rise LCP Amendment package for local hearings .
- Final LCP amendment documents (adoption package) submitted to the Commission.
- Up to four (4) meetings with City and Coastal Commission staff to discuss amendments.
- One (1) public workshop to consider draft LCP amendments.
- One (1) Planning Commission Hearing.
- One (1) City Council Hearing.

C. SCHEDULE

Project start/end dates:

Task 1. Title	Projected start/end dates: 9/19/22 - 10/21/22
1.1 One (1) Kick-off Meeting	9/19/22 – 10/4/22
1.2 Develop Workplan and Timeline	9/19/22 - 10/21/22
Outcome/Deliverables: a. Detailed Workplan/Timeline	a. 10/21/22
Task 2. Public Outreach/Engagement	Projected start/end dates: 9/19/22-11/18/22
2.1 Confirm Stakeholders, solicit input	9/19/22 – 11/4/22

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2.2 City and Coastal Commission Mtg	10/21/22 – 10/28/22
2.3 Re-establish Outreach Protocol	9/19/22 – 11/18/22
2.4 Provide LCP Updates for Webpage	9/19/22 – 11/18/22
Outcome/Deliverables	
a. Stakeholder Input Summary	a. 11/4/22
b. One (1) Meeting with Coastal Commission	b. 10/21/22 – 10/28/22
c. Outreach Protocol and Email Notification List	c. 11/18/22
d. Webpage Updates	d. 11/14/22
Task 3. Finalize Coastal Haz. Report	Projected start/end dates: 11/4/22 - 3/16/23
3.1 Conduct a Social Vulnerability Analysis	11/4/22 – 1/13/23
3.2 Edits to the Coastal Haz. Report	11/4/22 – 1/16/23
Outcome/Deliverables	
a. Submission of draft Coastal Hazards and Sea Level Rise Report to Commission staff	a. 1/16/23
b. Submission of final Coastal Hazards and Sea Level Rise Report to Commission staff	b. 3/16/23
Task 4. LCP Amendments	Projected start/end dates: 3/17/23 – 10/9/23
4.1 Preparation of an Administrative Draft LCP amendments	3/17/23 - 5/22/23
4.2 Distribute Administrative Draft LCP amendments for Commission staff review	5/22/23
4.3 Revisions and Preparation of Public Review Draft LCP amendments	7/3/23 – 8/7/23
4.4 Distribute Public Review Draft LCP amendments for public review and host public workshop	8/7/23
4.5 Revisions and Preparation of Final Coastal Hazards and Sea Level Rise LCP Amendment package for local hearings	8/7/23 – 9/4/23

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4.6 Local hearings for Final Coastal Hazards and Sea Level Rise LCP Amendment package	9/4/23 – 9/18/23
4.7 Final Coastal Hazards and Sea Level Rise LCP Amendment package submitted to the Commission	10/9/23
4.8 Up to four (4) meeting with CCC staff to discuss amendments	3/17/23 – 10/9/23
4.9 One (1) public workshop to discuss amendments	8/7/23 – 8/22/23
4.10 One (1) Planning Commission Meeting to Discuss Amendments	9/4/23 – 9/18/23
4.11 One (1) City Council Hearing to Discuss Amendments	9/4/23 – 9/18/23
<p>Outcome/Deliverables</p> <ul style="list-style-type: none"> a. Administrative Draft LCP amendment(s) for Coastal Commission staff review b. Public Review Draft LCP amendment(s) c. Final Coastal Hazards and Sea Level Rise LCP Amendment package for local hearings d. Final Coastal Hazards and Sea Level Rise LCP Amendment package submitted to the Commission 	<ul style="list-style-type: none"> a. 5/22/23 b. 8/7/23 c. 9/4/23 d. 10/9/23

D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Kickoff Meeting	9/19/22
Public Outreach and Engagement Meetings	9/19/22 – 9/1/24
Draft Coastal Hazards and Sea Level Rise Report	1/16/23
Final Coastal Hazards and Sea Level Rise Report	3/16/23
Administrative Draft LCP amendment(s) for Coastal Commission staff review	5/22/23
Public Review Draft LCP amendment(s)	8/7/23

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Final Coastal Hazards and Sea Level Rise LCP Amendment package submitted to the Commission	10/9/23
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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			
Task 1 – Project Restart			
Task 2 – Public Outreach and Engagement			
Task 3 – Finalize Coastal Hazards Report			
Task 4 – LCP Amendments			
Total Labor Costs			
DIRECT COSTS			
County/City Staff Project Supplies			
A			
B, etc.			
Total			
County/City Staff Travel in State²			
Mileage			
Hotel, etc.			
Total			
Consultants³/Partners			
EMC Planning/Integral			
Project Management	12,000		12,000
Task 1 – Project Restart	5,000		5,000
Task 2 – Public Outreach & Engagement	8,000		8,000
Task 3 – Finalize Coastal Hazards Report	32,000		32,000
Task 4 – LCP Amendments	43,000		43,000
Consultants Total	100,000		100,000
Total Direct Costs			

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>
OVERHEAD/INDIRECT COSTS⁴			
Total County/City Staff Overhead/Indirect Costs			
TOTAL PROJECT COST			\$100,000

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.”