**California Coastal Commission**

**LCP Planning**

**Grant Program Announcement & Application Instructions**

**February 1, 2017**

The California Coastal Commission is pleased to announce the availability of Round 4 grant funding to support local governments to develop or update their Local Coastal Programs (LCPs) pursuant to the California Coastal Act and with special emphasis on addressing impacts from climate change and sea level rise. The grant application form is available here: <https://www.coastal.ca.gov/lcp/grants/>.

Grant applications are due by **May 31, 2017 at 5 pm.**

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# PURPOSE OF GRANTS

The purpose of these grants is to support local governments in developing new LCPs for certification in areas that are not currently certified, or updating existing certified LCPs to reflect new information and changed conditions, especially in light of the effects of climate change, in a manner fully consistent with the policies of the California Coastal Act. LCP completions and updates that include policies and implementing ordinances that address sea-level rise and other climate change impacts will be given special consideration.

Commission staff is available to assist during the application process. Applicants are encouraged to reach out to the LCP Grant team with any questions as they develop their applications. For staff contact information, please see page 10.

# BACKGROUND

The LCP Program is an essential component of the California Coastal Act. LCPs implement the statewide goals and policies of the Coastal Act at the local level and are required by the Coastal Act for each coastal jurisdiction. LCPs must specify the kind, location, and intensity of land uses, the applicable resource protection and development policies and implementing ordinances, and must be developed with the widest opportunity for public participation. LCPs and LCP updates are developed by local governments, and, once certified by the Commission, the local government assumes responsibility for issuance of most coastal development permits pursuant to the certified LCP. The Commission retains some continuing permit authority and authority to hear appeals of some local coastal permits acted on by local government.

Goal 4 of the Commission’s adopted Strategic Plan[[1]](#footnote-2) is to strengthen the LCP Program. One important way to do this is to complete the certification of LCPs. While most of the coast (approximately 85% of the geographic area) is governed by a certified LCP, there are some remaining uncertified areas. When these areas become certified, local government will assume responsibility for issuing most coastal development permits in these areas. This will allow local government more control and input with respect to coastal regulation, while at the same time allowing the Commission to focus more resources on assisting with matters of statewide significance and oversight, including with respect to ongoing review and coordination with local governments on LCP updates and implementation.

In addition to the areas that are not yet certified, many of the LCPs that were certified in the 1980s and 1990s are out of date and would benefit from updating to reflect changed conditions, new information and knowledge, and new programs and policies, especially those related to climate change and sea-level rise. Updated LCPs provide more certainty for economic development and enable stronger coastal resource protection in light of current environmental conditions and other factors.

Financial assistance has been, and will continue to be, a critical way to assist local governments in their coastal planning. Such financial assistance can serve as an incentive for local governments to undertake such planning work. However, with available funds limited, it is essential that the Commission gives emphasis to producing the most value for these funds. The proposals for these LCP grant funds will require complete project and task descriptions, benchmarks, and a budget for completion of the LCP planning work. The Commission will review and approve the recommended award of any grant funds, and the proposed projects will be part of that future action. Thus, as proposed, this grant program will facilitate the completion and update of LCPs consistent with the provisions of the Coastal Act and California Code of Regulations.

# SUBMISSION DEADLINES

**Applications are due May 31, 2017.** **Application packets must be RECEIVED by 5 pm, May 31, 2017. Applications must be emailed or mailed; faxed responses will not be considered.**

If the governing body of an applicant cannot adopt a resolution similar to Attachment A of the application by this date, the applicant can submit the proposal with a draft resolution, provide a date for when the governing body will consider adoption of the resolution and **submit the adopted resolution by 5 pm, June 30, 2017.** All other materials must be submitted by the May 31, 2017 deadline. Applications will not be deemed complete until an adopted resolution is received. **Applications that do not contain a final, adopted resolution by 5 pm, June 30, 2017 will not be considered for funding.**

The Commission anticipates awarding the fourth round of grants in August of 2017.

# SUBMISSION REQUIREMENTS

The grant application must include the signed Application Form, a Map of the Planning Area for the LCP Grant project, Application Materials consisting of a Project Description, Task Descriptions, Schedule, and a proposed Budget, as well as a resolution from the applicant’s governing body (either adopted or noting when adoption will occur). The application form can be downloaded here: <https://www.coastal.ca.gov/lcp/grants/>. A sample resolution is available in Attachment A of the Application Form.

Please submit the completed application form, including all attachments, via email to [LCPGrantProgram@coastal.ca.gov](mailto:LCPGrantProgram@coastal.ca.gov). Submit all application materials in a single PDF file AND submit the Project Description, Task Descriptions, Schedule, and Budget, as a Word document. If you are unable to submit via email, you may mail a CD and hard copy to:

Daniel Nathan

Coastal Program Analyst - LCP Grants

California Coastal Commission

45 Fremont Street, Suite 2000

San Francisco, CA 94105

(415)-904-5251

Please note: all information that you submit is subject to the unqualified and unconditional right of the State of California to use, reproduce, publish, or display it, free of charge. All documents submitted will be considered a public record upon submittal. Please indicate if credit is requested for any photos and/or maps.

**Application Materials**

A complete grant application package will consist of the following materials:

1. The signed **Application** **Form**.
2. Applications must include a **map** showing the planning area for the project. Additional photos or maps may be included as attachments if needed to illustrate the proposed project. Please note: any photos and maps you submit are subject to the unqualified and unconditional right of the State of California to use, reproduce, publish, or display, free of charge. Please indicate if crediting is requested for the photos and/or maps
3. A clear **Project Description** that describes the proposed project, including the goals and objectives to be achieved, and describes how the proposed project will fulfill the selection criteria identified below (see also Attachment C of the Application). This section should be no more than 5 pages in 12 point font, single-spaced.
4. **Task Descriptions** and a **Schedule** for the grant project.
5. The **Task Description** should identify specific tasks and subtasks that will be accomplished during the grant term. Each task and subtask should be described, including the technical approach needed to accomplish the task, the roles of partners and stakeholders, and the potential obstacles to successful completion of the goals and objectives discussed in the Project Description (as it relates to each task and subtask). Proposed deliverables for each task should be described as well (e.g. Sea Level Rise Vulnerability Assessments, Adaptation Reports, Draft Land Use Plans, Draft Implementation Plans, Final Local Coastal Program). Please describe how stakeholders will be involved in the planning or assessment process, and if your project includes partners, please identify their roles and responsibilities.

B. The **Schedule** should list the start and end dates for each task and subtask, as well as the end dates for the submittal of deliverables, including interim drafts and final drafts as applicable (e.g. Draft Vulnerability Assessment and Final Vulnerability Assessment). Please note that grant projects must be completed by December 31, 2019.

5. A **Budget** for the project that specifies the amount of grant funding and matching funds for each task. Budgeted amounts should be provided for both County/City staff labor and for potential consultants. Budget detail on sub-tasks is not necessary. For Consultant costs, amounts listed per task should be inclusive of all costs relating to consultant labor, travel, supplies, overhead, etc. If consultants will be hired at a later date, please include a budget estimate per task that can be updated after hiring the consultants.

6. **A Resolution from the applicant’s governing body** that contains the following authorizations: 1) authority to submit the proposal, 2) authority to enter into a grant agreement with the California Coastal Commission if the grant is awarded, and 3) designation of the applicant’s authorized representative (name and title). Resolutions should also contain clear statements of commitment to full completion of the intended grant process, including submission of applicable LCP products (LCP submittal or amendment) to the Commission for review.

# GRANT AMOUNTS

A total of approximately $550,000 is available for awards through this competitive grant program for Round 4. There are no established minimum or maximum grant amounts. Based on prior grant experience, we expect the applications to range in amount from $50,000 to $300,000 and that the number and total dollar amount of the applications will exceed the available funds. Awards may be offered for less than an applicant requests.

# ELIGIBLE APPLICANTS

Local governments in the coastal zone are the only eligible applicants. These grants are intended to provide assistance to local governments responsible for developing and amending Local Coastal Programs under the Coastal Act. Local governments in the coastal zone that have received prior LCP Local Assistance grants are eligible to apply for this round of grants to continue their work on LCP certification. Other entities with authority for developing and amending other plans under the Coastal Act, such as Port Master Plans, Public Works Plans or University Long Range Development Plans are not eligible.

# ELIGIBLE PROJECTS

Pursuant to the Commission’s LCP Grant Program adopted priorities [see <https://documents.coastal.ca.gov/reports/2013/8/W31b-8-2013.pdf>], projects may include:

* Completion, or continuation from previous grant round, of land use plan and/or zoning work to achieve certification of a Local Coastal Program (LCP) or an Area of Deferred Certification (ADC) resulting in the new transfer of coastal development permit authority to the local government in these areas;
* Planning and/or zoning work to significantly update certified LCPs or LCP segments in whole or in part to reflect changed conditions, new information and scientific knowledge, new programs and policies, or other significant changed circumstances.
* LCPs and Updates that address the effects of climate change, such as sea-level rise, will be given special consideration.
* Completion of updated resource studies or other potential components needed to complete an LCP submittal or LCP amendment may only be eligible if they are part of an LCP Amendment or submittal that otherwise ranks high on the criteria for grant awards, such as a high likelihood of success to address an important coastal resource issue or set of issues.
* **Project-specific LCP Amendments are not eligible for these grants unless such proposals will result in certification or update of a complete LCP segment or certification of an LCP for a complete Area of Deferred Certification.**

# PROJECT SELECTION CRITERIA AND PROCESS

**Application Review**

Completed proposals received by May 31, 2017 will be evaluated by a committee of Commission staff. Proposals lacking final adopted resolutions will be reviewed, but will not be considered for funding absent submittal of a final, adopted resolution by June 30, 2017. As a competitive grant program, Commission staff will review and evaluate the applications based on the project’s relative significance and how well it meets the Selection Criteria stated below. Commission staff will prepare a listing of all applications received and recommendations for award of grants to the Coastal Commission for review and action at a public hearing, most likely in August 2017. Applicants may be contacted to provide additional information during the review process. Commission staff may seek assistance in evaluating the proposals from individuals and/or technical experts with pertinent expertise from other governmental agencies.

The level of funding that staff will recommend to the Commission for a particular award will be determined by evaluating the grant requests against other considerations including:

* the amount of available grant funds and the number of competing proposals;
* the sequence of tasks and likelihood of timely completion of the proposed grant project;
* the necessity of each task; and,
* the reasonableness of costs proposed for specific tasks.

The Commission will base the size of the recommended award on each project’s needs, its overall benefits, and the extent of competing demands for funds.

**Selection Criteria**

Applications for Round 4 LCP planning grants will be evaluated for their ability to complete or update an LCP. Projects selected for funding will be those that best meet the Commission’s following adopted criteria[[2]](#footnote-3):

* **Public Benefit/Significance**

The Commission will consider the extent to which the proposed LCP planning effort will address issues of statewide significance and maximize public benefits of the coast. These can include: preserving and enhancing coastal habitat, protecting, providing and enhancing public access, protecting priority land uses such as agriculture, coastal dependent development or recreation, protecting and providing lower cost visitor and recreational opportunities, and addressing climate change.

LCPs are the means to implement the policies of Chapter 3 of the Coastal Act at the local level and when submitted are reviewed by the Commission for conformance with the Coastal Act. As LCPs have become more dated, their ability to provide an up to date framework to govern coastal development in light of changed circumstances and new scientific information may be weakened. As one purpose of this grant program is to update LCPs, the Commission will consider the extent to which priority Coastal Act resources are addressed and the public benefits maximized.

* **Relative Need for LCP Update/Extent of Update**

Related to the public benefits of a proposal, the Commission will consider the relative need for an LCP update, considering the length of time since an LCP or LCP segment has been updated and the significance of the issues proposed to be updated. For example, many sensitive species and habitats have been identified since the time of certification of many LCPs. A proposal to update an LCP's environmentally sensitive habitat (ESHA) policies, ordinances, resource maps, etc. may be an important update in specific jurisdictions. Other jurisdictions may benefit from

updates in policy areas that will resolve known deficiencies or sources of conflict and/or appeals of local coastal development permits to the Commission. In addition, the extent or scope of an update is an important consideration, with higher priority being placed on proposed updates of greater extent/scope, such as a complete LUP/IP update, or an update that results in comprehensive updating of one or more policy areas or a geographic sub-area.

* **Addressing the Effects of Climate Change**

Climate change is one of the most significant policy areas to emerge since many of the LCPs have been certified. The Commission is seeking LCP updates that address the effects of climate change, including sea level rise and other coastal hazards, as well as other issue areas affected by climate change, such has changes in habitat, fire hazards, and transportation and land use policy

to facilitate reductions in greenhouse gas emissions and vehicle miles travelled. Special consideration will be given to LCP amendment proposals to address this policy area.

* **Likelihood of Success/Effectiveness**

The Commission has had past grant programs where the investment of public funds has not resulted in completed certified LCPs or LCP Amendments. In a few cases, funding has been awarded but reverted. Overall, the success of the Commission’s grant program will be measured by the progress made toward LCP certification or update.

The Commission thus will consider the likelihood of success of each proposal, including evaluating the practicality, feasibility, and effectiveness of a proposed work program that may lead to successful implementation. Proposals should address the need for coordination with the public and the Commission, and provide for practicable benchmarks for LCP amendment development and review. Other evidence in support of this criteria may include resolutions of intent and endorsement for the proposed work from the jurisdiction and other organizations, matching funds or other complementary efforts (see below), or other factors that may affect the likelihood that an LCP amendment will be successfully completed. Applicants will be asked to describe any LCP planning work that has been initiated or is already underway at the local level and how this grant program is needed to substantially further that effort. A resolution from the

applicant committing to completing an LCP Amendment submittal to the Commission will be required as part of the application.

For new LCP development, the local government should demonstrate its willingness and capacity to assume local coastal development permit processing. Related, some areas of the coastal zone remain uncertified because the Commission and local government have been unable to reach agreement on the resolution of issues or the issue is particularly intractable. The Commission will consider the likelihood that such areas and specific policy questions can be successfully addressed, leading to certification of the area.

* **Workload**

The Commission will consider the level of existing permit workload generated by uncertified jurisdictions and thus the relative statewide benefits of certification of any particular jurisdiction.

While most of the geographic area of the coastal zone is under certified LCPs, there are 36 segments that are not yet certified and 44 specific Areas of Deferred Certification. The Commission is responsible for review of all coastal development permits in these uncertified areas. If LCPs were certified for these areas, then most coastal development permits would be reviewed at the local level and the Commission’s staff resources could be reallocated to assist matters of more statewide significance and importance, such as early coordination with local government on LCP planning matters, as well as oversight, review, and coordination with local governments on LCP implementation.

* **Project Integration/Leverage/Matching Funds**

The Commission will consider the relationship of the LCP work program to other planning work being undertaken by the jurisdiction. Applicants will be asked to describe any other related grant awards (such as through the Ocean Protection Council, Coastal Conservancy or the Strategic Growth Council) that may support the LCP planning work and any availability and amount of

local matching funds.

There are several related grant programs underway which may positively integrate with this LCP Planning Grant program. For example, the Ocean Protection Council is currently processing applications for grants to update LCPs to address sea level rise. The Coastal Conservancy is administering a Climate Ready grant program

(<http://scc.ca.gov/files/2013/07/Climate-Readygrant-announcement-July-18_FINAL.pdf>).

The Strategic Growth Council provides a Sustainable Communities Planning Grant and Incentives Program to fund efforts to conduct planning activities that will foster sustainable communities, lead to reduced greenhouse gas emissions, and achieve other sustainability objectives, and for which coastal jurisdictions are eligible to apply. The Commission will consider the ability to integrate and leverage any additional program funds available that could help support a comprehensive LCP certification effort or update.

# COMMISSION APPROVAL OF GRANT AWARDS

Projects recommended for funding are subject to Coastal Commission approval. Project funding will not be available until after approval of the grant award by the Commission at a noticed public meeting, and upon the execution of a grant agreement between the Commission and the grantee. The earliest possible Commission meeting at which awards will be considered is August 2017.

# GRANT ADMINISTRATION

1. **Commission**. The Coastal Commission will draft and execute the grant agreements and review, approve and process invoices under the grant agreements. The Commission will also appoint an LCP grants project representative to function as the main point of contact for grantees.
2. **Grantee.** The grantee must assume responsibility for administering the project, including: employing any necessary staff or consultants, maintaining complete accounting and time records, and providing fiscal management. The grantee must designate a project director. The project director may be a staff member of the applicant agency or an elected official. The project director will be the main point of contact for the Commission and will be responsible for reviewing and signing the work products prepared as part of the program. If awarded a grant, all contracts with the state, and any subcontract under the grant, must comply with all provisions of the State Public Contract Code, State Administrative Manual, and the State Contracting Manual.
3. **Payment.** Grant funds will **not** be available in advance of expenditures. Expenses will be **paid in arrears** no more than once per month upon submission of an approved invoice by the grantee. Reimbursement will be dependent upon successful completion of work benchmarks detailed in the grant agreement. Based on task schedules and budget, grant reimbursements may be made up to 80% of the grant award pending final completion of task deliverables as listed in the executed grant agreement.
4. **Schedule.** Work must be completed by December 31, 2019.

# HELPFUL RELATED MATERIALS

The California Coastal Act and California Code of Regulations may be accessed from the Coastal Commission website at: <https://www.coastal.ca.gov/ccatc.html#otherlegislation>

Information on Updating the LCP can be reviewed at: <https://www.coastal.ca.gov/rflg/lcp-planning.html>

Information on LCP status and history can be reviewed at: <https://www.coastal.ca.gov/lcps.html>

For information on grants awarded during the FY 2013-2014 (Round 1), FY 2014-2015 (Round 2), and FY 2015-16 (Round 3) award cycle, visit: <https://www.coastal.ca.gov/lcp/grants/>

# QUESTIONS

Coastal Commission staff are pleased to assist local governments during preparation of LCP grant applications. Please send questions on the grant application process to:

**Daniel Nathan,** at[**LCPGrantProgram@coastal.ca.gov**](mailto:LCPGrantProgram@coastal.ca.gov)**,** or call **(415) 904-5251.**

Questions regarding the LCP process and update approach should be directed to the LCP grant coordinator for Northern or Southern California. For Northern California counties (Del Norte through San Luis Obispo), please contact **Kelsey Ducklow** at: [Kelsey.Ducklow@coastal.ca.gov](mailto:Kelsey.Ducklow@coastal.ca.gov) or call **(415) 904-2335**. For Southern California counties (Santa Barbara through San Diego), please contact **Carey Batha** at: [Carey.Batha@coastal.ca.gov](mailto:Carey.Batha@coastal.ca.gov) or call **(415) 904-5268**

For District-specific questions, contact information for each district office is listed below.

**North Coast (Del Norte, Humboldt, Mendocino Counties)**

* Alison Dettmer, Deputy Director

Email: [Alison.Dettmer@coastal.ca.gov](mailto:Alison.Dettmer@coastal.ca.gov), Phone: (415) 904-5200

* Bob Merrill, District Manager

Email: [Bob.Merrill@coastal.ca.gov](mailto:Bob.Merrill@coastal.ca.gov), Phone: (707) 826-8950

**North Central Coast (Sonoma, Marin, San Francisco, San Mateo Counties)**

* Dan Carl, Deputy Director

Email: [Dan.Carl@coastal.ca.gov](mailto:Dan.Carl@coastal.ca.gov), Phone: (831) 427-4863

* Nancy Cave, District Manager

Email: [Nancy.Cave@coastal.ca.gov](mailto:Nancy.Cave@coastal.ca.gov), Phone: (415) 904-5260

**Central Coast (Santa Cruz, Monterey, San Luis Obispo Counties)**

* Dan Carl, Deputy Director

Email: [Dan.Carl@coastal.ca.gov](mailto:Dan.Carl@coastal.ca.gov), Phone: (831) 427-4863

* Susan Craig, District Manager

Email: [Susan.Craig@coastal.ca.gov](mailto:Susan.Craig@coastal.ca.gov), Phone: (831) 427-4863

**South Central Coast (Santa Barbara and Ventura Counties, and the Malibu portion of Los Angeles Counties)**

* Steve Hudson, Deputy Director

Email: [Steve.Hudson@coastal.ca.gov](mailto:Steve.Hudson@coastal.ca.gov), Phone: (805) 585-1800

* Barbara Carey, District Manager

Email: [Barbara.Carey@coastal.ca.gov](mailto:Barbara.Carey@coastal.ca.gov), Phone: (805) 585-1800

**South Coast (Los Angeles (except Malibu) and Orange Counties)**

* Karl Schwing, Deputy Director

Email: [Karl.Schwing@coastal.ca.gov](mailto:Karl.Schwing@coastal.ca.gov), Phone: (562) 590-5071

* Teresa Henry, District Manager

Email: [Teresa.Henry@coastal.ca.gov](mailto:Teresa.Henry@coastal.ca.gov),Phone: (562) 590-5071

**San Diego (San Diego County)**

* Karl Schwing, Deputy Director

Email: [Karl.Schwing@coastal.ca.gov](mailto:Karl.Schwing@coastal.ca.gov), Phone: (619) 767-2370

* Deborah Lee, District Manager

Email: [Deborah.Lee@coastal.ca.gov](mailto:Deborah.Lee@coastal.ca.gov), Phone: (619) 767-2370

1. California Coastal Commission, Strategic Plan 2013-2018, Approved April 2013. See: <https://www.coastal.ca.gov/strategicplan/spindex.html> [↑](#footnote-ref-2)
2. Adopted August 14, 2013 [↑](#footnote-ref-3)