

## EXHIBIT B1

### Project Work Plan, Schedule, and Budget

City and County of San Francisco  
Local Coastal Program Amendment

#### Budget Summary

CCC funding:	\$13,000.00
OPC funding:	\$160,750.00
Other funding:	\$99,400.00
Total project cost:	\$273,150.00

Begin: May 1, 2015  
End: December 31, 2017

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**A. PROJECT DESCRIPTION.** The City and County of San Francisco Planning Department will amend its Local Coastal Program (LCP) in accordance with the California Coastal Act to account for the significant changes in San Francisco's Coastal Zone related to erosion and sea level rise. The LCP amendment will reflect the vision presented in the Ocean Beach Master Plan (2012) and will develop this vision into actionable local policies. The LCP policies will be based on best available science, including the Federal Emergency Management Agency (FEMA) and San Francisco Public Utilities Commission (SFPUC) sea level rise and coastal flood hazard studies as well as adopted guidance from the National Research Council (NRC) and California Coastal Commission (CCC).

#### **B. TASKS**

##### **Task 1: Public and Agency Engagement**

Based on the International Association of Public Participation (IAP2) framework for engagement, a detailed public and agency involvement strategy will be developed and implemented to continue ongoing efforts to consider the views of stakeholders affected by or concerned with sea level rise and erosion in the Coastal Zone. The strategy will clearly identify public engagement goals and appropriate engagement techniques that are specifically targeted to individual stakeholder needs and interests. It will also capitalize on the Ocean Beach Master Plan's multi-stakeholder engagement process and build on the agreements reached during that process. The project team will meet regularly with an Interagency Advisory Committee made up of local public agency stakeholders to develop a coordinated City voice around our approach to sea level rise as well as our common sources of data, analysis and contacts. We will also meet regularly with the Ocean Beach Community Advisory Committee, a focused stakeholder group that has been involved in the Ocean Beach planning process for many years, to provide project updates, discuss feedback, and maintain open communication with interested parties. We will also conduct at least two public meetings of an appropriate format to provide project updates and to solicit questions and concerns. The meetings will be held as the work progresses; for

## EXHIBIT B1

instance, one meeting will be held to share existing data and another will be held during the policy development process. In addition, we will keep the City Planning Commission and Board of Supervisors informed by way of informational hearings, as appropriate.

The engagement process will also include presentations to the Ocean Beach Steering Committee, which includes the heads of all appropriate city agencies + GGNRA + Zoo + ACOE, as well as regular phone-based updates for Coastal Commission staff as well as appropriately timed face-to-face meetings to review deliverables and receive feedback.

As part of this task, the City/County will coordinate and share information and lessons learned as appropriate with other LCP planning grant recipients, regional local governments, and other entities, as appropriate. This includes participating in webinars, regional workshops and other events, and scheduling coordination meetings as needed.

***Deliverables.*** *Public and Agency Engagement Plan; Engagement Process Summary, sign-in sheets from engagement meetings, notes from meetings, consensus on key issues with Coastal Commission staff, stakeholder feedback incorporated into the LCP amendment.*

### **Task 2: Existing Data and Analyses**

Task 2 will bring together, in a publicly accessible format, existing conditions analyses, assessments, and maps, including existing coastal vulnerability analyses and sea level rise maps of the San Francisco Coastal Zone. These studies will be integrated with more recently completed and ongoing studies, including the Ocean Beach Coastal Management Framework. All of these data will be synthesized with the most accurate and timely sea level rise information possible. The data summary will include relevant studies that examine the potential effects of storms and extreme high water events in combination with sea level rise through 2100 (e.g. FEMA West Coast Sea Level Rise Pilot Study). The City/County will use the best available science on sea level rise and the Commission's Draft Sea Level Rise Guidance on an interim basis, and the Final Sea Level Rise Guidance once adopted by the Commission to inform the Sea Level Rise Vulnerability Assessment. The City/County will also coordinate with the Coastal Commission's mapping unit on the development of maps for the LCP.

***Deliverables.*** *Existing Data Summary and Maps; Technical LCP appendices*

### **Task 3: Policy Development**

This task will involve translating the vision of the Ocean Beach Master Plan into a draft set of policies that will address sea level rise in San Francisco's Coastal Zone. The policies will be based on best available science at the time of publication as well as the California Coastal Act and guidance from other relevant policy documents. Because the science associated with sea level rise is continually updated, the LCP policies will be structured to provide maximum flexibility to allow for adaptive

## EXHIBIT B1

management based on best available science and evolving shoreline conditions. Preference will be given to adaptation measures that adhere to the *Safeguarding California Plan for Reducing Climate Risk* principles, including measures that protect California's most vulnerable populations, achieve multiple benefits from efforts to reduce climate risks and prioritize green infrastructure solutions, and that integrate climate risk reduction with emissions reductions to the fullest extent possible. Planning Department staff will work iteratively with the Interagency Advisory Committee, Ocean Beach Community Advisory Committee, SPUR, California Coastal Commission staff, and decision-makers to ensure that the policies appropriately reflect their comments. In particular, Coastal Commission staff will be given 6 to 8 weeks to review draft policy language and compile comments prior to public release. Sufficient time will also be built into the schedule to discuss draft language with Coastal Commission staff prior to release to the public. The City/County will submit the draft LCP amendment documents (text, maps, and/or exhibits) to the Coastal Commission staff in paper hardcopy as well as an electronic copy in permanent format (such as an Adobe Acrobat .pdf file) and one electronic copy in an editable format (such as in Microsoft Word .doc).

***Deliverables.*** *Draft and final policy language*

### **Task 4: Approval Process**

The LCP amendment will be presented for approval to the Planning Commission and the Board of Supervisors. Following approval by the Planning Commission and Board of Supervisors, the City/County will update the amendment based on any changes and will submit to the California Coastal Commission.

***Final local approval and submittal of the LCP amendment will be completed outside of the grant term***

***Deliverables.*** *Public Hearing Packages for Planning Commission, Board of Supervisors, and California Coastal Commission; ~~LCP amendment documents submitted in paper hardcopy as well as an electronic copy in permanent format (such as an Adobe Acrobat .pdf file) and one electronic copy in an editable format (such as in Microsoft Word .doc).~~*

### **Task 5: Project Management**

This task involves providing continuous project administration throughout the life of the project. It includes managing contracts, paying consultants, billing the California Coastal Commission, maintaining accounting records, and other time spent on managing the project. It also includes maintaining an up-to-date project schedule, maintaining records and background information, and ensuring open and continuous communication among project team members and other interested parties.

***Deliverables.*** *Quarterly reports and invoices*

**EXHIBIT B1**

**C. SCHEDULE**

*Start date: May 1, 2015*      *End Date: December 31, 2017*

<b>Task 1. Public and Agency Engagement</b>	<b>Begin Date:</b> May 1, 2015 <b>End date:</b> June 1, 2017
<b>Deliverable:</b> Public and Agency Engagement Plan	<b>Complete Date:</b> June 30, 2015
<b>Deliverable:</b> Engagement Process Summary	<b>Complete Date:</b> December 31, 2017
<b>Task 2. Existing Data and Analyses</b>	<b>Begin Date:</b> May 1, 2015 <b>End Date:</b> December 31, 2017
<b>Deliverable:</b> Existing Data Summary and Maps	<b>Complete Date:</b> October 30, 2015
<b>Deliverable:</b> Technical LCP Appendices	<b>Complete Date:</b> December 31, 2017
<b>Task 3. Policy Development</b>	<b>Begin Date:</b> September 1, 2015 <b>End Date:</b> February 23, 2017
<b>Deliverable:</b> Draft Policy Language	<b>Complete Date:</b> December 31, 2016
<b>Deliverable:</b> Final Policy Language	<b>Complete Date:</b> February 23, 2017
<b>Task 4. Approval Process</b>	<b>Begin Date:</b> October 1, 2016 <b>End Date:</b> December 31, 2017
<b>Deliverable:</b> Planning Commission Hearing Packet	<b>Complete Date:</b> February 23, 2017
<b>Deliverable:</b> Board of Supervisors Hearing Packet	<b>Complete Date:</b> April 30, 2017
<b>Deliverable:</b> Hearing Packet (to Coastal Commission staff for review)	<b>Complete Date:</b> December 31, 2017
<b><u>Final local approval and submittal of the LCP amendment will be completed outside of the grant term</u></b>	
<b>Task 5. Project Management</b>	<b>Begin Date:</b> May 1, 2015 <b>End Date:</b> December 31, 2017
<b>Deliverable:</b> Quarterly Reports	<b>Complete Dates:</b> July 30, 2015; Oct 30, 2015; Jan 30, 2016; April 30, 2016; July 30, 2016; Oct 30, 2016; Jan 30, 2017; April 30, 2017; July 30, 2017; October 30, 2017; January 30, 2018
<b>Deliverable:</b> Invoices	<b>Complete Date:</b> December 31, 2017

**EXHIBIT B1**

**D. BENCHMARK SCHEDULE**

<b>ACTIVITY</b>	<b>COMPLETION DATE</b>
First meeting of Interagency Advisory Committee	July 30, 2015
First meeting of Ocean Beach Planning Advisory Committee	August 30, 2015
First public meeting	September 30, 2015
Existing Data Summary	October 30, 2015
Draft Policy Language	December 31, 2016
Final Policy Language	February 23, 2017
Planning Commission Hearing	February 23, 2017
Board of Supervisors Hearing	April 30, 2017
Coastal Commission Hearing Packet Submittal	December 31, 2017

**E. EVALUATION AND REPORTING**

- a. The Grantee shall promptly provide Project reports with payment requests at least every three months, and upon request by the Commission. Project reports are subject to the Coastal Commission Executive Director's review and approval. The Project report shall include a description of work tasks and deliverables completed to date, and a description of completed benchmarks, or progress toward completing benchmarks. In any event Grantee shall provide the Commission a report showing total final Project expenditures with the final Request for Funds and required closing documents. Grantee shall submit all documentation for Project completion, as applicable, and final reimbursement by the Termination Date
- b. Final payment is contingent upon Commission verification that Project is consistent with the Scope of Work as described in Exhibit B1, together with any Commission approved amendments.
- c. Grantee must report to the Commission in the Project Budget all sources of other funds for the Project.

**EXHIBIT B1**

**F. BUDGET**

<b>LABOR COSTS</b>						
<i>Position Title</i>	<a href="#">Hourly Rate (salary plus benefits, incl. fringe benefits-see guidelines [1])</a>	<i># of Hours</i>	<i>CCC Total (# of hours x rate per hour)</i>	<i>OPC Total (# of hours x rate per hour)</i>	<i>Match (City &amp; County of SF)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
<b>Task 1 – Public and Agency Engagement</b>						
City and County Staff as Needed			\$0	\$0	\$16,800	\$16,800
<b>Total Task 1</b>			<b>\$0</b>	<b>\$0</b>	<b>\$16,800</b>	<b>\$16,800</b>
<b>Task 2 – Existing Data and Analysis</b>						
City and County Staff as Needed			\$0	\$0	\$16,600	\$16,600
<b>Total Task 2</b>			<b>\$0</b>	<b>\$0</b>	<b>\$16,600</b>	<b>\$16,600</b>
<b>Task 3 – Policy Development</b>						
City and County Staff as Needed			\$0	\$0	\$27,500	\$27,500
<b>Total Task 3</b>			<b>\$0</b>	<b>\$0</b>	<b>\$27,500</b>	<b>\$27,500</b>
<b>Task 4 – Approval Process</b>						
City and County Staff as Needed			\$0	<del>\$10,423</del> <u>\$20,423</u>	\$18,300	<del>\$28,723</del> <u>\$38,723</u>
<b>Total Task 4</b>			<b>\$0</b>	<del><b>\$10,423</b></del> <u><b>\$20,423</b></u>	<b>\$18,300</b>	<del><b>\$28,723</b></del> <u><b>\$38,723</b></u>
<b>Task 5 – Project Management</b>						
City and County Staff as Needed			\$0	\$0	\$17,000	\$17,000
<b>Total Task 5</b>			<b>\$0</b>	<b>\$0</b>	<b>\$17,000</b>	<b>\$17,000</b>
<b>Total Labor Costs</b>			<b>\$0</b>	<del><b>\$10,423</b></del> <u><b>\$20,423</b></u>	<b>\$96,200</b>	<del><b>\$106,623</b></del> <u><b>\$116,623</b></u>
<b>OTHER DIRECT COSTS</b>						
<i>Expense</i>	<i>Unit Rate/Cost</i>	<i># of Units</i>	<i>CCC Grant Funds (Unit Rate x # of Units)</i>	<i>OPC Total (# of units x unit rate)</i>	<i>Match (City &amp; County of SF)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
<b>Project Supplies</b>						
Postage/Shipping	<b>\$0.25</b>	<b>15000</b>	\$0	\$3,750	\$0	\$3,750
Supplies/Materials			\$0	\$0		\$0
facility rental (8 meetings * \$250)	<b>\$250.00</b>	<b>8</b>			\$2,000	\$2,000
refreshments (8 meetings * \$150)	<b>\$150.00</b>	<b>8</b>			\$1,200	\$1,200
<b>Total</b>			<b>\$0</b>	<b>\$3,750</b>	<b>\$3,200</b>	<b>\$6,950</b>
<a href="#">Travel In State[2]</a>						

**EXHIBIT B1**

Mileage			\$0	\$0	\$0	\$0
Hotel, etc.			\$0	\$0	\$0	\$0
<b>Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<a href="#">Subcontractors[3]</a>						
<b>Task 1 – Public and Agency Engagement</b>						
Katz & Associates: Outreach Facilitator	-	-	\$13,000	\$45,612	\$0	\$58,612
SPUR	-	-	\$0	\$19,471	\$0	\$19,471
AECOM	-	-	\$0	\$26,984	\$0	\$26,984
<b>Total Task 1</b>			<b>\$13,000</b>	<b>\$92,067</b> <b>\$77,067</b>	<b>\$0</b>	<b>\$105,067</b> <b>\$90,067</b>
<b>Task 2 – Existing Data and Analysis</b>						
AECOM	-	-	\$0	\$27,141	\$0	\$27,141
SPUR	-	-	\$0	\$1,500	\$0	\$1,500
<b>Total Task 2</b>			<b>\$0</b>	<b>\$28,641</b> <b>\$33,641</b>	<b>\$0</b>	<b>\$28,641</b> <b>\$33,641</b>
<b>Task 3 – Policy Development</b>						
SPUR			\$0	\$1,500	\$0	\$1,500
AECOM			\$0	\$15,544	\$0	\$15,544
<b>Total Task 3</b>			<b>\$0</b>	<b>\$17,044</b>	<b>\$0</b>	<b>\$17,044</b>
<b>Task 4 – Approval Process</b>						
SPUR			\$0	\$1,500	\$0	\$1,500
<b>Total Task 4</b>			<b>\$0</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$1,500</b>
<b>Task 5 – Project Management</b>						
AECOM			\$0	\$6,283	\$0	\$6,283
<b>Total Task 5</b>			<b>\$0</b>	<b>\$6,283</b>	<b>\$0</b>	<b>\$6,283</b>
<b>Total subcontractors</b>			<b>\$13,000</b>	<b>\$145,535</b> <b>\$135,535</b>	<b>\$0</b>	<b>\$158,535</b> <b>\$148,535</b>
<b>Total Direct Costs</b>			<b>\$13,000</b>	<b>\$149,285</b> <b>\$139,285</b>	<b>\$3,200</b>	<b>\$165,485</b> <b>\$155,485</b>
<a href="#">OVERHEAD / INDIRECT COSTS[34]</a>						
			\$0	\$1,042	\$0	\$1,042
<b>TOTAL PROJECT COST</b>			<b>\$13,000</b>	<b>\$160,750</b>	<b>\$99,400</b>	<b>\$273,150</b>

[1] Amount requested for benefits not to exceed 40% of amount requested for salary or wage.

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

[3] All subcontractors must be selected pursuant to a competitive bidding process that seeks at least three (3) bids from responsible bidders

[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 Personnel."