

**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:

<b>State Agency:</b> California Coastal Commission	<b>Grantee:</b> County of Mendocino
Name: Kelsey Ducklow ("Grant Manager")	Name: Darcie Antle, Chief Executive Officer
Address: 455 Market St. Suite 300 San Francisco, CA 94105	Address: 501 Low Gap Road, Rm 1010 Ukiah, CA 95482
Phone: (415) 904-2335	Phone: (707) 463-4441
Email: <a href="mailto:kelsey.ducklow@coastal.ca.gov">kelsey.ducklow@coastal.ca.gov</a>	Email: <a href="mailto:antled@mendocinocounty.gov">antled@mendocinocounty.gov</a>

3. Primary project contact:

<b>State Agency:</b> California Coastal Commission	<b>Grantee</b> County of Mendocino
Section/Unit: Statewide Planning Unit	Section/Unit: Department of Planning & Building Services
Name: Awbrey Yost	Name: Julia Krog, Director
Address: 1385 8th St., Suite 130 Arcata, CA 95521	Address: 860 N Bush Street Ukiah, CA 95482
Phone: (707) 826-8950, ext. 203	Phone: (707) 234-6650
Email: <a href="mailto:awbrey.yost@coastal.ca.gov">awbrey.yost@coastal.ca.gov</a>	Email: <a href="mailto:krogj@mendocinocounty.gov">krogj@mendocinocounty.gov</a>

**EXHIBIT A**  
**SCOPE OF WORK**

**Name of Local Government:** County of Mendocino

**Name of Project:** Mendocino County Sea Level Rise Resiliency Strategy

**Funding Source:** General Fund

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

**Federal Tax ID#:** 94-6000520

**Budget Summary:**

CCC funding:	\$342,736
<u>Other funding:</u>	<u>\$0</u>
Total project cost:	\$342,736

**Term of Project:** *October 01, 2023 (or date of agreement execution) – October 31, 2025*

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**A. PROJECT DESCRIPTION**

The proposed project consists of planning and development of a coordinated and organized Sea Level Rise Resilience Strategy (SLRRS) for Mendocino County, utilizing consultant support, in collaboration with community input from public and private stakeholders across the region. The overall goal is to develop a roadmap for future project development in Mendocino County by establishing baseline conditions, forecasting potential impacts from sea level rise (SLR) in multiple scenarios and timescales, and developing a list of priority resilience or mitigation projects for which future funding can be pursued. The SLRRS will consider the entire Mendocino County Coastal Zone.

**B. TASKS**

**TASK 1: PROJECT IMPLEMENTATION AND GRANT MANAGEMENT**

**1.1 GRANT AGREEMENT KICKOFF** - Hold grant agreement kick-off meeting with California Coastal Commission (CCC) staff to review grant procedures, expectations, invoicing, reporting, and other relevant grant information. The County will prepare a summary of key information following the meeting and provide it to all attendees.

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**1.2 PROJECT MANAGEMENT** - General project management, County and Consultant coordination, tracking project budgets and schedules, and ensuring the project is on track to be completed within the appropriate timeframes and grant deadlines.

**1.3 GRANT MANAGEMENT** - Develop grant progress reports and reimbursement requests, communicate with CCC staff, as necessary, to adjust the grant agreement schedules, deliverables, etc. Submit quarterly progress reports and quarterly reimbursement requests.

### ***Task 1 Deliverables:***

- *Quarterly Grant Progress Reports*
- *Quarterly Grant Reimbursement Requests*
- *One Grant Final Report*

*Owner(s): County of Mendocino*

## **TASK 2: PROCURE CONSULTANT**

**2.1 PROCURE CONSULTANT** - County staff will develop a Request for Proposals (RFP) to solicit a qualified consultant to lead the development of the Mendocino County Sea Level Rise Resilience Strategy (SLRRS) in accordance with CCC objectives, post the RFP on the Mendocino County [Open RFP Portal](#), assess and score the proposals received per the scoring matrix established in the RFP, select highest scoring consultant, and complete contract negotiations. The County will send a draft RFP to CCC staff for review and input prior to finalizing the RFP for distribution. The consultant selection process will be completed using State-approved procurement procedures.

### ***Task 2 Deliverables:***

- *Draft Request for Proposals*
- *Request for Proposals*

*Owner(s): County of Mendocino*

## **TASK 3: SLR STRATEGY PLANNING**

**3.1 BASELINE SEA LEVEL RISE POLICY LCP UPDATE** - Mendocino County will prepare an update to the Mendocino County Local Coastal Plan (LCP) Section 3.4 Hazards Management and any other related sections that includes policies relating to sea level rise, including at a minimum baseline sea level rise policies of the type described by the Local Government Sea Level Rise Working Group. These draft sea level rise baseline policies will be sent to CCC staff for review and comment, and the Planning Division will incorporate comments from CCC staff as necessary. In addition, the draft sea level rise baseline policies will be submitted to the Board of Supervisors for review, comment and adoption, and made available for public comment. The County will

## EXHIBIT A

prepare and submit an LCP amendment package (possibly as a de minimis update) to the CCC with the adopted sea level rise baseline policies.

**3.2 EXISTING CONDITIONS ANALYSIS AND MEMORANDUM** - The County and Consultant will review, summarize, and synthesize existing resources, including tribal cultural resources, where data is available, to develop a baseline understanding of existing conditions on the Mendocino County coast (including both incorporated and unincorporated areas) which may include reviewing resources such as, but not limited to, the Multi-Jurisdictional Hazard Mitigation Plan (which contains information regarding assets of the County of Mendocino, the City of Fort Bragg, and the City of Point Arena), the Municipal Service Reviews (MSRs) conducted by the Mendocino County Local Agency Formation Commission (LAFCo) of coastal special districts, Geographic Information Systems (GIS) mapping data for the Mendocino County coastline, including topography, groundwater distribution, with a particular focus on areas with emergent groundwater (if any), existing infrastructure, and key wildlife and aquatic habitat areas, and historical information, including photographs, of the Mendocino County coastline (including both incorporated and unincorporated areas) over time. This may also include delineating areas of the Mendocino County coastline into different planning zones to provide a more effective framework for discussing vulnerabilities, impacts, and potential mitigation strategies.

From the existing conditions analysis, the County and Consultant will develop a Mendocino County Coastal Existing Conditions Memorandum (Memorandum) to be shared with stakeholders (see Subtask 3.3), who will then have an opportunity to provide feedback and input before the Memorandum is finalized. A draft of the Memorandum will also be sent to CCC staff for review and comment, and the County will incorporate comments from CCC staff as necessary.

The goal of this task is to inventory existing infrastructure, habitat, and other values potentially at risk from SLR and establish the “baseline condition” of the Mendocino County coastline in its current state.

**3.3 STAKEHOLDER OUTREACH AND PUBLIC ENGAGEMENT KICKOFF** - This task will consist of outreach and engagement with stakeholders to confirm participation in the project, establish lines of communication between stakeholders and the County and consultant team, coordinate meeting availability, and solicit any relevant information that each stakeholder may already have or have access to for use in developing the Existing Conditions Analysis.

This will also include **one (1)** stakeholder kickoff meeting in which the project and its goals will be introduced, relevant stakeholder information will be requested, and an opportunity for feedback on the overall project approach and considerations for risk assessment prioritization will be provided. This Stakeholder Outreach and Public Engagement kickoff will also inform stakeholders of the need for project concepts and request any concepts that they have already been considering be submitted for inclusion in the SLR Resilience Strategy. The County will

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coordinate directly with the City of Fort Bragg and City of Point Arena to align this project with Fort Bragg's recently awarded Round 8 LCP grant to assess sea level rise concerns specifically at Noyo Harbor and the City of Point Arena's SLR update for the Arena Cove area. The County will also conduct at least one (1) meeting directly with CalTrans to coordinate resource sharing and participation, in addition to inviting CalTrans to all stakeholder and public planning session.

The County and Consultant will also create and publish an online survey which will allow members of the public or stakeholder groups to submit feedback and project concepts electronically and at their convenience.

**3.4 SLR ANALYSIS AND RISK ASSESSMENT** - The Consultant will use existing modeling tools/frameworks and risk assessment methodologies to analyze the potential impacts of various SLR scenarios using Statewide and CCC guidance and categorizations of SLR impacts on at least two timescales (such as year 2050 and 2100); identify the most useful tools for this analysis, including resources such as the National Oceanic and Atmospheric Administration (NOAA) Sea Level Rise Viewer, the United States Geological Survey (USGS) Coastal Storm Modeling System (CoSMoS), and many others to conduct the SLR analysis, which will follow current best practices.

This analysis is to provide a broad understanding of SLR concerns and an overall understanding of which coastal community assets, including habitat and ecosystems, are most consistently threatened under varying SLR models.

Following completion of the analysis using existing modeling tools and frameworks, a risk assessment will be conducted to determine and prioritize risks to community resources, infrastructure, such as the California Coastal Trail and other coastal access segments/assets, critical ecosystems and habitat, tribal cultural resources, groundwater resources, with a particular focus on the potential for saltwater intrusion, and other features of interest. Risk assessment methodology will be established through utilizing existing guidelines and best practices for SLR analysis consistent with the CCC's Sea Level Rise Guidance as well as integrating stakeholder feedback received during the stakeholder kickoff meeting and through the online survey.

The County expects the Consultant will provide insight into risk assessment methodology, which may consider categories such as exposure to SLR, sensitivity to SLR impacts, and adaptive capacity, with numeric scores assigned to each category. Scoring assets through the risk assessment process will create a preliminary prioritization of assets at risk from SLR and the relative importance of mitigating impacts for each of these assets. The SLR Analysis and Risk Assessment Memorandum drafted during this task will be shared with stakeholders and the public to solicit effective feedback during the subsequent phase of the project. The draft SLR Analysis and Risk Assessment Memorandum will also be sent to CCC staff for review and comment, and the County will incorporate comments from CCC staff as necessary.

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### **Task 3 Deliverables:**

- *Draft sea level rise baseline policies*
- *Locally adopted sea level rise baseline policies*
- *Submission of LCP amendment package to Coastal Commission with locally adopted sea level rise baseline policies*
- *Draft Mendocino County Coastal Existing Conditions Memorandum*
- *Final Mendocino County Coastal Existing Conditions Memorandum*
- *Draft SLR Analysis and Risk Assessment Memorandum*
- *Final SLR Analysis and Risk Assessment Memorandum*

*Owner(s): County of Mendocino and Consultant*

### **TASK 4: SLR RESILIENCE STRATEGY AND POLICY DEVELOPMENT**

**4.1 PUBLIC WORKSHOPS AND STAKEHOLDER PLANNING SESSIONS** - The County and consultant will host at least five (5) public workshops, geographically distributed to the extent feasible, with at least one workshop to be held in each incorporated coastal community, Fort Bragg and Point Arena, and the unincorporated communities of the Town of Mendocino and Gualala. Public workshops will include an overview of the project and its goals, a summary of the SLR Analysis and Risk Assessment Memorandum, and an opportunity to provide feedback on the document through open discussion and other methods.

This process will include seeking public input on adaptation project concepts, with an emphasis on nature-based solutions, generate and prioritize a list of mitigation project concepts for inclusion in the final SLR Resilience Strategy, though hearing the public's general feedback regarding mitigation priorities, assets in need of protection, and interest in participating in future projects will also be valuable. In addition to the public workshops, a minimum of **six (6)** stakeholder planning sessions will be hosted, either in-person or virtual, to solicit feedback from stakeholder groups including public agencies and special districts, Native Tribes, State Agencies including CalTrans and State Parks, and environmental advocacy groups.

The primary goal of the sessions will be to generate and prioritize a list of mitigation project concepts for inclusion in the final SLRRS, with a focus on nature-based solutions and benefits to community resiliency. The online survey developed in Subtask 3.3 will also be made available to project stakeholders for both submitting mitigation project concepts and further publicizing the survey to increase public participation.

**4.2 SLR RESILIENCE STRATEGY INITIAL DRAFT** - Following both the public outreach and stakeholder planning sessions, the County and consultant will synthesize the information developed in Task 2, the feedback received and project concepts during the public outreach and stakeholder

## EXHIBIT A

planning sessions, and the project concepts provided into a draft Mendocino County SLRRS. This draft document will describe baseline, existing conditions, community resources, important habitat and ecosystems, existing infrastructure, such as the California Coastal Trail and other coastal access segments/assets, groundwater resources, and other assets at risk of impact from SLR.

The initial Draft will also provide the results of the SLR Analysis and Risk Assessment, methodology utilized, anticipated SLR impacts, and a catalog of potential mitigation projects, using the risk assessment framework to prioritize projects for future project development. Upon completion, the Initial Draft will be made available to all interested stakeholder groups and the public for review and comment. The Initial Draft will also be sent to CCC staff for review and comment, and the County will incorporate comments from CCC staff as necessary.

**4.3 LCP UPDATE DRAFT LANGUAGE DEVELOPMENT** - Based on the reports and input produced in Task 3 and Subtasks 4.1 and 4.2, the County will prepare an update to relevant sections of the Mendocino County Local Coastal Plan (LCP) Section 3.4 (Hazards Management) that incorporates a narrative on the SLRRS and a preliminary set of draft Hazard Management policies that address sea level rise. The County will also consider updates to other relevant portions of the LCP, including Appendix 3 of the Coastal Element (Geotechnical Evaluation Requirements) and the related Hazards Map and Coastal Zoning Code Sections 20.500 (Hazard Areas) and 20.532.07 (Geologic Hazards—Evaluation and Supplemental Application Information). The draft policies and (if applicable) geotechnical evaluation requirement updates will be submitted to the Board of Supervisors for review and comment. Following the Board of Supervisors hearing, staff will update and/or complete the draft SLR policies and update (if applicable) related Appendix 3 and Coastal Zoning Code Sections 20.500 (Hazard Areas) and 20.532.07 (Geologic Hazards—Evaluation and Supplemental Application Information), which will then be submitted to staff at the CCC for review and comment under Subtask 4.4. The policies will be incorporated into an update to Section 3.4 Hazards Management (and updates to other relevant portions of the LCP such as Appendix 3 and Coastal Zoning Code sections 20.500 and 20.532.07 if applicable) and a future LCP Amendment. These documents will be the basis for the development of draft LCP policies.

In December 2022, the County of Mendocino was awarded competitive LCP Local Assistance Program Round 8 grant funding to complete a multi-element update of its LCP and the draft policy language developed during this task will be incorporated during that project's LCP update activities.

It is anticipated that the work product, once adopted and certified (after the grant period), will provide a higher level of certainty for County staff, landowners and businesses when processing local coastal development permits within the Coastal Zone while reducing CCC appeals of such permits which, in turn, would reduce CCC staff workload.

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**4.4 PUBLIC AND CCC INPUT** - Following completion of the draft SLRRS and proposed policy language, the County and consultant will host at least two (2) public meetings to present the initial draft and policy language to the public and interested stakeholders who will then have an opportunity to ask questions and provide comments in person. The County will also accept comments on the draft document in writing, either electronically or through hard copies. The initial draft and policy language will also be provided to the CCC for staff review and feedback.

**4.5 SLR RESILIENCE STRATEGY AND POLICY UPDATE FINAL DRAFT** - After receiving the final round of input from the public, stakeholders, and CCC staff, the consultant will catalog input received on the initial draft SLRRS, develop a matrix of comments received and responses to those comments, and revise into a Final SLRRS and proposed language for updates to hazards sections of the LCP, which will be presented to the Mendocino County Board of Supervisors for approval and adoption, as appropriate.

The final SLRRS will serve as the roadmap for Mendocino County’s future SLR adaptation and can be used to support future funding applications for planning, design, and implementation of SLR mitigation projects.

**Task 4 Deliverables:**

- *Draft LCP Hazards Management Element update language*
- *Final LCP Hazards Management Element update language (to be incorporated in the LCP as part of the awarded Round 8 grant project LCP-22-06)*
- *Draft LCP Appendix 3 (Geotechnical Evaluation Requirements) update language*
- *Final LCP Appendix 3 (Geotechnical Evaluation Requirements) update language (to be incorporated in the LCP as part of the awarded Round 8 grant project LCP-22-06)*
- *Draft Coastal Zoning Code Sections 20.500 (Hazard Areas) and 20.532.07 (Geologic Hazards—Evaluation and Supplemental Application Information) update language*
- *Final Coastal Zoning Code Sections 20.500 (Hazard Areas) and 20.532.07 (Geologic Hazards—Evaluation and Supplemental Application Information) update language (to be incorporated in the LCP as part of the awarded Round 8 grant project LCP-22-06)*
- *DRAFT Mendocino County SLRRS*
- *Final Mendocino County SLRRS*

*Owner(s): County of Mendocino and Consultant*

**C. SCHEDULE**

<b>Task 1. Project Implementation and Grant Management</b>	<b>October 2023-October 2025</b>
1.1 Grant Agreement Kickoff	December 2023
1.2 Project Management	December 2023-October 2025
1.3 Grant Management	October 2023-October 2025



**EXHIBIT A**

Outcome/Deliverables: a. Kickoff Meeting b. Quarterly Grant Progress Reports c. Quarterly Grant Reimbursement Requests d. One Grant Final Report	a. December 2023 b. Quarterly c. Quarterly d. October 31, 2025
<b>Task 2. Consultant Procurement</b>	<b>October 2023-December 2023</b>
2.1 Procure Consultant	October 2023-December 2023
Outcome/Deliverables a. Draft Request for Proposals b. Request for Proposals	a. December 31, 2023 b. November 30, 2023
<b>Task 3. SLR Strategy Planning</b>	<b>January 2024-August 2024</b>
3.1 Baseline Sea Level Rise Policy LCP Update	February 2024-July 2024
3.2 Existing Conditions Analysis and Memorandum	February 2024-April 2024
3.3 Stakeholder Outreach and Public Engagement Kickoff	March 2024-April 2024
3.4 SLR Analysis and Risk Assessment	April 2024-September 2024
Outcome/Deliverables a. Draft sea level rise baseline policies to Commission staff b. Locally adopted sea level rise baseline policies c. Submission of LCP amendment package to Coastal Commission with locally adopted sea level rise baseline policies d. Draft Mendocino County Coastal Existing Condition Memorandum e. Final Mendocino County Coastal Existing Conditions Memorandum f. Draft SLR and Risk Assessment Memorandum g. Final SLR Analysis and Risk Assessment Memorandum	a. April 1, 2024 b. May 31, 2024 c. June 30, 2024 d. April 29, 2024 e. May 31, 2024 f. July 31, 2024 g. September 30, 2024
<b>Task 4. SLR Resilience Strategy and Policy Development</b>	<b>August 2024-October 2025</b>

**EXHIBIT A**

4.1 Public Workshops and Stakeholder Planning Sessions	August 2024-October 2024
4.2 SLR Resilience Strategy Initial Draft	November 2024-March 2025
4.3 LCP Update Draft Language Development	March 2025-June 2025
4.4 Public and CCC Input	June 2025-July 2025
4.5 SLR Resilience Strategy and Policy Update Final Draft	August 2025-October 2025
<p>Outcome/Deliverables</p> <ul style="list-style-type: none"> <li>a. Draft LCP Hazards Management Element update language</li> <li>b. Final LCP Hazards Management Element update language (to be incorporated in the LCP as part of the awarded Round 8 grant project LCP-22-06)</li> <li>c. Draft LCP Appendix 3 (Geotechnical Evaluation Requirements) update language</li> <li>d. Final LCP Appendix 3 (Geotechnical Evaluation Requirements) update language (to be incorporated in the LCP as part of the awarded Round 8 grant project LCP-22-06)</li> <li>e. Draft Coastal Zoning Code Sections 20.500 (Hazard Areas) and 20.532.07 (Geologic Hazards—Evaluation and Supplemental Application Information) update language</li> <li>f. Final Coastal Zoning Code Sections 20.500 (Hazard Areas) and 20.532.07 (Geologic Hazards—Evaluation and Supplemental Application Information) update language (to be incorporated in the LCP as part of the awarded Round 8 grant project LCP-22-06)</li> </ul>	<ul style="list-style-type: none"> <li>a. May 31, 2025</li> <li>b. August 30, 2025</li> <li>c. May 31, 2025</li> <li>d. August 30, 2025</li> <li>e. May 31, 2025</li> <li>f. August 30, 2025</li> <li>g. March 31, 2025</li> <li>h. October 31, 2025</li> </ul>

**EXHIBIT A**

<p>g. Draft Mendocino County SLR Resilience Strategy</p> <p>h. Final Mendocino County SLR Resilience Strategy</p>	
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**D. BENCHMARK SCHEDULE**

<b>ACTIVITY</b>	<b>COMPLETION DATE</b>
Request for Proposals	December 30, 2023
Final Existing Conditions Analysis and Memorandum	March 31, 2024
LCP Amendment Package with adopted sea level rise baseline policies	June 30, 2024
Final SLR Analysis and Risk Assessment	September 30, 2024
SLR Resilience Strategy Initial Draft	March 31, 2025
Final LCP Hazards Management Element update language	August 30, 2025
Final Mendocino County SLR Resilience Strategy	October 31, 2025

## **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<sup>®</sup> Specialty License Plate, or California's Voluntary Tax Check-Off Program, or General Fund/Local Assistance, and administered by the Coastal Commission to the Grantee pursuant to this Agreement.
7. The term "Grant Manager"; the representative of the Commission with authorization per the Executive Director to administer and provide oversight of the Grant.
8. The term "Grantee"; an applicant who has a signed agreement for Grant Funds.
9. The term "Project"; the activity described under the Scope of Work, attached as EXHIBIT A, to be accomplished with Grant Funds.
10. The term "Project Budget"; the Commission approved cost estimate submitted to the Commission's Grant Manager for the Project. The Project Budget shall describe all labor and material costs of completing each component of the Project. The Project Budget shall contain itemized amounts permissible for each item or task described in the Scope of Work. The Project Budget must include the set administrative and indirect costs agreed upon by the Parties if applicable.
11. The term "Public Agency"; any State of California department or agency, a county, city, public district or public agency formed under California law.
12. The term "Scope of Work" refers to EXHIBIT A, including the approved Project Description, Tasks, and Schedules.
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>
<b>LABOR COSTS<sup>1</sup></b>			
<b>County/City Staff Labor</b>			
<b>Task 1 – Project Implementation and Grant Management</b>	<b>\$13,200</b>	<b>\$0</b>	<b>\$13,200</b>
<b>Task 2 – Consultant Procurement</b>	<b>\$6,600</b>	<b>\$0</b>	<b>\$6,600</b>
<b>Task 3 – SLR Resilience Strategy Planning</b>	<b>\$9,159</b>	<b>\$0</b>	<b>\$9,159</b>
<b>Task 4 – SLR Resilience Strategy and Policy Development</b>	<b>\$30,120</b>	<b>\$0</b>	<b>\$30,120</b>
<b>Total Labor Costs</b>	<b>\$59,079</b>	<b>\$0</b>	<b>\$59,079</b>
<b>DIRECT COSTS</b>			
<b>Consultants<sup>2</sup>/Partners</b>			
Consultant A			
<b>Task 1 – Project Implementation and Grant Management</b>	<b>\$27,133</b>	<b>\$0</b>	<b>\$27,133</b>
<b>Task 2 – Consultant Procurement</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Task 3 – SLR Resilience Strategy Planning</b>	<b>\$103,583</b>	<b>\$0</b>	<b>\$103,583</b>
<b>Task 4 – SLR Resilience Strategy and Policy Development</b>	<b>\$147,033</b>	<b>\$0</b>	<b>\$147,033</b>
<b>Consultants Total</b>	<b>\$277,749</b>	<b>\$0</b>	<b>\$277,749</b>
<b>Total Direct Costs</b>	<b>\$277,749</b>	<b>\$0</b>	<b>\$277,749</b>
<b>OVERHEAD/INDIRECT COSTS<sup>3</sup></b>			

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

<sup>2</sup> All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

<sup>3</sup> Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for “Total Labor.”

**EXHIBIT B**

<i>Jurisdiction Name</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>Total County/City Staff Overhead/Indirect Costs</b>	\$5,908	\$0	\$5,908
<b>TOTAL PROJECT COST</b>	\$342,736.00	\$0	\$342,736.00

**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: Awbrey Yost  
Statewide Planning Division  
1385 8th St., Suite 130  
Arcata, CA 95521
- 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.
- 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

## EXHIBIT B1

(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 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.



**EXHIBIT B1**

- 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.