

## EXHIBIT A

### SCOPE OF WORK

#### Project Work Plan, Schedule, and Budget

**Name of Local Government:** Ventura County Resource Management Agency

**Name of Project:** VC Resilient Coastal Adaptation Project (Phase II)

**Federal Tax ID#:** 95-6000944

**Budget Summary:**

CCC funding:	\$130,000
<u>Other funding:</u>	<u>\$101,538</u>
Total project cost:	\$213,287

**Term of Project:** 3/15/2020 or upon date of grant execution – 03/31/2022

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#### PROJECT DESCRIPTION

Since completing the Round 3 LCP Planning Grant which funded the “VC Resilient Coastal Adaptation Project, Phase I” (Phase I), the County will initiate Phase II of the VC Resilient Coastal Adaptation Project (Phase II), to adopt and submit for certification the Local Coastal Program (LCP) amendments for sea level rise and coastal hazards, and transfer relevant climate action planning policies from the County’s Climate Action Plan.

#### TASKS

**Task 1. Education and Outreach and Interagency Coordination:**

Over the course of VC Resilient Phase 1, it became apparent that additional public outreach and education about the potential harmful effects of sea level rise is needed. A three-pronged approach to coordination and public outreach is described in the subtasks below.

**Task 1.1: Project Initiation:**

Set up grant agreement with Coastal Commission.

**Task 1.2: Public Outreach Plan:**

This plan will be developed in coordination with Coastal Commission staff and it is based on the following objectives:

1. Conduct readily-achievable recommendations from the Social Vulnerability analysis in Appendix C of the Vulnerability Assessment. These will include providing bilingual (English/Spanish) educational materials regarding Coastal Hazards and the importance of renter’s insurance for vulnerable residents, coordinating with community groups regarding sea level rise and recovery from

## **EXHIBIT A**

coastal disaster events, and providing recommendations for the County's Multi-Hazard Mitigation Plan to include emergency response measures for disadvantaged and senior residents.

2. Present a coastal hazards synopsis and provide informational materials at meetings with Community Based Organizations, including community events that may be frequented by residents from low-income and disadvantaged populations. The bilingual educational materials will be distributed during events that are planned by the County's Health Services Agency and the Ventura County Regional Energy Alliance. The VC Resilient team will coordinate with these agencies to conduct at least two presentations with translation services into Spanish and into Mixteco if needed. The purpose of the presentations will be to educate the community about sea level rise, preparation for coastal hazards, and encourage participation in the LCP amendment process.

### **Task 1.3: Formation of an Interagency Working Group:**

This group will consist of staff from seven different County agencies that will meet bimonthly for one year. The goal of this Working Group will be to review sea level rise vulnerabilities on the County's coast and to recommend potential adaptation projects/priorities for consideration by the Board of Supervisors. The group will also review and comment on targeted LCP policies and regulations that cross over to other departments, such as policies related to elevating new development, bluff development, and seawalls, and policies that will impact county-owned and operated facilities. At the end of one year, the group will provide a results report for review by County agencies and decision makers.

### **Task 1.4: Coastal Commission/Caltrans District 7/County Sea Level Rise Planning Coordination Model:**

During Phase 1 of VC Resilient, these agencies met to discuss sea level rise adaptation strategies and erosion mitigation projects for highways that line the north and south coasts of the county. This coordination is proposed to continue and result in policies for each agency to consider for amendments to respective Caltrans and County planning documents that include consistent sea level rise and coastal erosion mitigation strategies. Ventura County Staff can attend up to six meetings in Ventura County, up to two meetings at Caltrans District 7 headquarters, and as many meetings needed by phone or online.

### **Outcomes:**

Task 1 will achieve broader educational outreach, improved County-agency coordination that includes a presentation to the Board of Supervisors, and enhanced public input during the LCP amendment process. Ideally the coordination meetings in Task 1.4 will be successful, provide policy guidance, and serve as a model for other jurisdictions that are considering adaptation measures for critical transportation facilities.

## EXHIBIT A

### Deliverables:

- Public outreach plan described in a memorandum.
- Informational flyer in both English and Spanish that will be provided to vulnerable coastal residential neighborhoods and at community outreach events that are focused on public outreach to low-income and disadvantaged communities.
- At least four meetings with Community Based Organizations, including groups and agencies that serve low-income and disadvantaged communities, and administer services to the homeless (flyers will be provided).
- At least two presentations at community outreach events that are focused on public outreach to low-income and disadvantaged communities (flyers will be provided).
- Development of a project webpage with an interface that encourages general public and resident comments regarding sea level rise and LCP amendments to be submitted online.
- Approximately six County interagency sea level rise working group meetings.
- Results Report regarding the working group findings.
- Draft LCP Amendments resulting from the Caltrans and Coastal Commission staff coordination effort.

### Task 2. Prepare LCP Amendments:

The preliminary draft policies that were developed during Phase 1 of VC Resilient will be finalized for adoption hearings before the Planning Commission and Board of Supervisors. Existing LCP policies for other coastal hazards such as bluffs, wildfires and earthquakes will also be updated. Applicable policies from the General Plan Climate Action Plan will be transferred into proposed LCP amendments. Accompanying updates to the Coastal Zoning Ordinance will be drafted.

#### Task 2.1: Draft Hazards Policies and Zoning Amendments:

Sea level rise is inexorably linked to other coastal hazards such as beach and bluff erosion, river flooding, and tsunamis. The existing policies addressing these issues in the LCP, as well as those addressing wildfires, are approaching 40 years in age and will be comprehensively revised in conjunction with the sea level rise updates. The Coastal Area Plan also repeats most hazards policies in respective North, Central and South Coast Subarea subsections. Proposed Coastal Area Plan amendments will update the hazards policies and reduce repetition through the consolidation of hazards policies within a single new section specifically tailored to hazards and sea level rise. Subsequent amendments to the Coastal Zoning Ordinance will also be included.

#### Task 2.2: Update Preliminary Draft Sea Level Rise Policies:

This task will conduct more detailed technical analysis of the preliminary draft sea level rise policies. This detailed review will include legal analysis, an evaluation of predicted

## EXHIBIT A

coastal flooding depth for elevating new development, integration of sea level rise policies with FEMA standards, bluff setback measures, review of historical beach extents, and methods to design structures for removal if necessary. A coastal engineer will be consulted for this task. Further refinement of the Coastal Hazards Screening Area, Coastal Hazards Report requirements and real estate disclosures will be included. The task will also include the development of policies and provisions regarding the requirement of permit conditions to minimize risks from hazards and address adaptation strategies. Preliminary Draft Conditions of Approval for coastal development permits will also be provided for Coastal Commission Staff review and comment. The zoning ordinance may need to be updated to define substantial redevelopment, revise development standards for shoreline protective devices, and include findings required for policies intended to avoid a regulatory taking.

### **Task 2.3: Transfer Climate Action Plan Policies:**

The County is conducting a General Plan Update that includes a Climate Action Plan. The General Plan Update is scheduled to be completed in Summer 2020. This provides an opportunity to transfer relevant policies from the Climate Action Plan into the County's LCP. Such an effort will fulfill a General Plan program objective and help mitigate greenhouse gas emissions cohesively through Coastal Area Plan policies. While hundreds of climate action policies are included in the draft General Plan, the County will work with Coastal Commission staff to select policies that are best suited to the coastal zone for public review and consideration for adoption by the Board of Supervisors.

### **Task 2.4: Draft LCP Update Submittal to Coastal Commission Staff:**

The LCP amendments will be prepared and submitted to Coastal Commission Staff for review and comment. The submittal will include the Coastal Area Plan and Coastal Zoning Ordinance with revisions shown in legislative format. At least 120 days will be provided for Coastal Commission staff review and at least two in-person meetings will be conducted to review and discuss the materials. Additional iterative reviews will be conducted between County and CCC staffs if needed, and such reviews may result in schedule delays and a subsequent contract modification.

### **Task 2.5: Public Outreach for Proposed LCP Amendments:**

After the Coastal Commission Staff recommended changes are discussed and the draft amendments are revised the County will conduct three outreach meetings to present the proposed amendments to the community. It is likely that there will be one presentation to each planning subarea in the north, central, and south coast areas of the unincorporated county. Public comments will be gathered, and the proposed amendments will be revised as needed. These meetings are separate from the outreach meetings in Task 1.2 above and are intended to focus on the detailed LCP amendments.

### **Outcomes:**

The primary objective is a draft revised LCP that is updated for sea level rise, hazards, and climate action planning.

## EXHIBIT A

### Deliverables:

- Draft Revised LCP in legislative format
- Real estate disclosure language
- Coastal Development permit condition language
- Materials from three community outreach meetings
- At least two meetings with Coastal Commission staff

### Task 3. County Adoption Hearings:

Public hearings before the Planning Commission and Board of Supervisors are required to amend the LCP. Staff will conduct at least one hearing with each body to recommend and adopt the proposed LCP amendments and, if successfully adopted, submit the revised LCP to the Coastal Commission for certification.

#### Task 3.1: Planning Commission Hearing.

Will include staff report, revised draft LCP, coastal act consistency analysis, cumulative impacts analysis, and findings.

#### Task 3.2: Board of Supervisors Hearing.

If the LCP amendments are adopted, a resolution will be included authorizing submittal to the Coastal Commission for certification.

#### Task 3.3: Submittal of adopted amendments to Coastal Commission for certification.

This task is complete when Coastal Commission staff verify all the materials required for a complete LCP amendment application were provided.

### Outcomes:

This task will provide an LCP that was updated for sea level rise, coastal hazards, and climate change that was reviewed by the Planning Commission and heard by the Board of Supervisors for adoption.

### Deliverables:

- Planning Commission draft LCP amendments, staff reports, General Plan and Coastal Act consistency analysis and other supporting documentation.
- Board of Supervisors adopted LCP amendments, Board Letter, resolution, and accompanying documentation.
- Formal submittal to Coastal Commission staff requesting certification.

### Task 4. Post-County Adoption Public Hearings and Implementation (*outside scope of grant*):

This task will include the necessary Ventura County staff participation in the certification process, which includes coordination with Coastal Commission staff, attendance at the Coastal Commission LCP amendment certification hearing, and a subsequent Board of Supervisors hearing to consider any Coastal Commission's suggested modifications to the LCP amendment.

**EXHIBIT A**

**4.1: Coastal Commission Hearing:**

After discussing the amendments with Coastal Commission staff, the Planning Division staff will attend the Coastal Commission hearing where the Commission will formally review and act on the proposed amendments.

**4.2: Board of Supervisors Hearing** (assuming conditional certification is granted in Subtask 4.1):

Planning Division staff will return to the Board of Supervisors to adopt the LCP modifications that were proposed by the Coastal Commission. If successful, the resolution accepting the changes will be sent to the Coastal Commission staff for final certification.

**4.3: LCP Implementation** (assuming suggested modifications are adopted in Subtask 4.2):

After final certification, Planning Division staff will transmit the Board of Supervisors resolution to the Coastal Commission staff for final Executive Director Determination. After the determination, Planning Division staff will update the coastal development permit application materials, the project webpage, and other informational materials provided to the public to reflect the revised LCP. Training of the Planning Division permitting staff will also be provided. However, since many of these activities would extend beyond the grant term, the Board of Supervisors resolution is the final grant deliverable. Planning Division will notify Coastal Commission Staff when the updated and certified LCP is effective and available to the public.

**Outcomes:**

Ideally this task will provide a conditionally certified LCP that was updated for sea level rise, coastal hazards, and climate change. The Board of Supervisors will also review and consider adoption of the suggested modifications. If the modifications are locally adopted, the County will work with Coastal Commission staff to formally certify and implement the LCP amendments.

**SCHEDULE**

Project start/end dates: 02/15/2020 or grant agreement execution date – 3/31/2022

Task Number and Title	Start Date	End Date
<b>Task 1. Education, Outreach and Interagency Coordination</b>	Projected start date: 2/18/2020	End date: 4/28/2021
1.1 Project Initiation.	2/18/2020	3/16/2020
1.2 Conduct public outreach.	3/16/2020	6/19/2020
1.3 Formation of interagency working group for one year, ending with a Results Report.	3/16/2020	4/28/2021
1.4 Caltrans/Coastal Commission staff	2/18/2020	4/28/2021

**EXHIBIT A**

<b>Task Number and Title</b>	<b>Start Date</b>	<b>End Date</b>
coordination.		
Outcomes: Educate the public about coastal hazards and encourage input on LCP amendments from public who visit and recreate on beaches, disadvantaged and low-income communities, Caltrans, and other County agencies.	2/18/2020	4/28/2021
Deliverables: <ul style="list-style-type: none"> <li>• Public outreach plan</li> <li>• Informational flyer in both English and Spanish.</li> <li>• At least four meetings with Community Based Organizations</li> <li>• At least two presentations at community outreach events</li> <li>• Project webpage</li> <li>• Approximately six County interagency sea level rise working group meetings.</li> <li>• Results Report regarding the working group findings</li> <li>• Draft LCP Amendments resulting from the Caltrans and Coastal Commission staff coordination effort.</li> </ul>	2/18/2020	4/28/2021
<b>Task 2. Prepare LCP Amendments for Hazards, Sea Level Rise, and Climate Action Plan</b>	Projected start date: 4/20/2020	End date: 3/8/2021
2.1 Draft hazards policies and zoning amendments for hazards.	4/20/2020	6/19/2020
2.2 Update draft sea level rise policies, draft zoning amendments for sea level rise.	5/18/2020	8/18/2020
2.3 Transfer applicable General Plan Climate Action Plan Policies into Coastal Area Plan.	7/17/2020	8/31/2020
2.4 Submittal of finalized draft LCP text amendments to Coastal Commission staff for review. Includes Coastal Area Plan reorganization. (60- day review periods, each for Area Plan and Zoning Ordinance— 120 days total)	8/30/2020	1/4/2021
2.5 Revise draft amendment per Coastal	1/4/2021	3/8/2021

**EXHIBIT A**

<b>Task Number and Title</b>	<b>Start Date</b>	<b>End Date</b>
Commission staff comments. Conduct public outreach/review of proposed LCP Amendments, revise as needed.		
Outcomes: LCP amendments for sea level rise, other hazards, and consistency with County's Climate Action Plan.	4/20/2020	3/8/2021
<b>Deliverables:</b>		
<ul style="list-style-type: none"> <li>• Draft Revised LCP in legislative format</li> <li>• Real estate disclosure language</li> <li>• Coastal development permit condition language</li> <li>• Materials from three community outreach meetings</li> <li>• At least two meetings with Coastal Commission staff</li> </ul>	Interim CCC Staff Review of LCP amendments start date: 8/30/2020	Interim CCC Staff Review of LCP amendments end date: 1/4/2021
	4/20/2020	3/8/2021
<b>Task 3. County Adoption Hearings</b>	Projected start date: 3/8/2021	End date: 8/15/2021
3.1 Conduct Planning Commission hearing, including staff report with Coastal Act conformance analysis and obtain recommended actions for Board of Supervisors Hearing.	3/8/2021	5/7/2021
3.2 Conduct Board of Supervisors hearing, present LCP amendments, and obtain a resolution adopting the amendments.	5/10/2021	7/30/2021
3.3 Formally submit proposed amendments and Board resolution to Coastal Commission for certification. Attend hearing.	7/30/2021	8/15/2021
Outcomes: LCP amendments for sea level rise, coastal hazards, and climate change.	3/8/2021	8/15/2021



**EXHIBIT A**

Task Number and Title	Start Date	End Date
Deliverables: <ul style="list-style-type: none"> <li>• Planning Commission draft LCP amendments, staff reports, General Plan and Coastal Act consistency analysis and other supporting documentation.</li> <li>• Board of Supervisors adopted LCP amendments, Board Letter, resolution, and accompanying documentation.</li> <li>• Formal submittal to Coastal Commission staff requesting certification.</li> </ul>	Interim start date: 3/8/2021	Interim end date: 8/15/2021
<b>Task 4. Post-County-Adoption Public Hearings</b> <i>(this work will be conducted outside scope of grant)</i>	<i>Projected start dates are pursuant to the outcome of Task 3:</i> 10/4/2021	<i>End dates are pursuant to the outcome of Task 3:</i> 5/1/2022
4.1 Attend Coastal Commission hearing for conditional certification.	10/4/2021	2/11/2022
4.2 Conduct Board of Supervisors hearing to review and consider suggested modifications. Obtain a resolution adopting the amendments.	2/10/2022	4/19/2022
4.3 Submit Board Resolution to Coastal Commission for final certification, followed by ongoing implementation and training after conclusion of the grant term.	4/19/2022	5/1/2022
Outcomes: Ideally, Coastal Commission certified LCP that is also reviewed and considered for adoption by the County Board of Supervisors.	10/4/2021	5/1/2022

**BENCHMARK SCHEDULE**

ACTIVITY	COMPLETION DATE
Project Initiation/Contracts Executed	3/16/2020
Draft LCP with Amendments in Legislative Format Sent to Coastal Staff	8/30/2020
Planning Commission Hearing	5/7/2021
Working Group Results Report	4/28/2021
Board of Supervisors Hearing	7/30/2021
LCP Amendment Submittal for Certification (assumes adopted)	8/15/2021

**EXHIBIT B**

**BUDGET**

<i>County of Ventura</i>	<b>CCC Grant Total</b>	<b>Match/ Other Funds (Source #1)</b>	<b>Total (LCP Grant Funds + Match/ Other Funds)</b>
<b>LABOR COSTS<sup>1</sup></b>			
<b>County/City Staff Labor</b>			
<i>Task 1 – Outreach and Coordination</i>	\$9,441	\$38,203	\$47,644
<i>Task 2 – LCP Amendments Preparation</i>	\$76,583	\$28,858	\$105,441
<i>Task 3 – County Adoption Hearings</i>	\$25,725	\$9,851	\$35,576
<i>Task 4 – Post Adoption Hearings (outside grant)</i>	\$0	\$24,626	\$24,626
<b>Total Labor Costs</b>	<b>\$111,749</b>	<b>\$101,538</b>	<b>\$213,287</b>
<b>DIRECT COSTS</b>			
<b>County/City Staff Project Supplies</b>			
Public Education Materials	\$0	\$3,000	\$3,000
Public Outreach Posters and Notifications	\$0	\$2,000	\$2,000
<b>Project Supplies Total</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>County/City Staff Travel In State<sup>2</sup></b>			
Mileage	\$0	\$0	\$0
Hotel, etc.	\$0	\$0	\$0
<b>Travel Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Consultants<sup>3</sup></b>			
<i>Technical Consultant</i>	\$18,251	\$0	\$18,251
<b>Total Consultants</b>	<b>\$18,251</b>	<b>\$0</b>	<b>\$18,251</b>
<b>Total Direct Costs</b>	<b>\$18,251</b>	<b>\$5,000</b>	<b>\$23,251</b>
<b>OVERHEAD/INDIRECT COSTS<sup>4</sup></b>			
<b>Total County/City Staff Overhead/Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PROJECT COST</b>	<b>\$130,000</b>	<b>\$106,538</b>	<b>\$236,538</b>

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

<sup>2</sup> Travel reimbursement rates are the same as similarly situated state employees.

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

<sup>4</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."