

EXHIBIT A
SCOPE OF WORK

Name of Local Government: County of San Luis Obispo

Name of Project: San Simeon Community Services District Coastal Hazards Response Plan

Funding Source: Greenhouse Gas Reduction Fund

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 95-6000939

Budget Summary:

CCC funding: \$130,000

Other funding: \$33,000

Total project cost: \$163,000

Term of Project: March 1, 2020 or grant agreement execution date – March 31, 2022

A. PROJECT DESCRIPTION

The County of San Luis Obispo will use the awarded California Coastal Commission Round 6 LCP grant funds for planning efforts related to inland relocation of the existing San Simeon wastewater treatment plant (WWTP) and wastewater facilities away from the coastal hazard zone. This will include potential amendments to the LCP. The County of San Luis Obispo (County) will coordinate with the San Simeon Community Services District (SSCSD) to carry out this Project, which entails development of the Coastal Hazards Response Plan, stakeholder outreach, and potential amendments to the San Luis Obispo Local Coastal Program (LCP) that would facilitate future relocation of the WWTP.

The planning area for this Project includes the community of San Simeon Acres, which is entirely located within the Coastal Zone. Additionally, San Simeon is located within the boundaries of a low-income community, as defined by a community with a median household income less than 80% of the State-wide average. As stated in CCC staff report Th13b for CDP Application No. 3-19-0020: the existing WWTP represents critical public infrastructure that is located in an area known to be at risk from coastal erosion and flooding given the location of the WWTP atop a coastal bluff and adjacent to both a coastal stream. Damage to the existing WWTP resulting from coastal hazards present significant risks to public safety and water quality within the community. This situation is representative of the coastal hazards and sea level rise challenges facing critical infrastructure located along all of coastal California's dynamic shoreline area. The San Simeon WWTP may serve as a case study for similar facilities along the California coast, and CCC funding will allow for technical investigations to inform coastal land use planning goals

EXHIBIT A

and policies for inland relocation of critical public infrastructure; to allow for restoration of the existing WWTP property with native riparian, wetland and coastal bluff habitats; and to be consistent with the CCC's LCP Update Guidelines. Development of Coastal Hazard Response Plan and related planning efforts will make progress towards goals of preventing the loss of property (both public and private), damage, and disruption of critical public services, providing co-benefits to reduce sea level rise impacts on public health. Planning for the relocation of WWTP infrastructure will reduce the risk of hazardous material release as a result of coastal storm surges or erosion-induced damage, and increase resilience to coastal hazards within the WWTP service area.

The goal of this project is to provide the San Simeon community and decision makers with comprehensive information for planning resilient development and protection of critical infrastructure and coastal resources. In order to address needed adaptive management of critical infrastructure, SSCSD will develop a Coastal Hazards Response Plan that will function as a technical report building on previous studies to advance work on planning for WWTP relocation and revetment removal, while addressing coastline climate change impacts. The Coastal Hazards Response Plan will serve as a driving document to help guide and determine the need for potential future LCP Amendments.

The County's existing Coastal Zone Land Use Ordinance and the North Coast Area Plan are the two LCP documents that will potentially be amended as part of this Project to address WWTP relocation after considering applicable zoning, planning policies, and the feasibility of permitting alternatives identified in the Coastal Hazards Response Plan. If an LCP Amendment is necessary, the County will identify any changes in LCP policies or designated zoning to allow for relocation of the WWTP facilities. Additionally, the Coastal Hazards Response Plan will assess potentially feasible adaptation strategies and best management practices to minimize or reduce coastal hazard impacts to critical public infrastructure, specifically targeted for the San Simeon WWTP.

The Coastal Hazards Response Plan and potential subsequent LCP Amendment will emphasize considerations of sea level rise hazards upon community health and well-being. The project includes the establishment of a policy framework for adapting to coastal hazards and improving resiliency, in order to protect critical public infrastructure and vulnerable populations that are threatened by existing and future coastal hazards. A preferred inland site (or sites) for SSCSD wastewater treatment functions will be identified, including evaluation of alternative wastewater treatment options in-lieu of building a new WWTP. Potentially feasible alternatives involve construction of an inland package plant, combining services with other nearby existing WWTPs, and similar alternatives. Expected costs include purchase of land for a relocated WWTP, decommissioning of the existing plant and to restore the site, and upgrades for any relocated wastewater treatment functions to include water recycling.

The County intends to complete this project with coordination with CCC and stakeholders (e.g., Regional Water Quality Control Board, State Parks, Ocean Protection Council,

EXHIBIT A

California Department of Fish and Wildlife, potential study site property owners), through the public hearing and decision-making process. The Project will address needs of environmental justice populations, particularly related to climate resilience of critical public infrastructure, and will protect coastal resources and water quality along the San Simeon shoreline for continued coastal access and recreation. LCP policies that support this Project will be included within the Draft LCP Amendment as necessary. Following the completion of the Project funded under Round 6, the County will have a locally adopted complete LCP package, culminating in submittal to the CCC to initiate the certification process.

B. TASKS

Task 1: Project Initiation and Kickoff

Following execution of the Grant Agreement, the County, San Simeon Community Service District (SSCSD), and consulting partners will initiate the preparation of the San Simeon Coastal Hazards Response Plan (Project). A kickoff meeting will be held with County and SSCSD staff, and consultant team, to review and refine the work program, develop an understanding of Project details, establish roles and responsibilities, and protocols for clear lines of communication for the duration of the Project.

Outcomes/Deliverables:

- Kickoff Meeting Materials (e.g., Agenda, Minutes, Communication Protocols, and Action Items)

Task 2: Agency and Stakeholder Engagement

The County is committed to maintaining a collaborative relationship with SSCSD to develop a feasible solution for protection of critical public infrastructure through WWTP relocation and/or continuation of wastewater treatment necessary services for an identified priority population. In addition, coordination with agencies, decision-makers, and landowners will be essential to the success of this Project. Stakeholders involved in this process may include Regional Water Quality Control Board, California State Parks, U.S. Army Corps of Engineers, California Natural Resources Agency, community service districts such as Cambria Community Service District, and local residents and landowners.

Subtasks:

2.1: Coordination with CCC – The County and SSCSD will coordinate with CCC for initial Project setup, regular Project status updates, and input at major Project milestones. This subtask will be ongoing.

2.2: Project Coordination between the County and SSCSD – The County and SSCSD will meet regularly to coordinate on this project.

2.3: Stakeholder Identification – SSCSD will develop a list of key stakeholders that SSCSD will coordinate with for development of Coastal Hazards Response Plan and

EXHIBIT A

eventual WWTP relocation. Stakeholders will include local, regional, state, and federal agencies, as well as landowners and other interested parties.

2.4: Stakeholder Meetings – SSCSD will facilitate up to eight (8) stakeholder meetings with relevant agencies with authority over the development, as well as with any potential landowners or technical specialists, to discuss alternatives for a proposed new and/or relocated WWTP and wastewater functions and selection of a preferred alternative.

2.5: Public Outreach – The County and SSCSD will provide opportunities for public input and questions through a comment period on the draft Coastal Hazards Response Plan (Tasks 3), regular project updates (at a minimum, quarterly) at SSCSD Board Meetings, and the local LCP adoption process (public Planning Commission and Board of Supervisors hearings, Tasks 4 and 5).

Outcomes/Deliverables:

- Stakeholder List
- Coordination/Stakeholder Meeting Materials (*e.g.*, agendas, minutes, action items)

Task 3: Coastal Hazards Response Plan

The Coastal Hazards Response Plan will provide a clear long-term plan for providing necessary wastewater treatment functions at an inland location not subject to significant coastal hazards threatening the existing WWTP as identified within the CCC adopted findings within CDP Application No. 3-19-0020. The Coastal Hazards Response Plan will be a technical report designed to inform land use and regulatory decisions, including needed amendments to the LCP. This Task will be performed by SSCSD and their subconsultants.

Subtasks:

3.1: Evaluate Existing Conditions and Identify Constraints – SSCSD has commissioned several studies and technical analysis for the WWTP since 2008. SSCSD will build on prior technical studies to summarize existing threats and conditions at the current WWTP site, prior sea level rise modeling and vulnerability assessments, and potential constraints that would affect WWTP relocation or site selection.

3.2: Alternatives Analysis – SSCSD, through coordination with key stakeholders in Task 2, will identify various landward locations for a wastewater treatment system, including evaluation of alternative wastewater treatment options in-lieu of building a new WWTP, and evaluate the feasibility. Factors affecting feasibility and selection of wastewater treatment systems may include the presence, absence, or condition of slopes, soils, drainage, elevation, vehicle access points, sensitive receptors, sensitive biological habitat, and surrounding land uses. Additionally, the Alternatives Analysis will assess potential barriers to moving to the final design and implementation stages of the future landward wastewater treatment system to each site for optimal site selection. The alternatives analysis will also explore the feasibility of beneficial re-use of wastewater

EXHIBIT A

and/or other options that would support the area's broader water conservation and production goals.

3.3: Identification of a Preferred Site or Alternative – A preferred site(s) based on feasibility, costs, site-specific characteristics, and minimization of potential environmental impacts will be identified.

3.4: Develop Schedule for Potential Major Relocation Events – A conceptual timeline will be developed that will show project phases and major milestones for relocation at the Preferred site or alternative.

3.5: Conduct economic analysis – SSCSD and consultants will develop estimated costs and potential funding options for potential land acquisition, planning, permitting, design, construction, and operation of the relocated WWTP or alternative wastewater treatment solutions. The potential for increased costs to customers will also be assessed, and options for reducing such costs will be evaluated.

3.6: Prepare Draft Coastal Hazards Response Plan – SSCSD and consultants will prepare the Draft Coastal Hazards Response Plan based on work performed for Subtasks 3.1 through 3.5 and with consideration of stakeholder input under Task 2.

3.7 Stakeholder Review of the Draft Coastal Hazards Response Plan – SSCSD and consultant team as needed will circulate the draft Coastal Hazards Response Plan to Coastal Commission staff and other stakeholders and members of the public, and will present the Coastal Hazards Response Plan at up to two (2) public hearings for the Planning Commission and Board of Supervisors, allowing time for public comment. CCC staff will have one month to review the Draft Plan prior to public/stakeholder outreach.

3.8: Final Coastal Hazards Response Plan – SSCSD and will finalize the Coastal Hazards Response Plan, incorporating comments from CCC staff, the Planning Commission, the Board of Supervisors, and other stakeholders.

Outcomes/Deliverables:

- Draft Coastal Hazard Response Plan
- PowerPoint Presentation and Materials
- Final Coastal Hazard Response Plan

Task 4: Draft LCP Amendments

The objective of this task will be to develop any necessary amendments to the Coastal Zone Land Use Ordinance and North Coast Area Plan in order to facilitate relocation of the San Simeon WWTP. LCP amendments as part of this Project may include changes in land use designation and zoning, policy updates, and/or inclusion of best management practices and criteria for development of wastewater infrastructure. Such amendments would be informed by the Coastal Hazards Response Plan developed under Task 3, and agency coordination, including CCC, conducted under Task 2.

Subtasks:

EXHIBIT A

4.1: Develop Work Plan and Policy Framework – Once a preferred alternative has been identified for WWTP relocation, the County will determine the need for amendments to the Coastal Zone Land Use Ordinance and North Coast Area Plan to facilitate future development of the WWTP.

4.2: Develop Administrative Draft LCP Amendments – The County will prepare draft amendments as necessary to the Coastal Zone Land Use Ordinance and North Coast Area Plan for review by the Coastal Commission prior to finalization. CCC staff will have at least one month to review and provide comments on any revisions to the LCP amendments prior to public outreach.

4.3: Circulate Public Draft LCP Amendments – The draft LCP Amendments will be presented at public forums and/or Planning Commission meeting(s) for public review. The County will circulate the LCP Amendments for comment to agencies that have regulatory authority or expertise in areas subject to the LCP Amendments.

4.4: Prepare Revised Draft LCP Amendment Package – The County will revise the Draft LCP Amendment package as warranted, with consideration of comments from the public, agencies, and decision-makers.

Outcomes/Deliverables:

- Work Plan
- Administrative Draft LCP Amendments
- Public Draft LCP Amendments
- Revised Draft LCP Amendments

Task 5: Hearings and Adoption

Under this Task, the County would carry any Draft LCP Amendments through the public hearing and local adoption process and through CCC submittal for certification.

Subtasks:

5.1: Planning Commission Hearings – The Revised Draft LCP Amendment package will be presented before the Planning Commission. This subtask assumes two (2) hearings may be required.

5.2: Board of Supervisors Hearings – The Revised Draft LCP Amendment package and Planning Commission recommendations will be presented before the Board of Supervisors for consideration of local adoption. This subtask assumes two (2) hearings may be required.

5.3: Submit locally approved LCP Amendment to CCC – The County will prepare and submit the LCP Amendment package to the CCC for certification.

Outcomes/Deliverables:

- Planning Commission Staff Reports and Exhibits
- Board of Supervisors Staff Reports and Exhibits

EXHIBIT A

- LCP Amendment Submittal to the CCC

Task 6: Project Management and Administration

The County and SSCSD will carry out essential project management tasks throughout the life of the Project, including progress reporting and grant administration, and procurement of any needed subconsultants.

Outcomes/Deliverables:

- Quarterly Progress Reports

C. SCHEDULE

Project start/end dates: 3/1/2020 or grant agreement execution date – 3/31/2022

Task 1: Project Initiation and Kickoff	3/1/2020 – 3/31/2020
Outcomes/Deliverables:	
a. Kickoff Meeting Materials (<i>e.g.</i> , Agenda, Minutes, Communication Protocols, and Action Items)	3/31/2020
Task 2. Agency & Stakeholder Coordination	3/1/2020 – 3/31/2022
2.1: Coordination with CCC	3/1/2020 – 3/31/2022
2.2: Project Coordination between the County and SSCSD	3/1/2020 – 3/31/2022
2.3: Stakeholder Identification	3/1/2020 – 3/31/2020
2.4: Stakeholder Meetings	4/1/2020 – 9/30/2021
2.5: Public Outreach	3/1/2020 – 3/31/2022
Outcomes/Deliverables:	
a. Stakeholder List	a. 3/31/2020
b. Coordination/Stakeholder Meeting Materials (<i>e.g.</i> , agendas, minutes, action items)	b. 3/1/2022
Task 3. Coastal Hazards Response Plan	3/1/2020 – 10/1/2021
3.1: Evaluate Existing Conditions and Identify Constraints	3/1/2020 – 3/31/2020
3.2: Alternatives Analysis	3/1/2020 – 9/30/2020
3.3: Identification of a Preferred Site or Alternative	10/1/2020 – 1/31/2021
3.4 Develop Schedule for Potential Major Relocation Events	10/1/2020 – 4/31/2021
3.5 Conduct economic analysis	10/1/2020 – 4/31/2021
3.6 Prepare Draft Coastal Hazards Response Plan	4/1/2021 – 6/30/2021
3.7 Stakeholder Review of the Draft Coastal Hazards Response Plan	7/1/2021 – 8/13/2021
3.8 Final Coastal Hazards Response Plan	8/16/2021 – 10/1/2021
Outcomes/Deliverables:	
a. Draft Coastal Hazard Response Plan	a. 6/30/2021
b. PowerPoint Presentation and Materials	b. 8/13/2021
c. Final Coastal Hazard Response Plan	c. 10/1/2021

EXHIBIT A

Task 4: Draft LCP Amendments	2/1/2021 – 9/30/2021
4.1: Develop Work Plan and Policy Framework	2/1/2021 – 3/1/2021
4.2: Develop Admin Draft LCP Amendments	3/2/2021 – 6/30/2021
4.3: Circulate Draft LCP Amendments	7/1/2021 – 8/13/2021
4.4: Prepare Revised Draft LCP Amendment Package	8/16/2021 – 10/1/2021
Outcomes/Deliverables: a. Work Plan b. Administrative Draft LCP Amendments c. Public Draft LCP Amendments d. Revised Draft LCP Amendments	a. 3/1/2021 b. 6/30/2021 c. 7/1/2021 d. 10/1/2021
Task 5: Hearings and Adoption	10/1/2021 – 3/31/2022
5.1: Planning Commission Hearings	10/5/2021 – 12/31/2021
5.2: Board of Supervisors Hearings	1/2/2022 – 2/4/2022
5.3: Submit locally approved LCP Amendment to CCC	2/7/2022 – 3/31/2022
Outcomes/Deliverables: a. Planning Commission Staff Reports and Exhibits b. Board of Supervisors Staff Reports and Exhibits c. LCP Amendment Submittal to the CCC	a. 12/31/2021 b. 2/4/2022 c. 3/31/2022
Task 6: Project Management and Administration	3/1/2020 – 3/31/2022
Outcomes/Deliverables: a. Quarterly Progress Reports	a. 3/31/2022

D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Kickoff Meeting & Identification of Stakeholders	3/31/2020
Draft Coastal Hazards Response Plan & Draft LCP Amendments	6/30/2021
Presentation at Public Hearing(s) & Circulation of Draft LCP Amendments	7/1/2021 – 8/13/2021
Final Coastal Hazards Response Plan & LCP Amendments	10/1/2021
Local Adoption & Submittal to CCC	3/31/2022

EXHIBIT B

BUDGET

<i>San Luis Obispo County</i>	CCC Grant Total	Match/Other Funds (SSCSD)	Total (LCP Grant Funds + Match/ Other Funds)
LABOR COSTS¹			
County Staff Labor			
Task 1 – Project Initiation	\$2,500	--	\$2,500
Task 2 – Agency & Stakeholder Coordination	\$5,000	--	\$5,000
Task 3 – Coastal Hazards Response Plan	--	--	\$0
Task 4 – Draft LCP Amendments	\$25,000	--	\$25,000
Task 5 – Hearings and Adoption	\$8,000	--	\$8,000
Task 6 – Project Management & Administration	\$2,500	--	\$2,500
Total Labor Costs	\$43,000	\$0	\$43,000
DIRECT COSTS			
San Simeon Community Services District & Consultants²			
<i>San Simeon CSD</i>	--	--	\$0
Task 1 – Project Initiation	\$2,500	--	\$2,500
Task 2 – Agency & Stakeholder Coordination	\$15,000	--	\$15,000
Task 3 – Coastal Hazards Response Plan	\$67,000	\$33,000	\$100,000
Task 4 – Draft LCP Amendment Package	--	--	\$0
Task 5 – Hearings and Adoption	--	--	\$0
Task 6 – Project Management & Administration	\$2,500	--	\$2,500
Total Direct Costs	\$87,000	\$33,000	\$120,000
OVERHEAD/INDIRECT COSTS³			
Total County Staff Overhead/ Indirect Costs	--	--	\$0

¹ Amount requested should include total for salary and benefits.

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

³ 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>San Luis Obispo County</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds (SSCSD)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
TOTAL PROJECT COST	\$130,000	\$33,000	\$163,000

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, in triplicate, no more frequently than monthly (except as requested by the Commission) but no less frequently than quarterly (assuming activity occurred within that quarter). RFF forms shall be submitted in arrears to:
- California Coastal Commission
Attn: Tamara Doan (LCP Grant Coordinator)
Statewide Planning Division
725 Front Street, Suite 300
Santa Cruz, CA 95060
- 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