

CALIFORNIA COASTAL COMMISSION

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VOICE AND TDD (415) 904-5200
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August 19, 2016

Russ Cunningham
City of Oceanside
300 North Coast Highway
Oceanside, CA 92054

Dear Mr. Cunningham,

On August 12, 2016, the Coastal Commission voted to award a Local Coastal Program Local Assistance Grant to the City of Oceanside in the amount of \$200,000. Congratulations on successfully receiving funding in this very competitive process. This LCP planning work is of the highest priority for the Coastal Commission, and Commission staff is ready to work with you on your project.

AWARD CONDITIONS

This award was adopted with both standard conditions and special conditions. Please refer to the Commission-approved recommendation at: <http://documents.coastal.ca.gov/reports/2016/8/f5-8-2016.pdf>.

The standard conditions include the following:

- 1. Prior to the Executive Director's determination and reporting of certification pursuant to Section 13544 of the California Code of Regulations of a grant-funded LCP project, grantees shall submit LCP documents and maps in both paper and editable digital format to the Coastal Commission.*
- 2. Grantees shall use the Coastal Commission's [Sea Level Rise Policy Guidance document](#) to inform the development of Sea Level Rise impact assessments, vulnerability assessments, and LCP Land Use Plan and Implementation Plan completion or updates.*
- 3. In addition to the general recommendations contained within the Coastal Commission's Sea Level Rise Policy Guidance, Vulnerability Assessments shall include: (1) storm and non-storm scenarios, including maximum daily and annual tidal inundation, (2) assessment of sea level rise vulnerability with and without key development that is currently vulnerable and/or protected by a revetment, such as Highway 1, railroad tracks, and/or a row of residences, (3) anticipated changes in beach width under future sea level rise scenarios, (4) evaluation of the feasibility and effectiveness of sediment management and beach nourishment, and (5) evaluation of sea level rise vulnerability of existing and planned segments of the California Coastal Trail. These scenarios and topics should be modelled or quantitatively analyzed where feasible and applicable, or at a minimum thoroughly discussed in a qualitative manner.*

4. *Sea Level Rise work completed under the grant program shall be coordinated regionally to the extent feasible with other jurisdictions and entities working on sea level rise projects within the same county or broader regional area relevant for sea level rise adaptation, such as the watershed, littoral cell, or area with similar geologic characteristics. Entities working on sea level rise projects include the State Coastal Conservancy, the Ocean Protection Council, The Nature Conservancy, NOAA, and USGS. Coordination includes early coordination meetings among the different entities, sharing of technical analyses and lessons learned, and consideration of regional adaptation policies.*

5. *Grant-funded work shall be guided by the [Safeguarding California Plan for Reducing Climate Risk](#)'s recommended climate change preparedness actions and principles,¹ as listed below and as described in the adopted [2014 Ocean Protection Council Resolution](#) to support implementation of the Safeguarding Plan². The Plan states that projects or programs implemented with state funds should:*
 - *Encourage innovative design of new structures and infrastructure in areas vulnerable to sea level rise, storms, and erosion and priority should be given to green or nature-based solutions that use natural processes and habitats to reduce risk from flooding and erosion;*

 - *Reduce risk from climate impacts to the coast and ocean, by implementing the Safeguarding Plan's recommendation to incorporate climate risk considerations into all relevant decision-making, including related to infrastructure, in such a way that it:*
 - *Encourages iterative approaches;*
 - *Protects California's most vulnerable populations;*
 - *Achieves multiple benefits from efforts to reduce climate risks and prioritizes green infrastructure solutions;*
 - *Integrates climate risk reduction with emissions reductions to the fullest extent possible; and*
 - *Develops metrics and indicators to track progress on efforts to reduce climate risk.*

 - *Adhere to the Safeguarding Plan principles:*
 - *Use the best available science to identify risks and adaptation strategies;*
 - *Understand that an effective strategy for preparing for climate risks should evolve as new information is available;*
 - *Involve all relevant stakeholders;*

¹ California Natural Resources Agency 2014. Available. http://resources.ca.gov/docs/climate/Final_Safeguarding_CA_Plan_July_31_2014.pdf. Accessed 19 September 2014.

² Ocean Protection Council 2014. Available: http://www.opc.ca.gov/webmaster/ftp/pdf/agenda_items/20140827/Item5 OPC Aug2014 Exhibit 1 Safeguarding Resolution ADOPTED.pdf. Accessed 19 September 2014.

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- *Establish and maintain strong partnerships across all levels of government, tribes, businesses, landowners, and non-governmental organizations;*
 - *Give priority to strategies that also achieve benefits other than climate risk reduction benefits, including additional benefits to public health, the economy, environmental justice, and conservation of natural resources; and*
 - *Ensure that strategies to reduce climate risk are coordinated, to the extent possible, with the state's efforts to reduce GHG emissions and other local, national and international efforts.*
6. *Work programs shall be revised to ensure there is sufficient time for coordination with Commission staff on each deliverable, including time for review and comment by Commission staff, and time for grantees to revise deliverables where necessary. For major deliverables, there shall be sufficient time for multiple rounds of review and revision. Such coordination shall take place prior to public release of the deliverable.*
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7. *Work programs shall be revised to exclude any and all work that has been funded through previously awarded grants or the matching funds identified through previously awarded grants. Such grants include, but are not limited to, Coastal Commission LCP Grants awarded through Round 1 or Round 2, grants awarded by the Ocean Protection Council, and grants awarded by the State Coastal Conservancy.*
8. *State Coastal Conservancy funding shall be acknowledged in all written or published materials related to the grant program, in a manner approved by the Executive Director.*
9. *For grant projects that do not include certification of proposed LCP planning work, work programs shall be revised to include a description of the future steps that will be taken to achieve certification after grant work is complete.*

The special conditions attached to your award include the following. Again, please consult the Commission-approved staff recommendation for additional information.

By September 15, 2016, the grantee shall submit a revised work program and budget for review and approval by the Executive Director that reflects an award of \$200,000 and includes the necessary detail to complete execution of the grant agreement consistent with the terms and conditions of the approval. Task 3 (Coastal Hazard Vulnerability Assessment and Adaptation Plan) shall include a subtask to assess the additional scenarios provided from the next phase of CoSMoS as that information becomes available and consider supplementing the findings of the ICLEI assessment if necessary and feasible. Task 4 (Community Outreach) shall include an additional public workshop on the vulnerability assessment and adaptation plan.

NEXT STEPS

We now need to prepare a grant agreement for you. In order to do so, please submit the following information in .docx format (please do not submit PDFs):

- **A revised work program, timeline, and budget for the project, reflecting the conditions listed above, and with the necessary detail to complete grant agreement execution.** Please provide the information via e-mail to Kelsey Ducklow at kelsey.ducklow@coastal.ca.gov by **Thursday, September 15, 2016**.
- For any identified consultants, please include the names of the consultants and a copy of the scope of work and budget for each consultant. All consultants must be selected pursuant to a competitive bidding process that seeks at least three (3) bids from responsible bidders.

Please see the attached work program template. In cases where modifications are not needed, you can copy the work program, timeline, and budget directly from your grant application. The budget should clearly show which tasks or portions of tasks the LCP grant funds will be supporting. Please note that all items invoiced must correspond to a line item in the budget and work program.

There are several important aspects to remember about the grant process:

1. **Please do not begin incurring costs that will be charged to this grant before the date of execution of the grant agreement.**
2. As stated in Grant Administration Section of the LCP Grants Staff Report, funds will only be provided on a reimbursement basis for expenses already incurred. The Coastal Commission can only reimburse expenses that are incurred after the start date of the grant agreement, and that have adequate documentation accompanying the invoice. In addition, the Commission can only reimburse invoices from the local jurisdiction as indicated on the grant agreement, not an individual person or private entity.
3. All funded tasks should be completed by September 28, 2018.

Detailed invoicing instructions will be included in your grant agreement (“Exhibit B – Budget” section).

Please do not hesitate to contact me at (415) 904-2335 if you have any questions, either now or in the future as your project progresses. I look forward to working with you.

Sincerely,

Kelsey Ducklow
LCP Grant Coordinator

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Work Program and Budget Template

[Name of local government – Note that the name of the local government will be used throughout the grant agreement and will be the name that the State Controller uses when issuing checks]

[Name of project]

Grantee Contact Information

Person Authorized to sign grant agreement and any amendments:

[Name]

[Address]

[Telephone | Email]

Main Project Manager/Point of Contact:

[Name]

[Address]

[Telephone | Email]

Federal Employer Identification Number: *[FEIN]*

Budget Summary:

CCC funding: *[xx]*

Other funding: *[xx]*

Total project cost: *[xx]*

Term of Project: *[start date – end date]*

A. PROJECT DESCRIPTION *[brief paragraph on what will be accomplished]*

B. TASKS *[narrative description of each task and subtask, including deliverables. All deliverables listed here must match the deliverables listed in Section C, below. You may attach portions of your application as applicable]*

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- C. **SCHEDULE** *[begin/end dates by task, including deliverables. This can be copied directly from the application and modified as needed. Specify dates for interim drafts as well as final deliverables as applicable (e.g., draft vulnerability assessment, final vulnerability assessment; administrative draft LUP, public review draft LUP)]*

Project start/end dates:

Task 1. Title	Begin date:	End Date:
1.1 Subtask Name	Begin date:	End Date:
1.2 Subtask Name	Begin date:	End Date:
Outcome/Deliverables	Completion Date:	
Task 2. Title	Begin date:	End Date:
2.1 Subtask Name	Begin date:	End Date:
2.2 Subtask Name	Begin date:	End Date:
Outcome/Deliverables	Complete Date:	
....Continue for all required Tasks		

- D. **BENCHMARK SCHEDULE** *[Please include a list of benchmarks, or milestones, with completion date, that can be used to track whether the project is progressing according to the schedule. This can be copied directly from the application and modified as needed.]*

BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
	Completion Date:

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E. **BUDGET** [Please include a task-by-task budget for both county/city staff labor and for consultants. Budget detail on sub-tasks is not necessary. Note that consultant costs must be listed by task and include 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]

	CCC Grant Total	Match/ Other Funds (Source #1)	Match/ Other Funds (Source #2)	Total (LCP Grant Funds + Match/ Other Funds)
LABOR COSTS³				
County/City Staff Labor				
Task 1 – Task name				
Task 2 – Task name				
Task 3 – Task name				
Task 4 – Task name				
Task 5 – Task name, etc.				
Total Labor Costs				
DIRECT COSTS				
County/City Staff Project Supplies				
A				
B, etc.				
Total				
County/City Staff Travel In State⁴				
Mileage				
Hotel, etc.				
Total				
Consultants⁵				
Consultant A				
Task 1 – Task 1 Name				
Task 2 – Task 2 Name				
Task 3 – Task 3 Name				
Consultant B, etc.				
Task 1 – Task 1 Name				
Task 2 – Task 2 Name				
Task 3 – Task 3 Name				
Total				
Total Direct Costs				

³ Amount requested should include total for salary and benefits.

⁴ Travel reimbursement rates are the same as similarly situated state employees.

⁵ All consultants must be selected pursuant to a competitive bidding process that seeks at least three (3) bids from responsible bidders.

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	CCC Grant Total	Match/ Other Funds (Source #1)	Match/ Other Funds (Source #2)	Total (LCP Grant Funds + Match/ Other Funds)
OVERHEAD/INDIRECT COSTS⁶				
Total County/City Staff Overhead/Indirect Costs				
TOTAL PROJECT COST				

⁶ 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."