



# DEPARTMENT OF CONSERVATION

*Managing California's Working Lands*

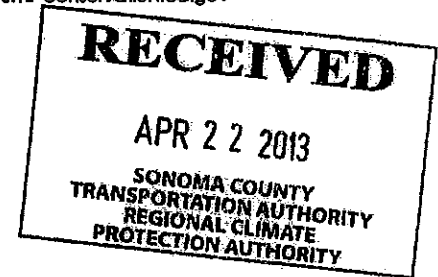
## DIVISION OF LAND RESOURCE PROTECTION

801 K STREET • MS 18-01 • SACRAMENTO, CALIFORNIA 95814

PHONE 916 / 324-0860 • FAX 916 / 327-3430 • TDD 916 / 324-2555 • WEB SITE [conservation.ca.gov](http://conservation.ca.gov)

April 18, 2013

Misty Mersich  
Climate Protection Program  
Sonoma County Transportation Authority  
490 Mendocino Avenue, Suite 206  
Santa Rosa, CA 95401



Dear Ms. Mersich:

**STRATEGIC GROWTH COUNCIL SUSTAINABLE COMMUNITIES PLANNING GRANT  
NUMBER 3012-583**

Enclosed is the fully executed Grant Agreement for your grant #3012-583 which provides funding and support for the Sonoma County Greenhouse Gas Reduction and Implementation Program Project. Funding for this program is provided through the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Act of 2006 (Proposition 84). **Please retain this original copy of the Grant Agreement in your grant file for future reference.**

Please re-review the terms of the Grant Agreement as this is the contract between our two parties. The official start date of your program is March 8, 2013 and I am your assigned Grant Administrator. If you have any questions, please contact me directly. If I am not available, please contact Kenneth Murray at 916-324-0871, or Shawn Rich at 916-324-9020. It is our intent to answer your questions as quickly as possible and keep your project moving towards completion.

We appreciate your interest in advancing the Sustainable Communities Planning Grants and Incentives Program in your area and look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Gwynne".

Bruce Gwynne  
(916) 323-4943 voice  
[bruce.gwynne@conservation.ca.gov](mailto:bruce.gwynne@conservation.ca.gov)

Enclosure

State of California - The Resources Agency  
DEPARTMENT OF CONSERVATION

GRANT AGREEMENT

GRANTEE: **Sonoma County, Permit and Resource Management Dept (PRMD)**

PROGRAM: Department of Conservation, Division of Land Resource Protection, Sustainable Communities Planning Grant and Incentives Program

GRANT NUMBER: 3012-583

AM. NO.:

MAXIMUM AMOUNT OF THIS GRANT: **\$1,000,000.00**

The Department and the Grantee hereby agree to the following:

(1) This Grant Agreement specifies the terms and conditions for funding a project update as awarded by the Strategic Growth Council. This grant has been awarded as a result of a proposal received in response to the Program's *Sustainable Communities Planning Grant and Incentives Program Request for Proposals*, dated November 2, 2011. Project Title: Sonoma County Greenhouse Gas Reduction and Implementation Program (GRIP)

(2) The grant term shall begin on the date upon which both parties have signed this Grant Agreement and end three years later.

(3) The Terms and Conditions of this Agreement, including the *Detailed Budget and Payment Provisions at Exhibit A, Grant Summary, Work Plan and Schedule of Deliverables at Exhibit B, Certification of Compliance at Exhibit C* are hereby made part of and incorporated into this Agreement.

(4) The amount of this Grant Agreement shall not exceed \$ 1,000,000.

STATE OF CALIFORNIA  
DEPARTMENT OF CONSERVATION

Sonoma County, Permit and Resource Management Dept  
(PRMD)  
GRANTEE

  
AUTHORIZED SIGNATURE

3/8/13  
DATE

  
AUTHORIZED SIGNATURE

2/28/13  
DATE

David Thesell, Program Manager  
PRINTED NAME AND TITLE

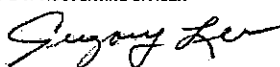
Pete Parkinson, PRMD Director  
PRINTED NAME AND TITLE

CERTIFICATE OF FUNDING

AMOUNT ENCUMBERED BY THIS DOCUMENT <b>\$1,000,000.00</b>	PROGRAM/CATEGORY (CODE AND TITLE) <b>SGC-SCGP</b>	FUND TITLE 6051-Prop 84-The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT <b>\$0.00</b>	INDEX NUMBER <b>3200</b>	PCA NUMBER FY 11/12 36258 - \$500,000 FY 13/14 tbd - \$500,000
TOTAL AMOUNT ENCUMBERED TO DATE <b>\$1,000,000.00</b>	Item 3480-101-6051-004: \$500,000 3480-101-6051-004: \$500,000	CHAPTER   STATUTE   FISCAL YEAR 33   2011   2012-13 tbd   2013   2013-14
	OBJECT OF EXPENDITURE (CODE AND TITLE) <b>702.21</b>	

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT BUDGETED FUNDS ARE AVAILABLE FOR THE PERIOD AND PURPOSE OF THE EXPENDITURE STATED ABOVE.

SIGNATURE OF ACCOUNTING OFFICER



DATE

4.8.13

T.B.A. No.

B.R. No.

## GRANT AGREEMENT

This grant agreement (Grant Agreement) is entered into by and between the California Department of Conservation, Division of Land Resource Protection, (DEPARTMENT), the administrative agent for the Strategic Growth Council (COUNCIL), and Sonoma, County of Permit and Resource Management Dept (PRMD) (GRANTEE) (collectively PARTIES).

### RECITALS

WHEREAS, Public Resources Code sections 75127, 75128, 75129 authorize the DEPARTMENT to develop and the COUNCIL to approve a program and associated guidelines for funding the creation of sustainable community plans, which encompasses planning programs and projects described in the Sustainable Communities Planning Grant Program Guidelines.

WHEREAS, The Sustainable Communities Planning Grant Program subsequently approved by the COUNCIL and developed by the DEPARTMENT is funded by Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. Proposition 84 added Division 43 to the Public Resources Code, Chapter 9, Sustainable Communities and Climate Change Reduction, Public Resources code section 75065(a), which authorizes the Legislature to appropriate \$90 million for planning grants and planning incentives that reduce energy consumption, conserve water, improve air and water quality, and provide other community benefits.

WHEREAS, the DEPARTMENT has received and reviewed GRANTEE'S application, which included a detailed budget, specifications, and work plan in conformance with existing Sustainable Community Planning Grant Guidelines dated November 2011, and approved by the COUNCIL for purposes of implementing Round 2 of a funding program assigned to the DEPARTMENT on March 17, 2010.

WHEREAS, the COUNCIL has reviewed all relevant documents, including those required documents necessary to comply with all existing laws and regulations and has approved the funding subject to this Grant Agreement.

WHEREAS, the DEPARTMENT and the GRANTEE now desire to enter into this Agreement for \$1,000,000 to be expended on the creation of the sustainable community plan described in this Grant Agreement and the exhibits which are incorporated in and attached to it.

NOW THEREFORE, the PARTIES agree as follows:

### DEFINITIONS

1. The term "Act" means Proposition 84, the California Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006.
2. The term "Application" means the individual application form, its required attachments for grants pursuant to the enabling legislation and/or program and any applicable materials supplied by applicant to the DEPARTMENT prior to award.

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3. The term "Application Guidelines" means the Sustainable Planning Grant Program Guidelines Developed by the DEPARTMENT and approved by the COUNCIL on November 2, 2011.
4. The term "Grant" or "Grant Funds" means the money provided by the COUNCIL to the GRANTEE in this Grant Agreement.
5. The term "Project" means the sustainable community plan to be developed by GRANTEE and described in the Application and exhibits incorporated in and attached to this Grant Agreement.
6. The term "Project Budget" means the State approved cost estimate included as Exhibit A to this Agreement.
7. The term "Work Plan" means the description or activity of work to be accomplished by the GRANTEE as further described in Exhibit B.
8. The term "Public Agency" means any State of California department or agency, a county, city, public district or public agency formed under California law.

**GENERAL TERMS**

1. The purpose of this Grant Agreement is to fund work outlined in the GRANTEE'S submitted Budget and Work Plan, included in, and attached to this Agreement as Exhibits A and B.
2. This Grant Agreement becomes effective when executed by both PARTIES. GRANTEE shall not commence performance until the Agreement is signed and fully executed by the DEPARTMENT on behalf of the COUNCIL.
3. The date the Grant Agreement is fully executed by the DEPARTMENT on behalf of the COUNCIL constitutes the Grant Start Date. The term of this Agreement shall begin at the time of such execution and end three (3) years after the Grant Start Date, which constitutes the Grant End Date.
4. The signatories certify that they are authorized to act on behalf of the PARTIES in approving and executing this Grant Agreement. The signatory for the GRANTEE further certifies that, to the extent necessary, the Board of Directors or Board of Supervisors for the GRANTEE has endorsed GRANTEE'S receipt of grant funds pursuant to this Grant Agreement and performance of activities and expenditure of funds in a manner consistent with the Detailed Budget and Payment Provisions, Work Plan and Schedule of Deliverables, the General Terms and Conditions, Special Terms and Conditions and Certificates of Compliance, which are attached to this Grant Agreement as Exhibits A-C.
5. The PARTIES agree that the DEPARTMENT shall act as grant manager and administer this Grant Agreement on behalf of the COUNCIL.
6. The DEPARTMENT will, on behalf of the COUNCIL, monitor grant progress and review and approve invoices and other documents delivered to the DEPARTMENT in accordance with the project cost terms in this Grant Agreement.

13 APR - 1 10:51 AM  
RECEIVED  
DEPT OF CONSERVATION  
ACCOUNTING OFFICE

California Department of Conservation – Division of Land Resource Protection  
*Strategic Growth Council – 2011 Sustainable Communities Planning Grants*  
Sonoma, County of Permit and Resource Management Dept (PRMD)

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7. All official communication from the GRANTEE to the DEPARTMENT shall be directed to: Department of Conservation, Division of Land Resource Protection, 801 K Street, MS 18-01, Sacramento, CA 95814 or at: [SGCSustainablecommunities@conservation.ca.gov](mailto:SGCSustainablecommunities@conservation.ca.gov).

#### **PROJECT EXECUTION AND SCOPE**

1. Subject to the availability of funds in the Act, the DEPARTMENT hereby grants to the GRANTEE a sum of money (Grant Funds) not to exceed \$1,000,000 in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the description of Project in this Grant Agreement and its attachments and under the terms and conditions set forth in this Grant Agreement.
2. GRANTEE shall furnish any and all additional funds that may be necessary to complete the Project.
3. GRANTEE shall complete the Project in accordance with the Grant End Date, unless an extension has been formally granted by the DEPARTMENT and under the terms and conditions of this Grant Agreement. Extensions may be requested in advance and will be considered by DEPARTMENT, at its sole discretion, in the event of circumstances beyond the control of the GRANTEE, but in no event more than thirty-six (36) months beyond the agreement execution (start) date.
4. GRANTEE shall at all times ensure that Project complies with all state and local laws, including, and to the extent applicable the California Environmental Quality Act.
5. GRANTEE shall provide quarterly status reports and component deliverables in accordance with the approved Work Plan as provided in Exhibit B.
6. The terms and conditions of this Grant Agreement, its attachments and exhibits constitute and contain the entire Grant Agreement and understanding between the PARTIES, and may not be contradicted by evidence of any prior or contemporaneous oral agreement.

#### **MODIFICATIONS AND AMENDMENTS**

1. No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, agreed to and signed by both PARTIES.
2. Any request by the GRANTEE for amendments must be in writing stating the amendment request and reason for the request. The GRANTEE shall make requests in a timely manner and in no event less than sixty (60) days before the effective date of the proposed amendment.
3. Changes to budget line item revisions of less than \$1,000, minor task modifications, and staff adjustments do not require amendment of the Agreement. However, the GRANTEE shall obtain prior written approval from the Grant Manager before making such changes. All change requests shall be made in writing and include a description of the proposed change and the reasons for the change.
4. GRANTEE agrees to submit in writing to the DEPARTMENT for prior approval any deviation from the original Work Plan per Exhibit B. Changes in Work Plan must continue to meet the need cited in the original Application or they will not be approved. Any modification or alteration in the Project as

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set forth in the Application on file with the DEPARTMENT must be submitted to the DEPARTMENT for approval. Any modification or alteration in the Project must also comply with all current laws and regulations.

**PROJECT COSTS AND ADMINISTRATION**

1. The GRANTEE shall expend Grant Funds in the manner described in the Exhibit A as approved by the DEPARTMENT. The total dollars of a category in the Project Budget may be increased by up to ten percent (10%) through a reallocation of funds from another category, without approval by the DEPARTMENT. However, the GRANTEE shall notify the DEPARTMENT in writing when any such reallocation is made, and shall identify both the item(s) being increased and those being decreased. Any cumulative increase or decrease of more than ten percent (10%) from the original budget in the amount of a category must be approved in writing by the DEPARTMENT. In any event, the total amount of the Grant Funds may not be increased, nor may any adjustments exceed the limits for preliminary costs as described in the Application Guidelines.
2. Only direct costs are reimbursable under this contract. Indirect costs, including salaries and benefits of employees not directly assigned to the Project, and organizational functions, such as personnel, business services, information technology, salaries of supervisors or managers (not directly assigned to the Project), and overhead, such as rent, and utilities, shall not be reimbursable.
3. All costs charged against the grant shall be net of all applicable credits. The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items that are reimbursable under this Agreement. Applicable credits may include, but are not necessarily limited to, rebates or allowances, discounts, credits toward subsequent purchases, and refunds. GRANTEE shall, where possible, deduct the amount of the credit from the amount billed as reimbursement for the cost, or shall deduct the amount of the credit from the total billed under a future invoice.
4. GRANTEE shall make available all products and deliverable work-products acquired or developed pursuant to this Grant Agreement available for inspection upon request by the DEPARTMENT.
5. GRANTEE shall use any income earned by the GRANTEE from use of the Project to further Project purposes, or, if approved by the DEPARTMENT, for related purposes within the jurisdiction.
6. GRANTEE shall report to the DEPARTMENT all sources of other funds for the Project.

**FINANCIAL RECORDS**

1. GRANTEE shall maintain satisfactory financial accounts, documents, and records for the Project and to make them available to the DEPARTMENT for auditing at reasonable times. GRANTEE shall also retain such financial accounts, documents, and records for three (3) years after final payment and one (1) year following an audit.
2. GRANTEE agrees that during regular office hours, the DEPARTMENT and its duly authorized representatives shall have the right to inspect and make copies of any books, records, or reports of the other party pertaining to this Grant Agreement or matters related thereto. GRANTEE shall maintain and make available for inspection by the DEPARTMENT accurate records of all of its costs, disbursements, and receipts with respect to its activities under this Grant Agreement.

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3. GRANTEE shall use applicable Generally Accepted Accounting Principles (GAAP), unless otherwise agreed to by the State.
4. GRANTEE shall maintain adequate supporting documentation in such detail so as to provide an audit trail of receipts, expenditures, and disbursements. GRANTEE'S records will permit tracing transactions from support documentation to the accounting records to financial reports and billings. Such documentation shall include, but shall not necessarily be limited to, subsidiary ledgers, payroll records, vendor invoices, canceled checks, bank or other financial account records, consultant contracts and billings, volunteer rosters and work logs, and lease or rental agreements. Such documentation shall be readily available for inspection, review, and/or audit by the Grant Manager or other representatives of the State.
5. Subcontractor(s) employed by the GRANTEE and paid with moneys under the terms of this Grant Agreement, shall be responsible for maintaining accounting records as is required of GRANTEES.

**PROJECT RECORDS**

1. GRANTEE shall establish an official file for the Project. The file shall contain documentation of all actions taken regarding this grant.
2. GRANTEE shall establish separate ledger accounts for receipt and expenditure of grant funds and maintain expenditure detail in accordance with the approved budget detail and the Financial Records section of this Grant Agreement.
3. The official file shall contain all financial records required of GRANTEES by this Grant Agreement and be available for audit and review by the DEPARTMENT according to the same requirements for financial records.

**REQUIRED REPORTS**

1. The GRANTEE shall submit to the Grant Manager Quarterly Status Reports, Annual Status Reports, and a Final Report. The DEPARTMENT shall provide report forms. The GRANTEE shall complete the Report Forms in their entirety.
  - 1.1. The Quarterly Status Reports shall conform to the template provided, and shall justify the invoice items and charges.
  - 1.2. The Annual Status Reports shall include the following for the Focus Area specified:

**Focus Area 1 - Cities and Counties**  
The GRANTEE shall include discussion of the following:

    - (a) How and the extent the grant project has achieved the goals and sustainability objectives outlined in the regional planning documents (e.g., Sustainable Community Strategies) applicable to their local jurisdiction. Highlight the specific measures in the grant-funded project that reflect the regional plan objectives.
    - (b) The progress to date on the goals measured by the indicators outlined in the grant application. The indicators can include process goals, such as numbers of meetings or the extent of outreach efforts, as well as specific metrics such as reduced VMT or additional miles of bike lanes. For any indicators that cannot be measured at the time the annual report is due, the report should include a statement as to why a particular indicator is not yet measurable, and a schedule indicating the time at which the indicator will be measurable, including benchmarks which will be completed by that time.

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(c) What are the issues/barriers that may have arisen to make it difficult to implement the regional sustainability goals at the local level? Indicate a plan to overcome those barriers.

**Focus Area 2 – Metropolitan Planning Organizations (MPO's)**

The GRANTEE shall include discussion of the following:

(a) What local plans within their region reflect the goals and sustainability objectives outlined in the regional planning documents Sustainable Communities Strategy (SCS) developed by the MPO?

(b) What local plans do not yet reflect the MPO's regional planning (e.g.: SCS) objectives?

(c) What are the issues/barriers that may have arisen to make it difficult to implement the sustainability goals at the local level? Indicate a plan to overcome those barriers.

(d) Discuss the progress to date on the goals measured by the indicators outlined in the grant application. The indicators can include process goals, such as numbers of meetings or the extent of outreach efforts, as well as specific metrics such as reduced VMT or additional miles of bike lanes. Any indicators that cannot be measured at the time the annual report is due (because the project has not matured to the point that the indicator is meaningful). The report should include a statement as to why a particular indicator is not yet measurable, and indicate a plan to overcome those barriers.

**Focus Area 3 – Regional Collaboratives**

The GRANTEE shall include discussion of the following:

(a) What local plans within their region reflect the goals and sustainability objectives outlined in the applicable regional planning documents?

(b) What local plans do not yet reflect the regional planning objectives?

(c) What are the issues/barriers that may have arisen to make it difficult to implement the sustainability goals at the local level? Indicate a plan to overcome those issues/barriers.

(d) The progress to date on the goals measured by the indicators outlined in the grant application. The indicators can include process goals, such as numbers of meetings or the extent of outreach efforts, as well as specific metrics such as reduced VMT or additional miles of bike lanes. Any indicators that cannot be measured at the time the annual report is due (because the project has not matured to the point that the indicator is meaningful), should include a statement as to why a particular indicator is not yet measurable.

1.3. The Final Report shall conform to the guidelines as described in the template provided.

**All Grant Recipients:**

(a) Grant recipients from all three Focus Areas shall be capable of presenting an overview of their project to the COUNCIL at the conclusion of the Grant Agreement. The overview shall include discussion of successes, barriers, and lessons learned from both the grant process and the grant-funded project.



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(b) Failure to comply with the reporting requirements specified in this Grant Agreement shall constitute a breach of this Grant Agreement and may result in the DEPARTMENT taking action necessary to enforce the Grant Agreement, or require a refund of grant funds.

#### **DOCUMENTATION OF TIME SPENT**

1. GRANTEE shall maintain reports or other detailed records (e.g., activity logs or timesheets) documenting time spent by each employee, agent, or contractor whose work in support of this Grant Agreement is billed under the Agreement. Records used to meet this requirement shall identify the individual performing the work, the date on which the work was performed, the specific grant-related activities or tasks and deliverables to which the individual's time was devoted, and the amount of time spent. Such records shall reflect actual time spent, rather than that which was planned or budgeted.
2. Submitted timesheets must contain the signature of both the person(s) being paid, and their direct supervisor.

#### **COPIES OF DATA, PLANS, AND SPECIFICATIONS**

1. The GRANTEE shall, at the request of the DEPARTMENT provide the DEPARTMENT with copies of any data, design plans, specifications, maps, photographs, negatives, audio and video productions, films, recordings, reports, findings, recommendations and memoranda of every description or any part thereof, prepared or used in the preparation of the Project funded by this Grant Agreement.
2. All departments within the State of California shall have the right to copy and distribute said copies in any manner when and where it may determine without any claim on the part of the GRANTEE, its vendors or subcontractors to any additional compensation.

#### **COMPETITIVE BID REQUIREMENTS**

1. GRANTEE shall maintain documentation of its normal procurement policy and competitive bid process used. This competitive bid requirement may be waived upon GRANTEE certification and grantor approval that due to the unique nature of the goods or services a sole source purchase is justified. Failure to comply with competitive bid requirements may result in the DEPARTMENT disallowing reimbursement of some portion or all of the related costs and/or other remedies for breach of contract.

#### **INVOICING**

1. Invoices shall be submitted on a quarterly basis. An invoice form will be provided to the GRANTEE, which must be completed in its entirety to submit any and all invoices.

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2. All invoices must be submitted in triplicate, with an original and two additional copies, listing the grant and invoice numbers. The copies may be double-sided. The original invoice must have an original authorized signature.
3. In accordance with the Grant Guidelines, fifteen percent (15%) of the amounts submitted for reimbursement will be withheld and issued as a final payment upon agreement completion, at the sole discretion of the State. All expenditures must be itemized on the invoice form. This should include reimbursable costs.
4. For each expenditure of \$500 or more, copies of supporting documentation (timesheets, payroll stubs, bids, receipts, canceled checks, sole source justification, etc.) must be submitted with the invoice. Original supporting documents are not required to be submitted, but must be retained by the GRANTEE for record keeping and audit purposes.
5. Invoices are to be sequentially numbered starting from one (1) and must tie to budget line items in the approved Budget at Exhibit A. Invoices must be signed by the person who signed the Agreement or his/her authorized designee. Designees must be authorized in writing and filed with the DEPARTMENT.
6. Individuals funded by this grant cannot sign invoices. If there is a question as to the authority of the signer, which cannot be resolved to the satisfaction of the DEPARTMENT, the invoice will not be paid.
7. Each invoice is subject to approval by the Grant Manager and DEPARTMENT Management, and possible audit by the Accounting Office and the State Controller before payment may be disbursed. If an invoice is questioned by the DEPARTMENT, the Grant Manager shall contact the GRANTEE within thirty (30) working days of receipt of the invoice. Undisputed invoices take approximately six (6) weeks for payment.
8. Mail an original signed invoice, with all support documentation and two (2) copies of everything, to the following address:

Department of Conservation  
Division of Land Resource Protection  
Attn: SCPGIP Grant Administrator  
801 K Street, MS 18-01  
Sacramento, CA 95814

#### **PAYMENT**

1. Except as otherwise provided herein, payments shall be made to GRANTEE no more than once every sixty (60) calendar days in arrears for actual costs authorized in the Budget at Exhibit A of this Grant Agreement and incurred during the grant term. Payment will be made upon evidence of satisfactory progress, as determined by the Grant Manager. Such evidence shall consist of written quarterly progress reports, phased and incremental work-product production, and other documentation evidencing quarterly performance, as provided for in this Grant Agreement.
2. Final payment will be made only after completion, to the DEPARTMENT'S satisfaction, of objectives, work, and activities identified in Exhibit B, including timely receipt of all required reports including the Final Report, and in accordance with the Invoicing and Discharge provisions of this Grant Agreement. The DEPARTMENT will not reimburse costs incurred after the Grant End Date.

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3. Only those items identified in the Budget are eligible for reimbursement. Any changes to the Budget must be approved by the Grant Manager before an expenditure for that item is made. Under no circumstances shall the GRANTEE seek reimbursement pursuant to this Agreement for a cost that has been or will be paid through another funding source.

**TRAVEL**

1. Reimbursement of travel is not permitted unless expressly provided in the approved Budget at Exhibit A. Travel by private or GRANTEE-owned automobile, necessary for the performance of this Grant Agreement, shall be reimbursed at no more than .51 cents per mile. GRANTEE shall maintain detailed travel records showing the date and purpose of grant-related travel, destination and, in the case of travel by automobile, vehicle license number and number of miles driven.
2. GRANTEE and any person travelling pursuant to this Grant Agreement shall indemnify and hold harmless the DEPARTMENT and State of California for any liabilities resulting from such travel.

**DISCHARGE OF GRANT OBLIGATIONS**

1. The GRANTEE'S obligations under this Agreement shall be deemed discharged only upon acceptance of the Final Report by the DEPARTMENT. The final report will attach and incorporate all work-product generated by the Grant Funds including the Final Sustainable Community Plan produced by the GRANTEE. The GRANTEE'S Board of Directors or Board of Supervisors shall adopt and certify as accurate the Final Plan Report prior to its submission to the DEPARTMENT.
2. GRANTEE shall submit all documentation for Project completion and final reimbursement within ninety (90) days of Project completion, but in any event no later than thirty-six (36) months after agreement execution start date.
3. Final payment is contingent upon DEPARTMENT'S verification that the Project is consistent with Work Plan as described in Exhibit B, together with any DEPARTMENT approved amendments.

**TERMINATION**

1. If the DEPARTMENT or the COUNCIL terminates the Grant Agreement without cause prior to the end of the Project Performance Period, the GRANTEE shall take all reasonable measures to prevent further costs to the DEPARTMENT under this Grant Agreement. The DEPARTMENT shall be responsible for any reasonable and non-cancelable obligations incurred by the GRANTEE in the performance of this Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.
2. Upon any termination, GRANTEE shall deliver all records and reports and other deliverables required by this Grant Agreement up to the time of termination.
3. If the GRANTEE fails to complete the Project in accordance with this Grant Agreement, or fails to fulfill any other obligations of this Agreement prior to the termination date, the GRANTEE shall be liable for immediate repayment to the DEPARTMENT of all amounts disbursed by the DEPARTMENT under this Grant Agreement, plus accrued interest and any further costs related to the Project. The DEPARTMENT may, at its sole discretion, examine the extent of GRANTEE compliance and not require repayment for work partially completed. This paragraph shall not be deemed to limit any other remedies available to the State for breach of this Grant Agreement.

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3. Failure by the GRANTEE to comply with the terms of this Agreement or any other related obligation may be cause for termination of all obligations of the DEPARTMENT hereunder.
4. Failure of the GRANTEE to comply with the terms of this Grant Agreement may not be cause for suspending all obligations of the DEPARTMENT if, in the judgment of the DEPARTMENT, such failure was due to no fault of the GRANTEE. At the discretion of the DEPARTMENT, any amount required to settle at minimum cost any irrevocable obligations properly incurred, shall be eligible for reimbursement under this Grant Agreement as pursuant to paragraph 2 above.
5. Either PARTY shall have the right to terminate this Grant Agreement at any time upon thirty (30) days written notice to the other. In the case of such “early” or “discretionary” termination by GRANTEE, defined as termination occurring before full performance of all objectives and activities and authorized for funding herein, the DEPARTMENT will be entitled to seek full reimbursement for all costs and payments made on the Grant Agreement.
6. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the DEPARTMENT’S Program, as determined at the discretion of the DEPARTMENT, this Grant Agreement shall be terminated. In this event, the DEPARTMENT shall have no liability to pay any funds whatsoever to GRANTEE or to furnish any other consideration under this Agreement to GRANTEE beyond the date of written notice of termination under this provision to the GRANTEE.
7. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of funding this grant program, the DEPARTMENT shall have the option to either: cancel this Grant Agreement with no liability occurring to the COUNCIL or the DEPARTMENT, or offer an Agreement Amendment to GRANTEE to reflect a reduced amount.
8. Further, if the COUNCIL or the DEPARTMENT is unable to secure adequate funds through municipal bond sales or not able to secure the authorization to utilize such funds by the appropriate agencies, this Grant Agreement shall be terminated.

**STOP WORK**

1. Immediately upon receiving a written notice from the COUNCIL or the DEPARTMENT to stop work, the GRANTEE shall cease all work under this Grant Agreement.

**PERFORMANCE OF SUBCONTRACTORS:**

1. The GRANTEE shall be entitled to make use of its own staff and such subcontractor(s) as are mutually acceptable to the GRANTEE and the DEPARTMENT. All subcontractor(s), and any subsequent grant documents, are considered to be acceptable to the DEPARTMENT. Any change in subcontractor(s) or change as to how the GRANTEE intends to use the services of a subcontractor may require a **formal** amendment of this Grant Agreement. All approved subcontractors shall be managed by GRANTEE subject to the terms and conditions of this Agreement. GRANTEE will indemnify and hold harmless any liability to or resulting from action by subcontractor. Neither the DEPARTMENT nor the State is liable or in any way responsible for, nor will it indemnify, subcontractors.

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2. Nothing contained in this Grant Agreement shall create any contractual relation between the DEPARTMENT and any subcontractors and no subcontract shall relieve GRANTEE of its responsibilities and obligations under the terms of this Grant Agreement. GRANTEE agrees to be fully responsible to the DEPARTMENT for the acts and omissions of its staff, subcontractors and of persons either directly or indirectly employed by them. GRANTEE'S obligation to pay its subcontractors is an independent obligation from the DEPARTMENT'S obligation to make payments to GRANTEE.

3. GRANTEE shall manage and hereby accepts responsibility for the performance of all subcontracts arising out of or in connection with this Agreement. GRANTEE shall monitor subcontractor's performance of the terms and conditions set forth herein by providing sufficient staffing resources for the length of the project. Subcontractor communications with the DEPARTMENT shall be coordinated through the GRANTEE'S principal staff. GRANTEE and its subcontractors shall conduct all work consistent with professional standards for the industry and type of work being performed under the Agreement. The Grant Manager, without waiver of other rights or remedies, may require GRANTEE to re-perform any of said services not performed in accordance with these standards. Costs and expenses for defective services, for failure to meet the terms and conditions of the Agreement or for any redundancy that occurs due to inadequate subcontractor services shall be borne by GRANTEE.

#### **DISPUTE RESOLUTION**

1. In the event of a dispute, the GRANTEE shall provide written notice of the particulars of such dispute to: Assistant Director, Division of Land Resource Protection, Department of Conservation, 801 K Street, MS 18-01, Sacramento, CA 95814. Such written notice must contain the grant number. Within fifteen (15) days of receipt of such notice, the Assistant Director or the Assistant Director's designee shall advise the GRANTEE of his or her findings and a recommended means of resolving the dispute.

#### **PUBLICITY AND ACKNOWLEDGMENT**

1. The GRANTEE agrees that it will acknowledge the COUNCIL'S support whenever activities or projects funded, in whole or in part, by this Grant Agreement are publicized in any news media, brochures, articles, seminars, websites, or other type of promotional material. The GRANTEE shall also include in any publication resulting from work performed under this grant an acknowledgment substantially as follows:

*"The work upon which this publication is based was funded in whole or in part through a grant awarded by the Strategic Growth Council."*

2. The GRANTEE shall place the following notice, preceding the text, on draft reports, on the final report, and on any other report or publication resulting from work performed under this Agreement:

#### ***"Disclaimer***

*The statements and conclusions of this report are those of the Grantee and/or Subcontractor and not necessarily those of the Strategic Growth Council or of the Department of Conservation, or its employees. The Strategic Growth Council and the Department of Conservation make no warranties, express or implied, and assume no liability for the information contained in the succeeding text."*

3. Before any materials or other publications funded in whole or in part pursuant to this Grant Agreement are published, GRANTEE shall provide the DEPARTMENT with an opportunity to review

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and approve or disapprove any and all references to the COUNCIL or the DEPARTMENT or the programs and laws that it administers in such materials and publications.

### **CONFLICT OF INTEREST**

1. GRANTEE shall act in accordance with the fiduciary duty attached to the receipt and expenditure of grant moneys intended to benefit the public. Consistent with that fiduciary duty and the public trust from which it flows, GRANTEE shall ensure the proper expenditure of all grant moneys for which reimbursement is sought pursuant to this Grant Agreement.
2. All expenditures for which reimbursement pursuant to this Grant Agreement is sought shall be the result of arm's length transactions and not the result of, or motivated by, self-dealing on the part of the GRANTEE or any employee or agent of the GRANTEE. For purposes of this provision, "arm's length transactions" are those in which both PARTIES are on equal footing and fair market forces are at play, such as when multiple vendors are invited to compete for an entity's business and the entity chooses the lowest of the resulting bids. "Self-dealing" is involved where an individual or entity is obligated to act as a trustee or fiduciary, as when handling public funds, and chooses to act in a manner that will benefit the individual or entity, directly or indirectly, to the detriment of, and in conflict with, the public purpose for which all grant moneys are to be expended. Nothing in this agreement absolves the GRANTEE from complying with California Govt. Code section 1090 or any other law.

### **INDEMNITY AND HOLD HARMLESS**

1. GRANTEE waives all claims and recourses against the DEPARTMENT, including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this Agreement, except claims arising from the gross negligence of DEPARTMENT, its officers, agents, and employees.
2. GRANTEE shall indemnify, hold harmless and defend DEPARTMENT, its officers, agents and employees in perpetuity against any and all claims, demands, damages, costs, expenses or liability costs arising out of the Project, demands or causes of action arise under Government Code or otherwise, including but not limited to items to which the GRANTEE has certified or approved, except for liability arising out of the gross negligence of State, its officers, agents or employees. GRANTEE acknowledges that it is solely responsible for compliance with items to which it has certified.

### **NONDISCRIMINATION**

1. The GRANTEE shall not discriminate against any person on the basis of sex, race, color, ancestry, religious creed, national origin, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition, age (over 40), marital status, and denial of family care leave in the use of any property or facility acquired or developed pursuant to this Agreement.
2. The GRANTEE shall not discriminate against any person on the basis of residence except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.
3. All records are public records unless made confidential by operation of State or Federal law.

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**INCORPORATION**

1. The Grant Guidelines and the Application and any subsequent changes or additions to the Application approved in writing by the DEPARTMENT are hereby incorporated by reference into this Grant Agreement as though set forth in full in this Grant Agreement.
2. Exhibits A-C are attached to this Grant Agreement and incorporated by reference into it as though set forth in full.

**SEVERABILITY**

1. If any provision of this Agreement or the application thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end, the provisions of this Agreement are severable.

**WAIVER**

1. No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied, will constitute consent to, waiver of or excuse of any other, different or subsequent breach by either party.

**ASSIGNMENT**

1. The GRANTEE may assign its interest in and responsibilities under this Grant Agreement either in whole or in part only with the written consent of the DEPARTMENT.

**AUDIT REQUIREMENTS**

1. Sustainable Community Planning Grant Projects are subject to audit by the DEPARTMENT. This provision does not limit the authority of any State agency to audit the GRANTEE pursuant to that Agency's authority annually and for three (3) years following the final payment of Grant Funds. The audit shall include all books, papers, accounts, documents, or other records of the GRANTEE, as they relate to the Project for which the Grant Funds were granted.
2. The GRANTEE agrees that the DEPARTMENT and its representatives, including, but not limited to, the DEPARTMENT, the State Controller's Office, and the State Auditor, shall have an absolute right of access to, and right to review and copy, all of the GRANTEE'S records pertaining to this Grant Agreement and to conduct reviews and/or audits related to this grant. GRANTEE shall, for the purpose of any such review or audit, retain and provide access to all records related to this grant including, but not necessarily limited to, those records specified above. GRANTEE shall also provide access to and allow interview of any employees who might reasonably have information related to such records. Such access to employees and records shall be provided during normal business hours throughout the grant term and for at least three years after the final payment is disbursed pursuant to this Grant Agreement, or until completion of any action and resolution of all issues which may arise as a result of any audit or review of such records, whichever is later. GRANTEE shall ensure that such access shall extend to all subcontractors.

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**GOVERNING LAW/LOCUS**

1. This Agreement is governed by, and shall be interpreted in accordance with the laws of the State of California. For the purpose of any litigation related to and/or challenging any aspect of this Grant Agreement or performance there under, the locus is Sacramento, California.

**INSURANCE COVERAGE**

1. The GRANTEE shall obtain and keep in force for the term of this Agreement, and require its subcontractors to obtain and keep in force, the following insurance policies that cover any acts or omissions of the GRANTEE, or its employees engaged in the provision of services or performance of activities funded pursuant to and specified in this Agreement:

- a. Worker's Compensation Insurance in accordance with the statutory requirement of the State of California.
- b. Commercial general liability insurance in the amount of \$1,000,000 per occurrence and aggregate for bodily injury and property damage.
- c. Automobile liability in the amount of \$1,000,000 for each accident for owned, non-owned, or hired vehicles, whichever is applicable.

2. The GRANTEE shall name the State of California, its officers, agents, employees, and servants as additional insured PARTIES for all insurance required and is responsible for guaranteeing that a copy of each Certificate of Insurance is submitted to the DEPARTMENT within thirty (30) days of grant signature.

3. The certificate of insurance shall state a limit of liability of not less than \$1,000,000 per occurrence for bodily injury and property damage combined.

4. The GRANTEE shall notify the DEPARTMENT prior to any insurance policy cancellation or substantial change of policy.

**GRANTEE NOT AN AGENT OF THE STATE**

1. GRANTEE agrees that it, and its agents, and employees and subcontractors shall act in an independent capacity and are not as officers, employees, or agents of the State of California, the COUNCIL, or the DEPARTMENT.

**TIMELINESS**

1. Time is of the essence in the performance of this Agreement. GRANTEE is required to begin implementation of this Agreement as soon as possible following its execution and shall abide by the Work Plan, and Schedule of Deliverables at Exhibit B. GRANTEE shall not incur costs pursuant to this Agreement past the Grant End Date.

**CERTIFICATION CLAUSES**

1. The GRANTEE hereby certifies its compliance with all applicable requirements contained in the GRANTEE Certification of Compliance at Exhibit C of this Agreement.



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**BREACH OF CONDITIONS/REMEDY FOR DEFAULT**

1. In the event of GRANTEE'S breach of any conditions or terms of this Grant Agreement, the DEPARTMENT will give written notice to the GRANTEE, describing the breach. Notice shall be deemed given when deposited in the U.S. Post office, postage prepaid, addressed to GRANTEE, or by personal delivery to GRANTEE'S place of business. If GRANTEE does not, within thirty (30) days after the notice is given, (1) cure the breach described in the DEPARTMENT'S notice or (2) if the breach is not curable within thirty (30) days, commence to cure the breach, then GRANTEE shall be in default under this Agreement.

2. In the event of a default under this Grant Agreement, the COUNCIL and the DEPARTMENT shall be entitled to all remedies available at law including, but not limited to, termination of the Grant Agreement, withholding of amounts billed and/or recovery of funds disbursed and equipment purchased pursuant to the Grant Agreement. GRANTEE may appeal such action by filing a dispute pursuant to the Dispute Resolution portion of this Agreement.

**ATTACHED EXHIBITS**

- A: Detailed Budget and Payment Provisions
- B: Work Plan and Schedule of Deliverables
- C: Certification of Compliance

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**Exhibit C**

**GRANTEE CERTIFICATION OF COMPLIANCE**

By signing this Agreement, Grantee certifies that it is in compliance with all of the following requirements, to the extent that each is applicable:

1. **Americans with Disabilities Act:** Grantee assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 *et seq.*)

2. **Nondiscrimination Clause:** During the performance of this Agreement, the Grantee and its subcontractor(s) shall not discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), sexual orientation, marital status, and denial of family care leave. Grantee and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from discrimination and harassment. Grantee and its subcontractors shall comply with the provisions of the California Fair Employment and Housing Act (Government Code, Section 12900 *et seq.*), and the regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990(a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated herein by reference and made a part hereof as if set forth in full.

Grantee and its subcontractor(s) shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the grant.

3. **Recycling Certification:** The Department has a procurement policy that sets purchase goals for, and favors the purchase of, products containing recycled content, both post-consumer and secondary waste. When using grant funds to purchase paper products, fine printing and writing paper, plastic, glass, oil, compost and co-compost, solvents and paint, tire-derived products, and retread tires, the Grantee shall make a reasonable effort to purchase products containing recycled content. Grantee shall report any and all such purchases in status and final reports required pursuant to this Agreement.

4. **Drug-Free Workplace Requirements:** Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code section 8350 *et seq.*) and will provide a drug-free workplace by taking the following actions:

(a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

(b) Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and
- 4) penalties that may be imposed upon employees for drug abuse violations.

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(c) Every employee who works on the Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Grantee may be ineligible for award of any future State agreements if the Department determines that the Grantee has made a false certification, or violated the certification by failing to carry out the requirements as noted above.

**5. Labor Code/Workers Compensation:** Grantee needs to be aware of the provisions, which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee agrees to comply with such provisions before commencing performance pursuant to this Agreement. (Labor Code Section 3700)

**6. Child Support Compliance Act:** For any Agreement in excess of \$100,000, the Grantee acknowledges accordance with the following:

- (a) The Grantee recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- (b) The Grantee, to the best of its knowledge, is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**7. Resolution of Support:** Grantee must provide the State with a copy of a resolution, order, motion, or ordinance of its governing body, which by law has authority to enter into an agreement, authorizing execution of an agreement.

**8. Air or Water Pollution Violation:** Under State laws, the Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to a cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

**9. Compliance with Other Laws, Including CEQA:** The Grantee shall comply fully with all applicable federal, state and local laws, ordinances, regulations and permits and shall secure any new permits required by authorities having jurisdiction over the project(s), and maintain all presently required permits. The Grantee shall ensure that any applicable requirements of the California Environmental Quality Act are met in carrying out the terms of the grant.

**10. Use of State Funds to Assist, Promote or Deter Union Organizing:** Grantee shall not use state funds, including grant funds, to assist, promote or deter union organizing. Government Code Section 16645.1(d) provides that Grantee shall be liable to the State for the amount of any funds expended in violation of this prohibition, plus a civil penalty equal to twice the amount of those funds. If Grantee makes expenditures to assist, promote or deter union organizing, Grantee shall maintain records sufficient to show that state funds have not been used for those expenditures. The Grantee shall provide those records to the Attorney General upon request.

**11. Payee Data Record Form (Std. 204):** This form must be completed by all contractors and grantees and submitted to the State before the start of any grant. Grantee shall submit a new form anytime there is an address change.

# Strategic Growth Council/Department of Conservation– Sustainable Communities Planning Grant Award

## Detailed Work Plan by Task

**Grantee:** County of Sonoma, Permit Resource Management Department

**Grant Number:** 3012-583

**Jurisdiction:** County of Sonoma, City of Santa Rosa, Cotati, Petaluma, Rohnert Park, Sebastopol, Sonoma, Windsor, Healdsburg, Cloverdale

**Project Title:** Sonoma County Greenhouse Gas Implementation Program (GRIP)

The following sections detail goals, outcomes, and subtasks of the activity milestones listed in the Work Plan and Budget. The work plan is designed and intended to meet the requirements of CEQA Section 15183.5 to address the cumulative impacts of GHG emissions, and the BAAQMD CEQA Guidelines pertaining to a GHG Emissions Reduction Strategy; and also to provide for a process to allow local policy and program consistency as ABAG develops the Sustainable Communities Strategy for the Bay Area (SB375). The GRIP process will be directed by the County of Sonoma Permit Resource and Management Department (PRMD) as Grant Administrator and the Regional Climate Protection Authority (RCPA) as Project Manager. Other sub-grantees include Planning Staff from each jurisdiction, the Sonoma County Transportation Authority (SCTA), the Climate Protection Campaign (CPC), Sonoma State University Center for Sustainable Communities (SSU), North Bay Climate Adaptation Initiative (NBCAI).

Proposed Committees include:

Process Oversight Committee (POC) - The Process Oversight Committee will meet on a regular basis to tack the projects adherence to timeline/milestones. The purpose of the POC is to identify critical paths, make minor changes to the timeline/milestones and provide a forum for early resolution of issues that might result in cost overruns.

Sub- Recipient Committee (SRC) - The Sub-Recipient Committee consists of all the sub-grantees for the Prop 84 grant funding. This group will meet at the beginning of the grant, for a "kick off" meeting and periodically over the 2 year grant period as needed to coordinate or review work products and the program. The City/County jurisdictions will feedback on drafts, collect data, and ensure that the GRIP can be implemented in their jurisdiction. Also, to minimize staff time- the existing Planning Directors Meetings (held by the SCTA/RCPA every month) will be the main venue to inform the City/County Planning Directors, where they will receive updates and key information on the GRIP process.

Stakeholder Advisory Committee (SAC) - The Stakeholder Advisory Committee with help guide the Stakeholder and Outreach process to ensure community input and access to the GRIP process. This outreach process can be done through, public meetings, interviews, focus Groups, and or workshops.

During the GRIP development process it might be determined that other committees are needed, but this would not affect the budget or scope of work.

## **Task 1 – Project Management and Grant Administration**

Ongoing and active project management is essential to ensure a successful project.

### **Task 1.1- Oversee grant administration**

**Responsible Party:** County of Sonoma, Permit Resource and Management Department

This task provides for overall grant administration which includes progress reporting to the SGC, financial management of the grant, which includes tracking SGC grant expenditures, matching funds, sub grants, and more.

#### **Sub-Tasks**

- 1.1A Convene/Attend scheduled Meetings with Process Oversight Committee
- 1.1B Disbursement of funds to sub recipients
- 1.1C Process financial invoices
- 1.1D Process and send prepared narrative and other reporting to SGC
- 1.1E Reporting to SGC for grant reporting and invoicing

#### **Work Product:**

- Submission of Billing Invoices, Progress Reports and grant reporting requirements to SGC
- Timely payment of all sub awardees

**Time Frame:** Month 1-24

### **Task 1.2- Oversee Project Management**

**Responsible Party:** RCPA

Ongoing and active project management is essential to ensure a successful project. This task provides for project management responsibility to be conducted by the Regional Climate Protection Authority (RCPA). This includes coordination between partner agencies, management of consultants/partners, and financial and progress reporting to the PRMD, which will be then turned into SGC.

#### **Sub-Tasks**

- 1.2A Review and approve all Invoices from consultants and sub-grantees and forward to PRMD for payment
- 1.2B Prepare/review all required grant reporting narrative, documents, reports and forward to PRMD
- 1.2C Convene Process Oversight Committee meetings
- 1.2D Attend all SGC required meetings for grant management
- 1.2E Coordination and Management of all sub-recipients and lead consultant
- 1.2F Write and conduct RFP process to select Lead Consultant
- 1.2G Project Initiation Kick-off meeting with all participants

- 1.2H Finalize/Revise work plan, scope, targets, objectives, communication protocols, identify key data needs
- 1.2I Regular meetings with Stakeholder Advisory Group
- 1.2J Coordinate with all jurisdictions and set up meeting schedule and project milestones
- 1.2K Ensure timely completion of all grant tasks

**Work Product:**

- Report to PRMD for billing invoices, progress reports, timeline and deliverables

**Time Frame:** Month 1-24

## **Task 2: Develop multi-jurisdictional Community-wide Greenhouse Gas Implementation Program**

### **Task 2.1- Update local and regional GHG inventories and prepare forecasts**

**Responsible Party:** Consultant, with input from jurisdictions, SCTA,

With input from the 10-jurisdictions and SCTA, this task will provide for up-to-date, regionally consistent greenhouse gas inventories for each partner jurisdiction and the County. This effort will build upon the data and analysis completed by the Climate Protection Campaign (CPC) and local governments of Sonoma County to include all relevant sources of greenhouse gas emissions and to be consistent with new or updated protocols for GHG analysis. The GHG inventories will include community-wide and municipal operations GHG emissions for 1990, the current year, and forecast years.

The consultant will use the latest available methodology and protocol from ICLEI- Local Governments for Sustainability- for accounting and reporting of GHG emissions. The current year inventory will calculate emissions from on-road vehicles, off-road vehicles and equipment, electricity and natural gas, solid waste, agriculture and forestry, water supply and wastewater systems, and municipal operations. Other emissions sources may be included in the inventory to ensure compliance with CEQA Guidelines Section 15183.5. The inventory will calculate actual or estimated GHG emissions for the following years:

- 1990 (state baseline, CCAP baseline)
- 2008 (or other appropriate current year)
- 2015 (CCAP target year)
- 2020 (BAAQMD and state target year (EO S-03-05 and AB 32)
- 2035 (SB 375 consistency, SCTA RTP Update)
- 2050 (state target year (EO S-03-05), CCAP target year)

The lead consultant will work with the Sub- Recipient Committee and partner organizations to collect and analyze greenhouse gas emissions. The consultant will work directly with a representative from each jurisdiction to gather data related to community-wide activities and municipal operations. The consultant and partners will also work with the Sonoma County Transportation Authority to maintain regional consistency of vehicle miles traveled (VMT) modeling.

### **Sub-Tasks**

- 2.1 A Collect data for Sonoma County jurisdiction Community inventories
  - 2.1A-1 Provide direct assistance to smaller cities in data collection
- 2.1B Evaluate of GHG Inventory
- 2.1C Prepare data collection and research summary
- 2.1D Inventory existing GHG reduction measures
- 2.1E Revise inventory and prepare forecast projections
- 2.1F Evaluate GHG Community-wide inventories for revisions as needed
- 2.1G Develop baseline Community Wide emissions inventory
- 2.1H Prepare draft memo that describes results of emissions inventory
- 2.1I Provide feedback, Revise memo based on input from jurisdictions and NGO partners
- 2.1J Finalize Baseline Community-wide emission inventories
- 2.1K Prepare DRAFT Forecast projections
- 2.1L Receive feedback, Revise forecast projections
- 2.1M Finalize Forecast projections
- 2.1N Finalize emissions Inventory and Forecast

### **Work Product:**

1. Draft and FINAL County-wide GHG Inventory and Forecast for Community-wide and Municipal Operations
2. Nine (9) stand-alone GHG inventories and forecasts, one for each local jurisdiction for community-wide and municipal operations (The City of Santa Rosa has a current inventory)

**Time Frame:** Month 1-12

### **Task 2.2- Conduct and evaluate policy gap analysis**

**Responsible Party:** Consultant, with input from 10- jurisdictions, and Climate Protection Campaign

This task will involve extensive coordination with jurisdictions and RCPA to gather policy documents and identify opportunities for countywide consistency. The jurisdictions will provide current policy and program documents to the lead consultant for analysis and organization. The lead consultant will develop a comprehensive policy gap analysis from all of the documents. The gap analysis will identify current policies, programs, and efforts related to sustainability and climate change within each jurisdiction, identify regional inconsistencies, and suggest areas for improvement and further coordination. The gap analysis will also identify barriers to sustainable development within general plans, and municipal building and zoning codes. The RCPA, jurisdictions and will review the draft gap analysis, provide feedback and identify areas for improvement. The final gap analysis will be presented in a memo to each jurisdiction and will be incorporated into the Climate Action Plan and Model Toolkit as necessary.

The Climate Protection Campaign will contribute to the gap analysis through research into the effects of Climate

Action Plans adopted in other cities and counties and which strategies being implemented by local governments are having the biggest impacts on emissions.

**Sub-Tasks**

- 2.2A Identify GHG reduction strategies (AB 32, General Plans, Transportation plans, county goals, and other regulations)
- 2.2B Identify adaptation strategies in compliance with state and local regulations
- 2.2C Identify and compile of current policies, programs, and efforts related to GHG reduction, sustainability and climate change in the County/Cities
- 2.2D Prepare/review document for input from stakeholder advisory group and Sub- Recipient Committee

**Work Product:**

1. Draft and FINAL Policy Gap Analysis by jurisdiction and County-wide

**Time Frame: Months 2-8**

**Task 2.3- Evaluate and Prioritize GHG reduction and adaptation strategies**

**Responsible Party:** Consultant, with input from 10- jurisdictions

The Consultant will use the gap analysis developed in Task 2.2 to update and expand upon the reduction strategies included in the CCAP. The Sub- Recipient Committee may focus reduction strategies into the following focus areas:

- Land Use and Urban Design
- Vehicle Use and Fuel Consumption
- Energy Efficiency and Conservation
- Renewable Energy
- Municipal Operations
- Waste Reduction and Diversion
- Water Conservation
- Agricultural and Open Space Conservation
- Education and Economic Vitality

The jurisdictions will review the draft reduction and adaptation standards and provide comments to the lead consultant. Lead consultant will incorporate the jurisdictions' comments and present the final recommendation to the Sub- Recipient Committee. The lead consultant will provide direct assistance to smaller cities in data collection of policies, measures, regulations and other needs identified in the process as needing to be filled by jurisdiction staff.

The consultant will prepare various GHG emissions projections based on future years under the "business as usual" scenario and several other alternatives. An economic analysis of each scenario shall be prepared to assist the decision makers in adopting the specific GHG reduction strategies (and jurisdiction-level GRIP) for their community. The economic analysis shall also include the relative cost-effectiveness of various strategies, i.e. what is the cost in dollars to implement the strategy as compared to the GHG emissions reductions achieved. This task also includes an analysis and recommendation of GHG reduction targets. The emissions projection task should focus on subsequent target years, specifically related to 2020 for AB 32 consistency, to 2035 for SB 375 consistency, and 2050 (a state target year in Executive Order S-03-05 and the existing target year set by the Climate Protection Campaign Countywide CAP). The recommendation memo will analyze different options to achieve GHG reduction targets for Sub- Recipient Committee discussion.



### **Sub-Tasks**

- 2.3A Compile list of strategies that will reduce GHG emissions as a result of Policy gap analysis
- 2.3B Compile a list of existing policies and programs that will reduce GHG emissions
- 2.3C Identify other innovative reduction strategies with applicability to Sonoma County
- 2.3D Quantify GHG reductions, conduct cost/benefit analysis, local economic impact, and geographic analysis

### **Work Product:**

1. Draft and FINAL GHG reduction target recommendations and reduction strategies
2. Draft and FINAL Cost/Benefit Analysis and Prioritization of GHG Reduction Strategies

**Time Frame: TBD in consultation with Lead Consultant**

### **Task 2.4- Evaluate and Analyze Adaptation Strategies**

The GRIP will include a section creating strategies for climate adaptation specific to Sonoma County. The Lead Consultant will be expected to work with local stakeholders and experts to develop an adaptation component of the GRIP to address impacts due to climate change on human and natural populations including, but not limited to; an increased risk of wildfire, loss of land to sea level rise, saltwater intrusion, flooding, reduction in agricultural productivity, increased occurrence of heat waves, and a decrease in water supply due to drought. The local partner that will be key to the development of the content for this task will be the North Bay Climate Adaptation Initiative (NBCAI).

### **Responsible Party: Consultant with input from community partner**

- 2.4A Compile list of strategies that will allow for adaptation and community resiliency to the impacts of increased GHG emissions and climate change
- 2.4B Compile a list of existing programs and policies that will allow for adaptation
- 2.4C Compile a list of other innovative adaptation measures and resiliency strategies with applicability to Sonoma County

### **Work Product:**

The Climate Action Plan should include baseline data and relevant analyses that will also be used as part of a programmatic environmental document pursuant to CEQA Guidelines Section 15183.5. The lead consultant will work with a Sub-Recipient Committee that includes the 10 jurisdictions, RCPA, SCTA, Community Partners and sub-consultants to quantify and assess the preferred emissions reduction measures and identify new cutting edge measures and policies as outlined in previous tasks. The Sub-Recipient Committee will provide the necessary data for quantification, including baseline activity data and demographic information per jurisdiction. Emissions reductions will be quantified using a methodology that ensures consistency with AB 32. The Plan will include at least the following factors for strategy quantification and assessment.

- The implementing agency (local agency, developer, site operators, etc.)
- GHG reduction potential in metric tons carbon dioxide equivalent (CO<sub>2</sub>e)
- Reductions in electricity (kWh), natural gas (therms), waste (tons), traffic (VMT), vehicle fuel (gallons), and water (gallons), as applicable
- Cost, including:
  - Cost to the local agency
  - Cost to the private sector
- Potential cost savings
- Available funding (local agency sources, grants, rebates, low-interest financing, etc.)
- Co-benefits (e.g., Community health and higher property values)
- Implementation feasibility (and cost-effectiveness and short term and long term economic impact)
- Implementation Plan

The Sub-Recipient Committee will work with the consultant to develop a rating system based on these factors. The rating system will allow for easy comparison across all measures and the identification of "low-hanging fruit" for immediate cost-effective implementation. A cost neutral climate action program is a project objective and may be possible due to the cost savings from efficiency improvements, alternative energy investment payback, fee programs, incentive programs, and other income-generating measures, although it will depend on the measures chosen for inclusion into the GRIP and the emissions reduction target goal.

For the transportation and land use reduction measures, major cost components to be incorporated in the analysis include the cost of new infrastructure, services, or programs and private cost savings from reduced fuel consumption. As part of this task, the Committee will work with SCTA to create consistency with their Comprehensive Transportation Plan.

The Community-wide Climate Action Plan of the GRIP will integrate the detailed measure quantifications and thresholds with supportive text. It will tentatively include the following:

- 1) An introduction to climate change science and regulations.
- 2) A summary of the Greenhouse Gas Emissions Inventory, forecast, and targets for the entire County and each local jurisdiction.
- 3) Community-wide energy use, transportation, land use, agriculture, water, and solid waste reduction strategies and measures, their cost-benefit analysis, implementation time frames, prioritization, and funding sources, including a "road map" for adapting these community-wide measures at the jurisdiction level.

- 4) A summary of existing municipal energy use, transportation, refrigerant, water, airport, and solid waste reduction strategies and measures, their cost-benefit analysis, implementation time frames, prioritization, and funding sources.
- 5) Adaptation and resiliency policies for anticipated climate change impacts, including strategies, implementation time frames, delegation of responsibility, and finance mechanisms.
- 6) Standards for monitoring and assessment, mechanisms for annual evaluation, and strategized primary and intermediate reduction targets to facilitate attainment of overall objectives to reduce emissions to target levels.
- 7) A compliance checklist for use by local agency planning staff to assist in determining a project's consistency with the GRIP. The establishment of the criteria and process the jurisdictions will need to use to determine if a future project is consistent with the GRIP is critical to GRIP implementation.

The Communitywide Climate Action plan will use simple language, color, graphics, charts and other features to make the document easy-to-comprehend. Sonoma State University Center for Sustainable Communities will create an educational document that will summarize key components of the GRIP such as desired outcomes, why they are important, and how they will be achieved and measured. The targeted audience will include elected and appointed officials, business and community members, municipal staff, and the general public.

#### **Sub-Tasks**

- 2.5A Compile summary goals and objectives based on state regulations and community GHG reduction and adaptation goals
- 2.5B Provide summary goals and objectives draft to jurisdiction staff for review
- 2.5C Work with city/County staff to develop list of potential public and private partnerships
  - 2.5C-1: Provide direct assistance to develop list of potential public and private partnerships for smaller jurisdictions lacking staff time
- 2.5D Develop a draft set of comprehensive strategies to achieve GHG emission reduction goals, targets, objectives and benefits by sector
- 2.5E Develop list of strategies specific to each sector including incentives, funding mechanisms for implementation
- 2.5F Develop measurable metrics for each strategy to quantify achievable objectives and demonstrate how GHG reduction goals will be achieved
- 2.5G Develop draft implementation policies, schedule and responsibility document
- 2.5H Admin Draft to be reviewed by City/County staff for comment
- 2.5I Revisions to Admin draft by consultant team based on city/county staff input
- 2.5J Public Draft to be reviewed by Public through public outreach process
- 2.5K Revisions to PUBLIC draft by consultant team based on city/county staff input
- 2.5L Revised Climate Action Plan with revisions from public outreach process and GRIP Team to go to City/County for local jurisdiction review

#### **Work Product:**

- ADMIN Draft and FINAL Comprehensive Communitywide Climate Action plan by jurisdiction

- PUBLIC Draft and FINAL Comprehensive Communitywide Climate Action plan by jurisdiction

**Time Frame: Months 8-18**

**Task 2.6- Develop Model Policy/Code/Practices Book**

**Responsible Party:** Consultant, with input from 10- jurisdictions

The Lead Consultant will work with the Sub- Recipient Committee to create a draft "plug and play" implementation toolkit of model general plan, zoning and building code amendments and other programs to help facilitate the reductions outlined in the Communitywide Climate Action plan. Model amendments/programs could include the following:

- Overlay zones (e.g., transit-oriented development overlay zones, affordable housing overlay zones, complete neighborhood or sustainable community overlay zones)
- Special use regulations (e.g., renewable energy facilities, live/work standards)
- General development standards (e.g., bicycle facilities in new development, urban infill design standards, solar subdivision standards, construction and demolition recycling ordinance)
- Building code (e.g., green building code, graywater system standards, high-efficiency plumbing)
- Street design standards (e.g., complete streets design standards, landscaping and tree standards)
- Transportation, policies and strategies to reduce VMT, and strategies to implement SB375 through ABAG's Sustainable Communities Strategies, with a special emphasis on innovative cost-effective strategies to increase transit ridership.
- Programs and best practices such as SCEIP, PACE, RESCO, and energy efficiency/renewable energy programs to address municipal operations and existing development

The model ordinances/programs will be chosen based on their effectiveness at achieving the outcomes listed in the GRIP Grant with the Strategic Growth Council. The model ordinances, programs and standards would be made publicly available for comment and use by other jurisdictions. Local Sources of policies, codes and practices could include (this is not an exhaustive list):

- Sonoma County Transportation Authority and Regional Climate Protection Agency
- Sonoma County Agricultural Preservation and Open Space District
- Climate Protection Campaign
- Sonoma County Water Agency
- North Bay Climate Adaptation Initiative
- Sonoma State University Center for Sustainable Communities
- Sonoma County General Services Department
- Sonoma Marin Area Rail Transit Authority
- Sonoma Green Business Program and Business Environmental Alliance
- Sonoma County Public Health and Regional Parks Departments
- Local jurisdictions of Sonoma County including all nine cities in Sonoma County.

**Sub-Tasks**

- 2.6A Compile list of innovative codes, model policies and practices for future use

- 2.6B Prepare DRAFT Model Book for Review
- 2.6C REVISE Model Book based on recommendations
- 2.6D FINAL Model Book

**Work Product:**

1. Draft and FINAL Community Wide GRIP Best Practices, policies and code book

**Time Frame: Months 1-18**

**Task 2.7- Develop GRIP Implementation Tracker**

**Responsible Party: Consultant**

The consultant will work with RCPA and the jurisdictions to develop a tool or tools for GRIP implementation. This is to be an innovative implementation tool that is easy to use, and allows real time tracking so that adjustments to the GRIP can be made during implementation if something is off track and can be easily remedied.

The database will include an interactive spreadsheet for tracking indicators and a system for storing and tracking reference documents, digital images, and maps. This database will enable the jurisdictions and agencies to report their progress on a quarterly or annual basis. GHG emissions reduction and adaptation measures could be sorted based on implementation timing, responsible agency, and level of success/completion. By allowing specific triggers to be checked off once each phase of the regional GRIP is completed, the County and cities will be able to save time reviewing reports, tracking data manually, and verifying that measures are fully completed. Furthermore, it will be a prime case study for evaluating the effectiveness of a GHG emissions reduction plan and tracking the indicators outlined in this proposal.

Each proposed action and sub action included in the GRIP will be highlighted in the database with information such as the following:

- Program;
- Responsibility;
- Cost;
- Potential Funding Sources;
- Priority
- Time Frame

The database will allow staff to regularly change this information and update the progress of each action. The tool will allow for an annual assessment of progress toward GHG reduction goals and will project the region's ability to meet its future GHG reduction goals.

For the public, there will be an accessible website displaying the entire Sonoma County regional climate activities chronologically along with the Sonoma County regional GHG reduction graph, and a downloadable document with

the region's sustainability progress indicators and benchmarks. Data for the public website could be generated by the database. Other innovative ideas are welcome from the lead consultant.

Additionally, it is important for the tool to help jurisdiction staff and the RCPA in evaluating future development projects for criteria consistent with the GRIP on an ongoing basis.

#### **Sub-Tasks**

- 2.7A Identify detailed scope of work, tasks and timeline
- 2.7B Create online presence for public interface of GRIP tracker
- 2.7C Create a centralized simple database-based tool to track GRIP implementation and jurisdiction and train staff how to use it
- 2.7D Create downloadable document with the region's sustainability progress indicators and benchmarks.

#### **Work Product:**

1. ADMIN Draft & Final GRIP Implementation Tracker database tool
2. PUBLIC Final GRIP Implementation Tracker online tool/site

**Time Frame: Months 12-24**

### **Task 3: Conduct GRIP Community Public Outreach, Stakeholder Engagement and Local Adoption**

The public draft GRIP document will need to be brought through the public process with the intent to receive input from the community, Stakeholder Advisory Committee members, public bodies, and stakeholders. The consultant will be required to bring the GRIP document through the public process with help from a jurisdiction representative and the RCPA as part of the outreach outlined in Task 3.

#### **Task 3.1- Conduct Public Outreach workshops**

**Responsible Party:** RCPA , with help from Lead Consultant, jurisdictions

This task provides for workshops to be held in each jurisdiction to outreach to community members throughout the region during the GRIP development process. City staff will assist with coordinating the location and time of the workshops in their jurisdiction or provide input on appropriate geographic locations to hold workshops. RCPA will take the lead in facilitating the workshops, and the materials and format will be created by the Lead Consultant.

This task also allows the community to participate in the GRIP process using workshops, online tools and social mediums. Specifically, this task provides for consultant services in support of website development, an email list serve, and social media. The consultant, in coordination with the County and RCPA, will announce the progress of the GRIP via the project website, Facebook and Twitter. "Followers" of the County's GRIP process will be encouraged to comment on the process electronically via email and web form to the County.

#### **Sub-Tasks**

- 3.1A Prepare a plan and conduct workshops or appropriate outreach strategy in geographic locations throughout the County to provide an opportunity for outreach to community members in each of the jurisdictions. At least one workshop per jurisdiction.
- 3.1B Set up an online presence for the GRIP process that can engage the public on an ongoing basis, including updates on the process and notification of meetings.

**Work Product:**

- **Conduct workshops or appropriate level of outreach in each jurisdiction to provide an opportunity for community member input into the GRIP development.**

**Time Frame: Month 6-8**

**Task 3.2 Convene Grant Sub-Recipient Committee Meetings**

**Responsible Party:** Consultant, RCPA, jurisdictions, SCTA, Community Partners

This task provides for the Sub- Recipient Committee to meet on a regular basis to review project milestones, review project deliverables, and coordinate workshops. The Grant Sub-Recipient Committee will consist of one representative from each of the grant sub-recipient groups. The consultant will attend meetings of this Sub-Recipient Committee at key milestones to advise, gain input and present key work products.

**Time Frame: Month 1-24**

**Task 3.3- Engage Stakeholder Advisory Group**

This task allows for a diverse stakeholder advisory group to have input in the GRIP process and documents created. The group may include representatives from environmental advocacy groups, energy providers, agricultural and tourism interests, the development and construction industry, and other governmental agencies that are not grant sub-recipients. The structure of outreach with these diverse entities is flexible and may include one-on-one focused interviews, presentations to individual stakeholder groups or larger meetings with a broad spectrum of interests.

**Responsible Party:** RCPA with help from Consultant

**Sub-Tasks**

- 3.3A Identify a diverse Stakeholder advisory group with members from different sectors throughout the county, develop a purpose and role of group
- 3.3B Conduct regular meetings with Stakeholder Advisory Group to engage them in GRIP development and process

**Work Product:**

- **Meeting attendance and develop stakeholder advisory group strategy**

**Time Frame: Month 3-24**

### **Task 3.4- Conduct Local Adoption Process**

The Grant Sub-recipient Committee will continue to meet until all jurisdictions have formally brought the GRIP to their decision maker for the final local adoption. The goal of this is to have local jurisdictions commit to participating in the entire GRIP process. The jurisdiction staff will determine the best option for presenting the GRIP to various councils and public bodies. The RCPA would work with each jurisdiction's staff to ensure consistent adoption. The consultant will create local adoption materials including PowerPoint presentations, template staff reports and other materials that all the jurisdictions can modify for their needs.

**Responsible Party:** Jurisdictions with help from RCPA and Consultant

#### **Sub-Tasks**

- 3.4A Send GRIP documents out for public review according to appropriate jurisdiction protocols.
- 3.4B Present GRIP document at appropriate Planning commission/City Council in each jurisdiction for local adoption according to city or county requirements for a public hearing process.

#### **Work Product:**

- **Lead Consultant: Preparation of materials and availability to present GRIP to local government boards as needed, up to two public meetings per jurisdiction ( up to 20 meetings total)**
- **Jurisdictions: Present GRIP to local government boards, Staff presentations at appropriate city staff level meetings and with appropriate city committees and meetings as determined by City staff**

**Time Frame: Month 18-24**

### **Task 4: Prepare CEQA Document**

#### **(Not to be paid for with SGC/DOC Prop 84 Funding)**

The lead consultant will be required to prepare the appropriate level of CEQA document pursuant to CEQA Guidelines Section 15183.5 for the GRIP and ensure integration and consistency with all elements of the GRIP. The final document will provide CEQA compliant environmental and public review for the GRIP. It is anticipated that a Programmatic EIR would be the preferred approach, and the EIR process will rely heavily on incorporation by reference of the technical documents, GHG emission reduction and adaptation standards, and emission reduction targets produced for the GRIP project. The CEQA review process will assess relevant substantial evidence in the record, including any applicable standards previously adopted by jurisdictions to reduce GHG's. Because the goal of the GRIP is to be a self-mitigating plan that includes standards for adoption, it is not anticipated that extensive development of new mitigation measures will be required as a part of the EIR process.

The intent of the GRIP CEQA documents to allow future projects the ability and option to tier off the certified GRIP CEQA document in compliance with CEQA Guidelines Section 15183.5.

After adoption of the GRIP, its implementation will include its use as a CEQA tiering document for individual projects. Projects consistent with the GRIP may rely on the programmatic cumulative impact analysis of GHG emissions contained in the certified GRIP EIR. The consultant will need to develop criteria and a process that the jurisdictions



will use to determine if a future project is consistent with the GRIP, and if not alternative environmental review procedures.

The consultant will ensure that the GRIP EIR meets the latest applicable guidance of the Bay Area Air Quality Management District (BAAQMD) and CEQA Guidelines Section 15183.5. The consultant will determine appropriate air quality thresholds of significance based on substantial evidence in the record.

**Responsible Party: Consultant**

**Sub-Tasks**

- 4.1 Identify detailed scope of work, tasks, appropriate level of EIR and timeline
- 4.2 Initial Study
- 4.3 Notice of Preparation and Scoping meeting
- 4.4 EIR Scoping Meeting
- 4.5 Preparation of Programmatic EIR
- 4.6 Notice of Completion and DEIR review period
- 4.7 Response to comments
- 4.8 Preparation of Final EIR
- 4.9 Consultant attendance at meetings to present environmental documents

**Work Product:**

- 1. ADMIN DRAFT & FINAL EIR
- 2. PUBLIC DRAFT & FINAL EIR

**BUDGETS SUMMARY**

Grant #:3012-583

Agency Name: County of Sonoma- Permit Resource Management Department  
**Sonoma County Greenhouse Gas Reduction Implementation Program**

NEL	Title	Hourly Rate	# of Hours	(D+E) Salary	Benefits	(F+G) Total	Funding Sources		In-Kind
							DOC Grant	Cash	
Barrett	Planning Director	64.18	220	14,120	8,246	22,365	22,365		
Chiceroz	Accounting	43.88	240	10,531	6,482	17,014	17,014		
Matham	County Counsel	64.3	40	2,572	1,470	4,042	4,042		
	Planner III	43.59	538	23,451	13,610	37,062	37,041		
	Clerical	27.75	80	2,220	1,402	3,622	3,622		
	GIS Tech	39	15	585	330	915	915		
	Program Analyst	28	1,665	46,620	24,492	71,112	71,112		
Casey	Program Manager	47	783	36,778	18,037	54,814	54,814		
Smith	Executive Director	81	333	26,998	7,683	34,681	19,073		15,608
Wheeler	Planner	42.13	394	16,616	8,338	24,954	18,627		6,327
Liman	Planning Director	64.56	200	12,912	5,434	18,346	9,173		9,173
	Planning Intern	22	100	2,200	0	2,200	2,200		
Wasssey	ACM/Comm Dev Dir	51.91	210	10,901	4,651	15,552	15,552		
Blif	Asst. Planner (PT)	26.07	650	16,946	1,454	18,400	18,400		
Wheeler	Planning Director	50.64	285	14,432	4,437	18,869	18,850		
Neilson	Planner & Building Dire	64.35	140	9,009	5,381	14,390	14,390		
Wheeler	Assistant Planner	27.08	480	12,998	7,620	20,619	20,610		
Wheeler	Senior Planner	43.37	520	22,552	12,448	35,000	35,000		
Wheeler	Planning Director	60	155	9,300	2,945	12,245	12,245		
Wheeler	Admin. Assist- Billing	30	96	2,880	672	3,552	3,552		
Wheeler	Dev Assist	30	210	6,288	1,467	7,755	7,755		
Wheeler	Comm. Devel. Director	76.89	55	4,257	1,383	5,640	5,640		
Wheeler	Supervising Planner	55.12	405	22,324	7,039	29,363	29,363		
Wheeler	Planning Director	55	280	15,400	7,840	23,240	23,240		
Wheeler	Engineering Director	55	130	7,150	3,510	10,660	10,660		
Wheeler	Planning Director	58.26	132	7,690	2,311	10,001	10,015		
Wheeler	Associate Planner	42.24	455	19,219	5,766	24,985	24,985		
Wheeler	Planning Director	57	130	7,416	4,064	11,480	11,474		
Wheeler	Senior Planner	46	200	9,200	10,435	19,635	19,626		
<b>Total</b>			<b>9,141</b>	<b>393,565</b>	<b>178,948</b>	<b>572,514</b>	<b>541,356</b>	<b>0</b>	<b>31,107</b>

AGENTS

AGENTS- (to be hired) Data Analysis, Report preparation, Partner Review , Evaluation of GHG Reduction and Adaptation measure development, Quantification of measures, Write CAP, public outreach

451,446

451,446

		Totals	451,446	
<b>SUPPLIES</b>				
City of Cloverdale- Printing, Paper (\$10 per packet, 75 copies)			723	
City of Cotati Supplies- printing, paper (\$10 per packet, 100 copies)			1,000	
City of Sebastopol Supplies- printing, paper (\$10 per packet, 15 copies)			150	
Town of Windsor Supplies, - Printing, paper (\$10 per packet, 90 copies)			900	
		Totals	2,773	
<b>MEETINGS, WORKSHOPS</b>				
Public outreach meetings, rent, supplies, mailings				
City of Cloverdale Public Outreach meetings ( 2 meetings @ 162.50 each)			325	
City of Cotati public outreach meetings ( 2 meetings @ \$50 each			100	
City of Sebastopol public outreach meetings ( 2 meetings @ \$412.50 each)			825	
Windsor Public outreach / Local Adoption meetings (6 meetings @ \$415 each)			2,500	
		Totals	3,750	
<b>OTHER</b>				
County of Sonoma Energy Code Amendments			100,000	
City of Santa Rosa Climate Action Plan			200,000	
		Totals	300,000	
<b>TRAVEL</b>				
Mileage is calculated at .51/mile				
City of Cotati (98 miles @ 0.51/mile)			50	
City of Sebastopol (245 miles @ 0.51/mile)			125	
Town of Windsor (980 miles @ 0.51/mile)			500	
		Totals	675	
		Totals	1,331,158	1.0

Applicant Name: County of Sonoma - Permit & Resource Management Department

Task 1: Project Management and Grant Administration

AGENCY	PERSONNEL	Title	Hourly Rate	# of Hours	(E*F) Salary	Benefits	(G+H) Total	Funding Sources			
								DOC Grant	Cash	In-Kind	
County of Sonoma	Jennifer Barrett	Planning Director	\$64	60	3,851	2,249	6,100	6,100			
County of Sonoma	Alicia Ceniceroz	Accounting	\$44	240	10,531	6,482	17,014	17,014			
County of Sonoma	Debbie Latham	County Counsel	\$64	40	2,572	1,470	4,042	4,042			
County of Sonoma	TBD	Planner III	\$44	80	3,487	2,026	5,513	5,513			
County of Sonoma	Sue Dahl	Clerical	\$28	80	2,220	1,402	3,622	3,622			
RCPA	Misty Mersich	Program Analyst	28	1365	38220	20079.15	58299.15	58,299			
RCPA	Lauren Casey	Program Manager	47	582.5	27377.5	13426.625	40804.125	40,804			
RCPA	Suzanne Smith	Executive Director	81	100	8100	2305	10405	10,405			
Total				2,548	96,359	49,440	145,799	145,799	0	0	
CONSULTANTS							Total	0	0	0	
SUPPLIES							Total	0	0	0	0
MEETINGS, WORKSHOPS							Total	0	0	0	0
OTHER							Total	0	0	0	0
TRAVEL							Total	0	0	0	0
EQUIPMENT							Total	0	0	0	0
Total							Total	145,799	145,799	0	0

Dev Assist	30.00	150	4,488	1,047	5,535	5,535	
Comm. Devel. Direc	76.89	50	3,845	1,249	5,094	5,094	
Supervising Planner	55.12	385	21,221	6,691	27,913	27,913	
Planning Director	55.00	200	11,000	5,600	16,600	16,600	
Engineering Director	55.00	100	5,500	2,700	8,200	8,200	
Planning Director	58.26	80	4,661	1,398	6,059	6,059	
Associate Planner	42.24	355	14,995	4,499	19,494	19,494	
Planning Director	57.00	65	3,705	2,596	6,301	6,301	
Senior Planner	46.00	100	4,600	7,921	12,521	12,521	
		<b>4,151</b>	<b>186,749</b>	<b>83,674</b>	<b>270,423</b>	<b>254,923</b>	<b>0</b>
							<b>15,500</b>
Report preparation, Partner Review, Evaluation of GHG Reduction Targets, Reduction and							
ification of measures, Write CAP							
					351,446	351,446	0
					<b>351,446</b>	<b>351,446</b>	<b>0</b>
					723	723	
					1,000	1,000	
					150	150	
					900	900	
					<b>2,773</b>	<b>2,773</b>	<b>0</b>
					<b>0</b>	<b>0</b>	<b>0</b>
					100,000		100,000
					200,000		200,000
					<b>300,000</b>	<b>0</b>	<b>300,000</b>
					<b>0</b>	<b>0</b>	<b>0</b>
					<b>0</b>	<b>0</b>	<b>0</b>
					<b>0</b>	<b>0</b>	<b>0</b>
					<b>924,642</b>	<b>609,142</b>	<b>315,500</b>
jurisdiction budget tab							

AGENCY	PERSONNEL	Title	Hourly Rate	# of Hours	(E*H) Salary	Benefits	(G+H) Total	Funding Sources			
								DOC Grant	Cash	In-Kind	
County of Sonoma	Jennifer Barrett	Planning Director	64.18	100	6,418	3,748	10,166	10,166			
County of Sonoma	TBD	Planner III	43.59	300	13,077	7,596	20,673	20,673			
County of Sonoma	Darci Reimer	GIS Tech	39.00	15	585	330	915	915			
SCTA	Chris Barney	Planner	42.13	394	16,516	8,338	24,854	18,627		6,327	
SCTA	Janet Spillman	Planning Director	64.56	200	12,912	5,434	18,346	9,173		9,173	
SCTA	TBD	Planning Intern	22.00	100	2,200	0	2,200	2,200			
Cloverdale	Karen Massey	ACM/Comm Dev Di	51.91	105	5,451	2,326	7,776	7,776			
Cloverdale	Rob Bartoli	Asst. Planner (PT)	26.07	375	9,776	727	10,503	10,503			
Colati	Vicki Parker	Planning Director	50.64	156	7,900	2,432	10,332	10,332			
Healdsburg	Barbara Nelson	Planner & Building	64.35	70	4,505	2,690	7,195	7,195			
Healdsburg	Jeff Fisher	Assistant Planner	27.08	240	6,499	3,813	10,312	10,312			
Petaluma	Scott Duiven	Senior Planner	43.37	420	18,215	10,062	28,278	28,278			
Rohnert Park	Marilyn Ponton	Planning Director	60.00	95	5,700	1,805	7,505	7,505			
Rohnert Park	TBD	Admin Assist- Billing	30.00	96	2,880	672	3,552	3,552			
Rohnert Park	TBD	Dev Assist	30.00	150	4,488	1,047	5,535	5,535			
Santa Rosa	Chuck Regalia	Comm. Devel. Direc	76.89	50	3,845	1,249	5,094	5,094			
Santa Rosa	Lisa Kranz	Supervising Planner	55.12	385	21,221	6,691	27,913	27,913			
Sebastopol	Kernon Webster	Planning Director	55.00	200	11,000	5,600	16,600	16,600			
Sebastopol	Sue Kelly	Engineering Director	55.00	100	5,500	2,700	8,200	8,200			
Sonoma	David Goodison	Planning Director	58.26	80	4,661	1,398	6,059	6,059			
Sonoma	Wendy Atkins	Associate Planner	42.24	355	14,995	4,499	19,494	19,494			
Town of Windsor	Jim Bergman	Planning Director	57.00	65	3,705	2,596	6,301	6,301			
Town of Windsor	Kevin Thompson	Senior Planner	46.00	100	4,600	7,921	12,521	12,521			
<b>Total</b>				<b>4,151</b>	<b>186,749</b>	<b>83,674</b>	<b>270,423</b>	<b>254,923</b>	<b>0</b>	<b>15,500</b>	
<b>CONSULTANTS</b>											
Consultants- (to be hired) Data Analysis, Report preparation, Partner Review, Evaluation of GHG Reduction Targets, Reduction and Adaptation measure development, Quantification of measures, Write CAP											
								<b>Total</b>	<b>351,446</b>	<b>0</b>	<b>0</b>
								<b>Total</b>	<b>351,446</b>	<b>0</b>	<b>0</b>
<b>SUPPLIES</b>											
City of Cloverdale- Printing, paper (\$10 per packet, 75 copies)											
City of Cotati Supplies- printing, paper (\$10 per packet, 100 copies)											
City of Sebastopol Supplies- printing, paper (\$10 per packet, 15 copies)											
Town of Windsor Supplies, - Printing, paper(\$10 per packet, 90 copies)											
								<b>Total</b>	<b>2,773</b>	<b>0</b>	<b>0</b>
<b>MEETINGS, WORKSHOPS</b>											
								<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>											
County of Sonoma Energy Code Amendments											
City of Santa Rosa Climate Action Plan											
								<b>Total</b>	<b>100,000</b>	<b>200,000</b>	<b>300,000</b>
<b>TRAVEL</b>											
								<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EQUIPMENT</b>											
								<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
								<b>Total</b>	<b>609,142</b>	<b>0</b>	<b>315,500</b>

\*\*\*All cells are all linked to the cells in the Jurisdiction budget tab

Contract Number: 3012-583

**Applicant Name: County of Sonoma- Permit & Resource Management Department  
Task 3: GRIP Community Public Outreach, Stakeholder Engagement and Local Adoption**

AGENCY	PERSONNEL	Title	Hourly Rate	# of Hours	(E*F) Salary	Benefits	(G+H) Total	Funding Sources		
								DOC Grant	Cash	In-Kind
County of Sonoma	Jennifer Barrett	Planning Director	64.18	60	3,851	2,249	6,100	6,100		
County of Sonoma	TBD	Planner III	43.59	158	6,867	3,989	10,856	10,856		
RCPA	Misty Mersich	Program Analyst	28	300	8,400	4,413	12,813	12,813		
RCPA	Lauren Casey	Program Manager	47	200	9,400	4,610	14,010	14,010		
RCPA	Suzanne Smith	Executive Director	81	233	18,898	5,378	24,276	8,668		15,608
Cloverdale	Karen Massey	ACM/Comm Dev Dir	51.91	105	5,451	2,326	7,776	7,776		
Cloverdale	Rob Bartoli	Asst Planner (PT)	26.07	275	7,169	727	7,896	7,896		
Cotati	Vicki Parker	Planning Director	50.64	129	6,513	2,005	8,518	8,518		
Healdsburg	Barbara Nelson	Planner & Building Dire	64.35	70	4,505	2,690	7,195	7,195		
Healdsburg	Jeff Fisher	Assistant Planner	27.08	240	6,490	3,808	10,298	10,298		
Petaluma	Scott Duiven	Senior Planner	43.37	100	4,337	2,386	6,723	6,723		
Robnett Park	Marilyn Ponton	Planning Director	60	60	3,600	1,140	4,740	4,740		
Robnett Park	TBD	Dev Assist	30	60	1,800	420	2,220	2,220		
Santa Rosa	Chuck Regalia	Comm. Devel. Director	76.89	5	412	134	546	546		
Santa Rosa	Lisa Kranz	Supervising Planner	55	20	1,100	348	1,448	1,448		
Sebastopol	Kenyon Webster	Planning Director	55	80	4,400	2,240	6,640	6,640		
Sebastopol	Sue Kelly	Engineering Director	55	30	1,650	810	2,460	2,460		
Sonoma	David Goodison	Planning Director	58.26	52	3,043	913	3,956	3,956		
Sonoma	Wendy Atkins	Associate Planner	42.24	100	4,224	1,267	5,491	5,491		
Town of Windsor	Jim Bergiman	Planning Director	57	65	3,705	1,468	5,173	5,173		
Town of Windsor	Kevin Thompson	Senior Planner	46	100	4,591	2,514	7,105	7,105		
<b>Total</b>				<b>2,442</b>	<b>110,405</b>	<b>45,833</b>	<b>156,239</b>	<b>140,631</b>	<b>0</b>	<b>15,608</b>
<b>CONSULTANTS</b>										
Consultants-Social Media, project website, facilitation and expert participation										
							<b>Totals</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
							<b>Totals</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
<b>SUPPLIES</b>										
							<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MEETINGS, WORKSHOPS</b>										
City of Cloverdale Public Outreach meetings ( 2 meetings @ 162.50 each)										
City of Cotati public outreach meetings ( 2 meetings @ \$50 each)										
City of Sebastopol public outreach meetings ( 2 meetings @ \$412.50 each)										
Windsor Public outreach / Local Adoption meetings (6 meetings @ \$415 each)										
							<b>Totals</b>	<b>3,750</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>										
							<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRAVEL (Mileage is calculated at 0.51/mile)</b>										
City of Cotati (98 miles @ 0.51/mile)										
City of Sebastopol (245 miles @ 0.51/mile)										
Town of Windsor (980 miles @ 0.51/mile)										
							<b>Totals</b>	<b>675</b>	<b>0</b>	<b>0</b>
<b>EQUIPMENT</b>										
							<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>
							<b>Totals</b>	<b>245,056</b>	<b>0</b>	<b>15,608</b>