

Exhibit A

SCOPE OF WORK

Name of Local Government: *City of Dana Point*

Name of Project: Dana Point Local Coastal Program Amendment (LCPA) Planning and Sea Level Rise Adaptation

Funding Source: Greenhouse Gas Reduction Fund

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 33-0324131

Budget Summary:

CCC funding: \$110,000

Other funding: \$0

Total project cost: \$110,000

Term of Project: 3/1/2020 or upon date of grant execution – 3/30/2022

A. PROJECT DESCRIPTION

The City of Dana Point will conduct a LCP Amendment to address the impacts of SLR on coastal access, facilities, and resources to make the City more resilient to SLR. The proposed LCPA would provide the regulatory tools for the preservation, protection, and/or adaptation of existing public and private assets (including coastal resources, access, and lower cost recreational facilities) for not only residents but also visitors (including priority populations in the region and state).

B. TASKS

TASK 1: INITIATION UPDATE AND CONTRACT WITH CONSULTANTS TO INCLUDE NEW PROJECT SCOPE

Task 1 initiates the process by executing the grant agreement with the CCC. Contracts with the consultants (currently assisting staff with the third round grant funding effort) will be updated and approved by the City Council with a work program that mirrors the CCC grant application and schedule. The consultants will assist staff in the technical development of the LCPA, coordination with CCC staff in the review of LCPA, and lead the public workshop.

Subtasks

1.1 Finalize Grant

1.2 City Council approve Consultant contract with completed work plan

Deliverables:

1. Approved consultant contract and work plan

TASK 2: DRAFT LCP AMENDMENT

The consultants and City staff will leverage the resources developed under the CCC third round grant (SLR Vulnerability Assessment; preliminary draft policies and standards, which were shared with CCC staff on 12/31/19 and CCC plan to comment on by 2/6/20) to develop a LCPA to incorporate the

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B. TASKS

TASK 1: INITIATION UPDATE AND CONTRACT WITH CONSULTANTS TO INCLUDE NEW PROJECT SCOPE

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findings and adaptation proposed in the Vulnerability Assessment to make coastal resources, private, and public property more resilient to SLR. The CCC Sea Level Rise policy guidance document will also be utilized to guide the development of new and modified coastal adaptation policies and standards. The new and modified adaptation measures, standards, and best management practices will be utilized to address impacts of SLR on private and public property (including coastal access and resources) to maximize benefits and avoid substantial burdens to the public.

City staff, consultant, and CCC staff will work together to develop the LCPA and will schedule regular meetings that will include progress updates and address issues to ensure progress towards the completion of the project. The draft amendments will be presented to the CCC staff on two occasions to obtain their input to ensure the LCPA is in compliance with the Coastal Act regarding adaptation to SLR.

Subtasks

- 2.1 Draft and submit 1st Draft for CCC Review
- 2.2 Revise LCPA to address CCC comments received
- 2.3 Revise LCPA to address public/stakeholder survey comments
- 2.4 Submit 2nd draft LCPA to CCC for 2nd review and comments
- 2.5 Revise LCPA to address CCC Comments
- 2.6 Distribute draft LCPA for Public Workshop review and revise to address public comments

Deliverables:

1. 1st and 2nd draft LCPAs (LUP and IP Amendments)
2. Response to CCC comments
3. Amended/new maps associated with SLR Adaptation of vulnerable areas.

TASK 3: PUBLIC AND STAKEHOLDER OUTREACH KICKOFF MEETING

Task 3 will occur throughout the grant period and will be focused on stakeholder engagement and input (including priority communities in the City and in the region). The City and consultant will begin the process by developing a survey for stakeholders to identify key coastal resources they utilize, how they get to the coast, and obtain input on components of the proposed LCPA to understand potential impacts to residents and visitors as a result of SLR. The survey will reach residents and visitors (including priority populations in the region) via press releases, social media, and other methods to target specific areas outside the City (priority populations) to ensure their input and participation is obtained. The survey has the capacity to identify the general location of the respondent to ensure priority populations are engaged in the LCPA process. The public and stakeholder input gathered in the process will be utilized to guide the development of the LCPA in the early stages to ensure that policy and standards maximize benefits and avoid substantial burdens to these stakeholders/communities. Survey participants will be added to the City's interested parties list to provide them with future updates and opportunities for participation in the LCPA process.

The City and consultant will lead at least one public workshop with the public/stakeholders (include but are not limited to: Capistrano Bay Community Services District, County of Orange, OC Parks, California Coastal Commission, California State Parks, State Lands Commission, California Fish and Wildlife, Caltrans, Railroad Authority, OC Dana Point Harbor, and priority populations) to review the proposed LCPA. The meeting will also outline the project details, how different agencies are involved, and the projected outcomes of the project. Public/stakeholder comments will be addressed in the LCPA draft.

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In the final stages of the project, the City will hold public hearings (Planning Commission and City Council) for the review of the LCPA, which will also provide for additional opportunities for public comment (Task 4).

Obstacles to the completion of the project will be primarily faced during this Task and could relate to dealing with concerned residents that challenge potential adaptation measures identified in the LCPA because they could impact the future potential of their property. The initial outreach to the public/stakeholders and the continued dialog having the public workshop and public hearing will allow concerned and interested parties to voice their issues and allow opportunities to resolve concerns.

Subtasks

- 3.1 Develop the survey questionnaire and coordinate release and notification strategy
- 3.2 Release survey and compile results
- 3.3 Public/stakeholder workshop reviewing LCPA

Deliverables:

- 1. A copy of the survey and survey results
- 2. Public workshop materials, minutes/summary and stakeholder contact list

TASK 4: DECISION MAKER HEARINGS

The public and stakeholders will be notified of all public hearings with the utilization of the interested parties list and other public notification requirements required per the City's notification requirements. At the hearings, the public will have the opportunity to speak on the LCPA and provided their comments.

The staff and the consultant will present the LCPA in public hearings to the Planning Commission and City Council. Public and Official's comments will be addressed in the final LCPA draft.

Subtasks

- 4.1 Planning Commission Review of LCPA
- 4.2 Address public/Planning Commission comments
- 4.3 City Council review and Approval of LCPA

Deliverables:

- 1. City Council Approved LCPA
- 2. Meeting minutes
- 3. Resolution and Adoption of the LCPA
- 4. Public comments

TASK 5. LCPA SUBMITTAL

Staff will formally submit the City Council-adopted LCPA to the Commission.

Subtasks

- 5.1 Formal submittal of LCPA (Formal submittal of City Council Approved LCPA, Ordinance and Resolution, meeting minutes, and public comments)

Deliverables:

- 1. Submitted LCPA

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C. SCHEDULE

Project start/end dates: March 1, 2020 or grant agreement execution date – 3/30/2022

Task 1 – Grant Initiation	Projected start/end dates: 3/9/2020– 4/18/2020
1.1 Finalize Grant	Beginning 3/9/2020 – End 4/13/2020
1.2 City Council approve Consultant contract with completed work plan	Beginning 3/9/2020 – End 4/18/2020
Deliverables: Approved consultant contract and work plan	Completion date - 4/18/2020
Task 2 – LCPA	Projected start/end dates: 4/6/2020 – 3/1/2021
2.1 Draft and submit 1st for CCC Review (including CCC Review period 5/20/20 - 6/20/20)	Beginning 4/6/2020 – End 6/20/2020
2.2 Revise LCPA to address CCC comments received	Beginning 6/21/2020 – End 8/20/2020
2.3 Revise LCPA to address public/stakeholder survey comments (including CCC Review period)	Beginning 8/21/20/2020 – End 11/1/2020
2.4 Submit draft LCPA to CCC for 2nd review and comments	Beginning 11/2/2020 – End 12/31/2020
2.5 Revise LCPA to address CCC Comments	Beginning 1/2/2021 – End 3/1/2021
2.6 Distribute draft LCPA for Public Workshop review and revise to address public comments	
Deliverables: Two draft LCPAs (LUP and IP Amendments); Response to CCC comments; Amended/new maps associated with SLR Adaptation of vulnerable areas	Completion date - 3/1/2021
Task 3 - Public/Stakeholder Outreach	Projected start/end dates: 3/9/2020 – 3/1/2021
3.1 Develop survey questionnaire and coordinate release and notification strategy	Beginning 3/9/2020 – End 4/19/2020
3.2 Release survey and compile results	Beginning 4/20/2020 – End 6/20/2020
3.3 Public/stakeholder workshop and review LCPA (including coordination)	Beginning 11/3/2020 – End 3/1/2021
Deliverables: A copy of the survey and survey results; Public workshop materials, minutes/summary and stakeholder contact list; Public comments	Complete date - 3/1/2021
Task 4. Public Hearing Review	Projected start/end dates: 5/1/2021 – 10/15/21
4.1 Planning Commission Review of LCPA	Beginning 5/1/2021 – End 7/18/2021

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4.2 Revise LCPA to address public/Planning Commission comments	Beginning 7/19/2021 – End 8/30/2021
4.3 City Council review and Approval of IP	Beginning 9/1/2021 – End 10/1/2021
Deliverables:	
City Council Approved LCPA; Meeting minutes; Resolution and Adoption of the LCPA; Public comments	Complete date - 10/1/2021
Task 5 LCPA Submittal	Projected start/end dates: 10/2/2021 – 3/30/2022
5.1 Formal submittal of LCPA (Formal submittal of City Council Approved LCPA, Ordinance and Resolution, meeting minutes, and public comments)	Complete date – 11/15/2021
Deliverables: LCPA Submittal	Complete date – 3/30/2022

D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
City Council Approval of Consultant contract	3/18/2020
Release of Survey	4/20/2020
1 st submittal of LCPA to CCC	5/20/2020
2 nd submittal of LCPA to CCC	10/1/2020
Public Workshop/review of LCPA	2/1/2021
Planning Commission review of LCPA	5/1/2021
City Council Approval of LCPA	9/15/2021
Formal Submittal of LCPA	11/15/2021

EXHIBIT B1

BUDGET

<i>City of Dana Point</i>	CCC Grant Total	Match/Other Funds (Source #1)	Total (LCP Grant Funds + Match/ Other Funds)
LABOR COSTS¹			
County/City Staff Labor			
Task 1 – Grant Initiation	--	--	\$0
Task 2 – LCPA	--	--	\$0
Task 3 – Public/Stakeholder Outreach	--	--	\$0
Task 4 – Public Hearing Review	--	--	\$0
Task 5 – Commission Review LCPA	--	--	\$0
Total Labor Costs	\$0	\$0	\$0
DIRECT COSTS			
County/City Staff Project Supplies			
A	--	--	\$0
B, etc.	--	--	\$0
Total Project Supplies	\$0	\$0	\$0
County/City Staff Travel In State²			
Mileage	--	--	\$0
Hotel, etc.	--	--	\$0
Total Travel	\$0	\$0	\$0
Consultants³ - Dudek/Moffatt and Nichol			
Task 1 – Grant Initiation	\$0	--	\$0
Task 2 – LCPA	\$70,000	--	\$70,000
Task 3 – Public/Stakeholder Outreach	\$12,000	--	\$12,000
Task 4 – Public Hearing Review	\$25,000	--	\$25,000
Task 5 – Commission Review LCPA	\$3,000	--	\$ 3,000
Total Consultants	\$110,000	\$0	\$110,000
Total Direct Costs	\$110,000	\$0	\$110,000
OVERHEAD/INDIRECT COSTS⁴			
Total City Staff Overhead/Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COST	\$110,000	\$0	\$110,000

¹ Amount requested should include total for salary and benefits.

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

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

⁴ Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for "Total Labor."