



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Manager, Sustainability Division

**Prepared by: Kate Hagemann
Climate Adaptation and Resilience
Planner**

City Manager Approval: _____

TOPIC: ACCEPTING GRANT FUNDS TO SUPPORT RESILIENCE PLANNING

SUBJECT: RESOLUTION ACCEPTING THE GRANT OF FUNDS FROM THE STATE COASTAL CONSERVANCY AND MARIN COMMUNITY FOUNDATION FOR THE CANAL COMMUNITY RESILIENCE PLANNING PROJECT AND APPROPRIATING FUNDS IN THE AMOUNT OF \$762,000 FOR PROJECT #31100

RECOMMENDATION: Adopt a resolution accepting the grant of funds from the State Coastal Conservancy and Marin Community Foundation for the Canal Community Resilience Planning Project and appropriating funds in the amount of \$762,000 for project #31100.

BACKGROUND:

On September 22, 2022, the State Coastal Conservancy adopted a resolution authorizing a grant of up to \$700,000 to the City of San Rafael (“grantee”) for the Canal Community Resilience Planning Project (“the project”). The resolution was adopted by the Conservancy after being favorably recommended by staff. Additionally, the Marin Community Foundation has decided to award this project \$62,000 to further support this work and bolster the community engagement and training aspects.

The grant application was developed collaboratively earlier this year by staff from the City of San Rafael’s Sustainability Division, County staff with expertise in sea level rise, and community partners the Multicultural Center of Marin, and the Canal Alliance. The purpose of the grant is to conduct a community-informed technical feasibility study of sea level rise adaptation options along the greater Canal neighborhood shoreline of San Rafael. It will include robust engagement in our priority equity community census tracts to ensure that underrepresented community members have a voice and that inclusive decision-making guides the process.

The City will work with the County of Marin and community-based organization project partners Canal Alliance and Multicultural Center of Marin (“Project Team”) to build capacity of the two organizations by hiring staff to help lead the project and develop culturally relevant community engagement methods for these areas, which have been identified as most vulnerable by the Bay Conservation and Development Commission’s 2020 Regional Sea Level Rise Vulnerability and Adaptation Study.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

Geographically, the Project Study Area is the entire shoreline area within the boundaries of City of San Rafael and can be loosely framed by downtown on the west, the Richmond-San Rafael Bridge to the east, and McNears Beach to the north. The Project Study Area includes both sides of the San Rafael Canal. Socially, the study's focal community Engagement Area is the Canal neighborhood, census tracts 1122.03 and 1122.04. A particular focus will be on creative ways to engage people in multifamily housing since most of the residents in the Engagement Area are tenants and many are subletters.

The Project will conduct a technical feasibility study that considers nature-based, hybrid, and hard infrastructure sea level rise adaptation measures. These will include but not be limited to consideration of the full range of nature-based solutions such as ecotone levees and subtidal habitat restoration, green-grey riprap, and traditional engineered solutions such as sea walls and a tide gate at the mouth of the Canal. Through the technical feasibility study and collaborative community planning process, a minimum of at least one project will be identified for further development and implementation.

Additionally, the Project will produce community-developed policy language for the City's multi-hazard climate adaptation plan, and potentially other plans and documents such as a proposed neighborhood plan, housing plan, and other General Plan-related documents.

The Project will simultaneously model a collaborative planning process that elevates the community's role in decision-making, adaptation planning work, and other critical local policy decisions. Providing funding for staff at two community-based organizations will build capacity at each to engage fully in the project and advocate on behalf of their constituents.

The City will be responsible for coordinating with the Conservancy to keep them informed about the project status. The City will manage the budget, schedule, requests for disbursement, and other project management activities.

The City will be part of a larger, collaborative Project Team that includes the Canal Alliance, Multicultural Center of Marin, and the County of Marin. The Project Team will meet regularly to coordinate on the project strategy, review documents, prepare for meetings, and initiate and respond to communications with the public and other partners.

Throughout the course of the project there will be multiple opportunities for interested residents, business leaders, agencies, and others to participate and craft the community-led planning process. The intention of this goal is to deepen, broaden, and enhance community participation and that will be at the center of all activities over the coming years.

ANALYSIS:

Over the past several years the City, community organizations, and other agencies have made significant progress understanding the implications of rising water levels. This grant will allow the City, partners, and residents to dive deeper into understanding the implications, debate potential solutions, and prioritize short-term actions. Most importantly, this project will help broaden the conversations around these issues to increase the participation of residents living in the Canal neighborhood who are some of the most exposed to the negative consequences of sea level rise.

This grant does not require a direct match from the City; however, staff time and use of community facilities such as the Albert J. Boro Community Center will be provided as in-kind match to facilitate the successful completion of this project over the next three years. Without action, sea level rise is expected to negatively impact communities, housing, businesses, and major infrastructure in the next several decades. Accepting this grant could help the City avert these negative consequences by proactively identifying adaption measures that will help protect the

community in the coming years.

FISCAL IMPACT: If the grant is accepted, funds would be appropriated in Project #31100 in the amount of \$700,000 from the Coastal Conservancy and \$62,000 from the Marin Community Foundation for a total appropriated amount of \$762,000.

The matching funding for this grant (\$138,000) is in the form of in-kind staff time and use of facilities over the three-year grant period. The match is primarily the time of the City's Climate Adaptation and Resilience Planner, who would be working on these issues in the absence of this grant as well. This position is included in the Sustainability Division's budget in the General Fund. There is no cash match requirement for this grant.

OPTIONS:

The City Council has the following options to consider relating to this item:

1. Adopt the resolution as presented.
2. Adopt the resolution as amended.
3. Direct staff to return with additional information.

RECOMMENDED ACTION:

Adopt a resolution accepting the grant of funds from the State Coastal Conservancy and Marin Community Foundation for the Canal Community Resilience Planning Project and appropriating funds in the amount of \$762,000 for project #31100.

ATTACHMENTS:

1. Resolution
2. Grant workplan submitted to the State Coastal Conservancy
3. Grant budget submitted to the State Coastal Conservancy

RESOLUTION NO.

A RESOLUTION ACCEPTING THE GRANT OF FUNDS FROM THE STATE COASTAL CONSERVANCY AND MARIN COMMUNITY FOUNDATION FOR THE CANAL COMMUNITY RESILIENCE PLANNING PROJECT AND APPROPRIATING FUNDS IN THE AMOUNT OF \$762,000 FOR PROJECT #31100

WHEREAS, the Legislature of the State of California has established the State Coastal Conservancy (“Conservancy”) under Division 21 of the California Public Resources Code, and has authorized the Conservancy to award grants to public agencies and nonprofit organizations to implement the provisions of Division 21; and

WHEREAS, the Conservancy awards grants for projects that it determines are consistent with Division 21 of the Public Resources Code and with the Conservancy’s Strategic Plan and that best achieve the Conservancy’s statutory objectives, in light of limited funding; and

WHEREAS, at its September 22, 2022 meeting, the Conservancy adopted a resolution authorizing a grant of up to \$700,000 to the City of San Rafael (“grantee”) for the Canal Community Resilience Planning Project (“the project”). The resolution was adopted by the Conservancy pursuant to and is included in the Conservancy September 22, 2022 staff recommendation, a copy of which is on file with the grantee and with the Conservancy; and

WHEREAS, the Conservancy requires that the governing body of the grantee certify through a resolution that it approves the award of Conservancy grant funding and authorizes the execution by a representative of the grantee of a grant agreement on terms and conditions required by the Conservancy grant agreement number 22-057; and

WHEREAS, the Marin Community Foundation has also decided to award an additional \$62,000 to support this same project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Rafael hereby:

1. Accepts the award of grant funding from the Conservancy and Marin Community Foundation for the project.
2. Acknowledges that it has or will have sufficient funds to complete the project and, if any property is acquired as part of the project to operate and maintain the property, and, if any facilities are constructed as a part of the project, to operate and maintain the facilities for a reasonable period, not less than the useful life of the facilities.
3. Agrees to be bound by all terms and conditions of the grant agreement and any other agreement or instrument as may be required by the Conservancy and as may be necessary to fulfill the terms of the grant agreement and to complete the project.
4. Authorizes the City Manager or their designee to act as a representative of the City, to negotiate and execute on behalf of the City all agreements and instruments necessary to complete the project and to comply with the Conservancy’s grant requirements, including, without limitation, the grant agreement.
5. Appropriates funds in the amount of \$762,000 from Project #31100 to be spent on the grant work plan agreed upon with the two grant funders.

I, Lindsay Lara, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the San Rafael City Council held on the 21st day of November 2022, by the following vote to wit:

AYES:

NOES:

ABSENT:

LINDSAY LARA, City Clerk

WORK PROGRAM

Grantee City of San Rafael

Project Name Canal Community Resilience Collaboration

SCC Grant Agreement # 22-057

Date October 24, 2022 to March 31, 2025

I. PROJECT DESCRIPTION

The purpose of this Project is to conduct a community-informed technical feasibility study of sea level rise adaptation options along the greater Canal District shoreline of San Rafael (“Project Study Area”). It will include robust engagement in our priority equity community census tracts (“Primary Engagement Area”) to ensure that underrepresented community members have a voice and that inclusive decision-making guides the process. The City of San Rafael (Grantee) will work with the County of Marin and community-based organization (CBO) project partners Canal Alliance and Multicultural Center of Marin (“Project Team”) to build capacity of the two organizations by hiring one staff person per organization to help lead the project and develop culturally relevant community engagement methods for these census tracts, which have been identified as most vulnerable by the Bay Conservation and Development Commission’s 2020 Regional Sea Level Rise Vulnerability and Adaptation Study.

Geographically, the Project Study Area is the entire shoreline area within the boundaries of City of San Rafael and can be loosely framed by downtown on the west, the Richmond-San Rafael Bridge to the east, and McNears Beach to the north. The Project Study Area includes both sides of the San Rafael Canal.

The Project will conduct a technical feasibility study that considers nature-based, hybrid, and hard infrastructure sea level rise adaptation measures within the Project Study Area. These will include but not be limited to consideration of the full range of nature-based solutions such as ecotone levees and subtidal habitat restoration, green-grey riprap, and traditional engineered solutions such as sea walls and a tide gate at the mouth of the Canal. Through the technical feasibility study and collaborative community planning process, a minimum of at least one project will be identified for further development and implementation.

Additionally, the Project will produce community-developed policy language for the City’s multi-hazard climate adaptation plan (currently in development, anticipated completion in spring 2025), and potentially other plans and guiding documents such as a proposed neighborhood specific plan, housing plan or strategy, and other General Plan-related documents.

The Project will simultaneously prototype and model a collaborative planning process that elevates the community’s role in decision-making to be used in future resilience and

adaptation planning work and other critical local policy decisions. Providing funding for staff at two community-based organizations will build capacity at each to engage fully in the project and advocate on behalf of their constituents. An effectiveness evaluation will summarize the process and guide future engagement efforts for the City and County.

II. SCOPE OF WORK

Task 1 Project Management

The Grantee will coordinate with the Conservancy Project Manager to keep them informed about the status of the Project. Grantee will manage the budget and schedule, submitting requests for disbursement, and other project management activities. Before hiring subcontractors for work under this grant agreement, Grantee will submit subcontractor qualifications to perform specified tasks for the review and approval of the Conservancy Project Manager. In the progress reports, the Grantee shall document all subcontractor activities, deliverables completed, progress, issues, and proposed resolutions.

Subtask 1.2 Project Team Management

The Grantee is part of a collaborative Project Team that includes two CBOs– Canal Alliance and Multicultural Center of Marin (MCM) – and the County of Marin. While all team members have long supported work in the community, working together on this effort will require coordination as we establish stronger networks and trust with each other and the community. The Project Team will meet regularly to coordinate on the project strategy, review documents, prepare for meetings, and initiate and respond to communications with the public and other partners.

Task 1 Deliverables: progress reports, invoices, and subcontract documentation

Task 2 Community-Informed Technical Feasibility Study

Complete a community-informed technical feasibility study to evaluate nature-based, hybrid and hard infrastructure options that can increase community resilience to sea level rise and flooding in the Project Study Area. The options will reflect community priorities and technical feasibility, with at least one project option identified along with specific recommendations for further project development and implementation (i.e., considerations for landowner approval, project lead for CEQA and permitting, etc.).

Subtask 2.1: Confirm study area and selected sea level rise scenarios

The Canal Community Resilience Collaboration study area consists of two nested scales: geographic and social. Geographically, the Project Study Area is the entire shoreline area loosely framed by downtown on the west, the Richmond-San Rafael Bridge to the east, and the McNears Beach to the north in order to develop comprehensive solutions at the operational landscape unit scale. Specific project boundaries will be confirmed by the Steering Committee (Task 4.3). Socially, the study's focal community Engagement Area is the Canal Neighborhood, census tracts 1122.03 and 1122.04.

The Project will begin with consideration of the six sea level rise scenarios used in the 2017 BayWAVE Vulnerability Assessment:

BayWAVE Scenarios	Sea Level Rise	+100-year storm
Near-term (approx. 2030)	10 inches	46 inches (3.8 feet)
Mid-term (approx. 2050)	20 inches	56 inches (4.7 feet)
Long-term (approx. 2100)	60 inches	96 inches (8 feet)

Working with the technical consultants, the City will confirm which of the BayWAVE sea level rise scenarios-- or other additional scenarios--best capture current, near-term, mid-term, and long-term impacts to the Project Study Area and carry that specific subset of scenarios forward throughout the Feasibility Study.

Task 2.1 Deliverables: Study area maps; memo confirming sea level rise scenarios with high level summary of the sea level rise scenarios selection process

Subtask 2.2: Confirm identified vulnerable assets

Build on prior work completed in the BayWAVE Vulnerability Analysis, San Rafael Sea-Level Rise Adaptation Study (ESA 2020), and other regional studies to confirm physical asset vulnerabilities within the study area for the selected sea level rise scenarios. Confirmation of asset vulnerabilities will include a comprehensive consideration of stormwater, drainage, existing flooding, and future sea level rise, in dialogue with City of San Rafael Department of Public Works. The community will review vulnerable assets identified in BayWAVE and other prior work and add any physical asset vulnerabilities not already identified.

Task 2.2 Deliverables: Inventory of vulnerable assets; maps by asset type and SLR scenario as well as visuals developed for public engagement

Subtask 2.3: Identify and describe possible adaptation measures at different planning horizons

Work with technical consultant to develop culturally relevant and non-technical visual materials that engage the community and clearly depict a broad range of possible nature-based, hybrid, and hard infrastructure adaptation measures. The materials will show how each measure relates to combined sea level rise and flooding levels, so the community understands “what works when and where”. Communicate the broad benefits, limitations, and tradeoffs of these different options, providing information about:

- level of fluvial and tidal flood protection
- effectiveness at different planning horizons
- spatial and ecological requirements
- construction cost estimates
- permitting requirements (to demonstrate feasibility)

- public access, ecology, and other co-benefits identified by the community and technical consultant, e.g., neighborhood beautification, transit network resilience, etc.
- potential threats and benefits to community posed by each adaptation measure including flooding risks, catastrophic risks associated with infrastructure failure, and non-structural threats like gentrification, economic losses, and other negative economic impacts

Task 2.3 Deliverables: Draft and revised lists of adaptation co-benefits; graphic renderings of a range of adaptation measures or combinations of measures accompanied by plain-language written descriptions of each measure or combinations of measures; matrix or other document presenting tradeoffs.

Subtask 2.4: Refine and analyze list of adaptation measures based on community input

Winnowing the broad range of adaptation measures to a narrower set for detailed analysis will depend on community priorities informed by technical analyses, feedback from the Steering and Technical Advisory Committees, regulatory feasibility, and alignment with City plans and priorities. For example, what time horizon should the City and County plan for in this community? What level of flooding is acceptable and what should be addressed immediately? The goal would be to identify flood impacts of concern to the community, both spatially and temporally.

During this Project, the broad set of possible adaptation measures will be refined and developed into more detailed analyses based on the community's expressed priorities and community discussions with technical consultants and the Project Team about the feasibility of and tradeoffs across different measures. The community will engage on a series of measures that address sea level rise over time and spatially along the stretches of shoreline. Place-based renderings would support informed discussion about the measures. "Adaptation pathways" or other tools that show when critical decision-points require a change in plan based on thresholds like water levels and preferred near-term adaptation measures could demonstrate trade-offs and assumptions about future risks.

Summary materials will be prepared to capture design decisions made by the community, including preferences that may eliminate other future choices. These summary materials will also include information on the other aspects of project prioritization including ecological performance and regulatory feasibility. Documentation of community decisions and project prioritization will remain important beyond this grant-funded process.

The consultant team will then research, prepare, and scope at least one spatially-specific measure identified through community input for further design. The team will assemble

technical and other background documents to assist the city with preparation of a scope of work for undertaking 30% design in a future project phase. Documents will include guidance regarding assumptions, gaps, and constraints with the feasibility of all measures recommended by the community.

A draft and final study will summarize the benefits, limitations, and tradeoffs presented by the measures or suites of measures for the list of considerations in Task 2.3 (i.e., physical flood protection, economic, regulatory, public access, ecological). For areas of shoreline where consensus or input is limited, the consultant would identify measures that fill gaps to ensure continuity of protection consistent with community input elsewhere along the shoreline.

2.4 Deliverables: Summary documentation of community input and project prioritization; Draft Community-Informed Technical Feasibility Study; Final Community-Informed Technical Feasibility Study. A minimum of one sea level rise adaptation measure completed to conceptual design level (to include considerations developed in Task 2.3).

Task 3 Staff and Partner Training

The Project Team will organize, attend, and lead trainings to promote competencies in the foundational areas of this project: sea level rise (including causes and impacts, Adaptation Pathways, and nature-based solutions), equitable community engagement, and cultural competency.

Subtask 3.1 Sea Level Rise Training

Grantee will work with County of Marin DPW staff to develop and conduct a series of (6) trainings on the causes and implications of sea level rise, flooding, time scales, compounding effects, and the Adaptation Pathways approach to planning for sea level rise impacts. All relevant Project Team staff and community partners will be provided the training.

Subtask 3.2 Equitable Community Engagement Training

A minimum of (3) trainings specific to inclusive and equitable community engagement will be organized and conducted by the CBOs, with MCM taking the lead. MCM has experience in this realm and will build upon their past efforts to formalize curriculum and training materials. Trainings will be attended by all staff on the Project Team as well as from other relevant stakeholders.

Subtask 3.3 Cultural Competency Training

A minimum of (3) Cultural Competency Trainings specific to the residents of the Canal will be organized and conducted by the two CBOs with MCM taking the lead. MCM has experience in this area and will build upon prior efforts with a particular focus on the Project. Language, culture, norms, perceptions, and empathy training will be included, with a focus on the immigrant experience of people from Guatemala, Mexico, and Vietnam living in San Rafael. These will include information on the variety of affinity groups, resources, programs, and service providers currently engaged with residents. Trainings will be primarily focused on City and County staff and open to other government agencies and stakeholders.

Task 3 Deliverables: copies of training materials; cultural competency protocols; list of staff and project partners trained

Task 4 Community Engagement

The Project Team will develop an engagement strategy and refine the timeline and schedule, conduct stakeholder mapping, identify key community partners, identify community resources for meeting facilitation and support, design materials, develop creative means of communication and documentation of the project, conduct workshops and trainings, develop a community Steering Committee, and develop questions and content for focus groups, surveys, and other community events and groups. This work will all be informed by the lessons from trainings in Tasks 3.1, 3.2 and 3.3. The Project Team will work closely with the feasibility study consultant to develop culturally appropriate and understandable materials for ongoing feedback and input into the study.

Subtask 4.1 Community Development

Canal Alliance and Multicultural Center of Marin serve the Canal community through a range of services and expertise. They are trusted organizations in the community and understand that sea level rise threats require engaged community decision-making. The experience during the pandemic continually demonstrated how much extra time and effort it took to get key messages into the community. No one outreach source is adequate. Residents come from many different backgrounds and cultures and speak several languages. Of critical importance to issues of land use and planning is the ability to have time, access, and knowledge of complex issues. It is essential for governments and CBOs to spend adequate time meeting people where they are, understanding the needs, values, and cultural milieu of the various subpopulations in a community, and creating materials and processes that work for them. The two CBO partners in this grant application are clear that although they serve this community directly, they do not represent the community per se and that something as significant as adaptation planning will require developing community ambassadors and a capacity within the community to be part of the decision-making.

To accommodate this critical need, each organization will hire one new part-time staff to build subject-matter expertise on sea level rise and engage with the community. These new staff members will work collaboratively with the City, County, and consultant for the feasibility study to conduct robust community engagement for the project.

The Project Team will work with the technical consultant to conduct stakeholder mapping to identify community champions, influencers, resources, affinity groups, and others that should be engaged at different levels throughout the Project. This will include the wide range of demographics represented in the area with a specific focus on the two primary equity census tracts conducted in three languages. It will include representation from the broader study area, as well as other relevant agencies and stakeholders, such as utilities and state and federal agencies.

The Project Team and technical consultant will refer to the stakeholder mapping and schedule interviews with key stakeholders to refine outreach strategies for the Project. Outreach strategies may include printed visuals (flyers, maps, etc.), electronic media, video content, block parties, volunteer ambassadors, school programming and classroom materials, and participation in existing community events. A particular focus will be on creative ways to engage people in multifamily housing since most of the residents in the Engagement Area are tenants and many are subletters.

Presentations, participation at existing community events, and community block parties will be conducted to get input on the project at different stages and to identify the best methods of engagement as the project unfolds. Community outreach will be carried out collaboratively between the two CBOs and by the consultant, with City and County support, while in others there will be a clear delineation based on constituencies and core competencies. For example, Canal Alliance will lead engagement in multifamily housing and schools, while MCM will lead the video, radio, and other digital media development.

4.1 Deliverables: stakeholder mapping; copies of outreach materials from community events (minimum 4) and large-scale engagements like block parties (minimum 2), including translated materials; documentation of creative communications (such as links to social media account postings, photos and video recordings, project website link, list of trained volunteers, or other engagement products)

Subtask 4.2 Focus Groups

A minimum of (6) focus groups consisting of stakeholders from the underrepresented census tracts in the Engagement Area will be conducted throughout the Project. Focus Groups will elevate people's concerns and thoughts regarding community resilience and methods of engagement to help guide the sea level rise planning process. The Project Team will engage a professional communications consultant to help conduct the focus groups. Initial focus groups identifying community values, inclinations, and educational needs on key project topics will be led by MCM. Later focus groups on the draft feasibility study and

housing security in relationship with climate adaptation will be led by Canal Alliance. Focus group participants will be carefully chosen to ensure representation from residents that might not otherwise be easily engaged as identified through the stakeholder mapping process.

4.2 Deliverables: focus group attendance rosters; report on findings covering a minimum of (6) Focus Group sessions.

Subtask 4.3 Steering Committee

MCM will take the lead and work with the other Project Team partners to organize and coordinate a community Steering Committee for the Project that includes representation from the greater Project Study Area. The Steering Committee will provide ongoing oversight for the Project. They will learn about sea level rise and flood impacts and solutions, guide the project, and guide the inclusion of community feedback into the feasibility study. They will receive reports and presentations from the feasibility consultant and provide input. Training will be provided to Steering Committee members throughout the process. The Steering Committee will meet monthly during the early stages of the engagement to review consultant candidates and inform the scope of work for the feasibility study, then will meet every other month for the duration of the project. Committee members who identify the need will be provided stipends to participate and will be expected to contribute 8-10 hours per month to the project including attending regular meetings and some community engagements as well as reviewing materials and providing comments.

4.3 Deliverables: Steering Committee membership roster; meeting agendas, attendance logs, and meeting notes.

Subtask 4.4 Community Workshops

Throughout the process the Project Team will collectively conduct at least 8 larger community workshops in multiple languages to engage the community in the process of the feasibility study. The Project Team will work closely with the feasibility study consultant to decide on and design content to provide participants with meaningful opportunities to contribute and provide feedback. Earlier workshops will be used to help refine the focus of the consultant, while later workshops will be geared toward identifying recommendations and priorities for future implementation. These workshops will be done collaboratively by the full Project Team.

4.4 Deliverables: draft and final copies of workshop presentation materials

Subtask 4.5 Technical Advisory Committee

City of San Rafael will take the lead and work with the other Project Team partners to organize and coordinate a Technical Advisory Committee (TAC) for the Project. The TAC will include experts in topics such as sea level rise adaptation planning, nature-based shoreline project implementation, and estuarine ecology. The TAC will inform the scope of work for

the feasibility study, be engaged in the selection of the technical consultant team and provide review and feedback on technical analyses and interim technical deliverables at key junctures throughout the Feasibility Study process. TAC members will not be provided stipends. However, should the Project Team be unable to find local expertise in ecological engineering or another key technical aspect a subject matter expert may be hired to fill the role.

4.5 Deliverables: Technical Advisory Committee membership roster; meeting agendas, attendance logs, and meeting notes

Task 5 Local Plan Integration

The Project Team will work with City and County planning partners to develop and codify relevant outcomes and policy language to be included in the City's climate adaptation plan (being developed concurrently by the City of San Rafael), including but not limited to selected sea level rise scenarios and project or projects identified for further development. In addition, recommendations, priorities, and other outcomes will be assessed to identify inclusion in other City plans, strategies, and programs such as the Local Hazard Mitigation Plan (LHMP), Housing Element, or Safety Element of the City's General Plan.

Subtask 5.1 Present to City and County Leadership

Project Team will prepare and conduct presentations to the San Rafael City Council, Planning Commission, and other relevant bodies. This will include prepping the Steering Committee and working with the feasibility study consultant to prepare materials, catalogue feedback and integrate comments.

Subtask 5.2 Develop Policy Recommendations

The Project Team will work with the Steering Committee and consultant to develop final policy recommendations and integrate them into City policies, programs, plans, and implementation activities. Potential documentation may include the Citywide climate adaptation plan, General Plan, Local Hazard Mitigation Plan, Capital Improvement Program, or a neighborhood specific plan, among others.

Task 5 Deliverables: draft and/or adopted policy language and documents; links to presentation recordings

Task 6 Effectiveness Evaluation

The Project Team led by Canal Alliance and MCM will catalogue the project's engagement activities, delivery of technical information to stakeholders, and project outcomes to conduct an evaluation that can inform the City and County for ongoing community-driven planning. The evaluation will be a continuous part of the process to improve and inform

engagement strategies as the Project unfolds. It will also be summarized at the end of the Project in the form of a report to inform further planning and implementation efforts and will document the most and least effective techniques, trainings, and engagements, changes in the strategy based on learnings, and recommendations for improvement. Qualitative and quantitative evaluations will occur to determine which engagements provided the most feedback as well as where and when feedback carried forward into meaningful adjustments to the feasibility study and outcomes. The evaluation will include internal as well as external feedback through interviews with key stakeholders. It will also provide an analysis of the capacity building function of the Project and lessons learned for ongoing capacity building in the community and with the two CBOs.

Task 6 Deliverable: Effectiveness evaluation report

III. SCHEDULE

Work Completion Date: use date in Grant Agreement
 Final Request for Disbursement and Final Progress Report: use date in Grant Agreement
 Grant Termination Date: use date in Grant Agreement

The Grantee will submit project deliverables as listed in the schedule below. In the event the Grantee anticipates a delay in the project schedule, the Grantee shall inform the Conservancy Project Manager by email prior to the scheduled due date of that task or deliverable.

In the event the project cannot be completed prior to the completion date of the Grant Agreement, the Grantee shall request an extension by email, providing justification for the extension and a revised schedule of completion. There is no guarantee that the grant agreement will be extended.

Task Number	Task Title	Deliverable	Estimated Start Date	Estimated Completion Date
1	Project Management	Requests for Disbursement Copies of Subcontracts	Not Applicable	Monthly throughout the contract term
2	Technical Feasibility Study	Study, including drafts and community input & priorities for implementation	March 2023	November 2024
3	Staff and Partner Trainings	Training materials and documentation	October 2022	May 2023
4	Community Engagement	Engagement materials, outcomes, and documentation	October 2022	Dec 2024
5	Local Plan Integration	Documentation of policies and plans	March 2024	March 2025
6	Effectiveness Evaluation	Report	June 2024	March 2025

IV. BUDGET OVERVIEW

Task Number	Task Title	Coastal Conservancy Grant	Required Grantee Match *	Estimated Other Funding	Total Budget
1	Project Management	\$ 57,403	\$ 11,587	\$0	\$ 68,990
2	Technical Feasibility Study	\$ 365,694	\$ 1,953	\$0	\$ 367,647
3	Staff and Partner Trainings	\$ 5,193	\$ 18,611	\$0	\$ 23,804
4	Community Engagement	\$ 144,957	\$ 29,375	\$0	\$ 174,332
5	Local Plan Integration	\$ 23,923	\$0	\$60,000	\$83,923
6	Effectiveness Evaluation	\$ 11,050	\$0		\$ 11,050
	Indirect Costs (15%)	\$ 91,233	\$0		\$91,233
TOTAL		\$ 699,452	\$ 61,526	\$60,000	\$ 820,979

***Grantee Required Match**

Marin Community Foundation: \$61,526 of grant funding awarded May 2022.

California Department of Housing and Community development: \$60,000 Local Early Action Planning (LEAP) grant awarded 2021.

In-Kind Match:

City of San Rafael will provide \$ 137,584 of staff time as in-kind match to this project.

County of Marin DPW will provide \$ 70,742 of staff time as in-kind match to this project.

V. BUDGET DETAIL

5.1 Direct Costs

Direct costs to be billed to this project include the following:

- **Translation services:** Spanish and Vietnamese translation of targeted project materials, as well as active Spanish and Vietnamese translation at community events, Steering Committee meetings, and Focus Group sessions.
- **Childcare services:** provided at community workshops and focus group sessions to facilitate equitable community engagement.
- **Participation Stipends:** provided to Focus Group and Steering Committee members who self-identify as needing financial compensation.
- **Printing:** for community engagement materials, educational resources, etc.
- **AV equipment rentals/table rentals/space rentals:** for hosting community events
- **Technical Feasibility Study:** this study will be contracted out by City of San Rafael. Scope of services for this \$350,000 study shall include technical sea level rise adaptation

expertise as well as additional translation services, graphics development and production/printing, and meeting facilitation support.

Food costs for community engagement events will NOT be billed to SCC. This direct cost will be covered by non-SCC project funding.

5.2 Travel Costs

Travel costs for the grantee and any subcontractors must be billed at State rates which can be found [at this link](#).

5.3 Indirect Costs

Consistent with the City of San Rafael's indirect cost rate and SCC's overhead recovery limit, indirect costs will be billed at a rate of 15% of total grant cost.

VI. SUBCONTRACTORS

Grantee may award subcontracts, as necessary, to qualified consultants or other agencies. Prior to subcontractor initiating work under this agreement, the Grantee shall submit subcontractor qualifications along with a summary of tasks and deliverables to be completed by the subcontractor to Project Manager for approval. These will be reviewed for approval by the Conservancy Project Manager.

Canal Alliance: Canal Alliance primarily serves immigrants in the underrepresented census tracts in the Canal Neighborhood of San Rafael. As one of the main CBO's serving the neighborhood, they work to better conditions for residents in the area, with a primary focus on Latinx and Spanish speaking residents. Their deep community ties, success in advocacy for their constituents, and focus on policy and housing security positions them well as a Project Team partner in this Project.

<https://canalalliance.org/>

Multicultural Center of Marin (MCM): MCM serves the wide variety of underrepresented residents of Marin County, with a particular focus on immigrants in the Canal Neighborhood of San Rafael. MCM engages residents in Spanish and Vietnamese as well as immigrants who primarily speak indigenous languages from Central America and is the lead engagement entity for the Tiscornia Marsh Project, a wetlands restoration project in the Canal Neighborhood. They convene the Canal Community Resilience Council and have years of experience with issues of sea level rise and equitable engagement, which makes them an ideal Project Team partner for this Project.

<https://multiculturalmarin.org/>

Adaptation Planning Technical Consultant (TBD): Through a competitive RFP process, City of San Rafael will secure an adaptation planning consultant to develop and deliver the

community-informed technical feasibility study described in Task 2 above. Key competencies for the selected firm must include:

- coastal engineering expertise in both hard infrastructure and nature-based adaptation measures
- project cost estimating expertise in both hard infrastructure and nature-based adaptation measures
- estuarine ecological expertise (ideally from practitioners who have designed and/or monitored shoreline projects)
- shoreline project permitting experience
- sea level rise adaptation planning
- robust graphic design abilities
- public meeting design and facilitation skills
- translation capacity for Spanish and Vietnamese.

Professional Facilitator (TBD): Professional facilitation assistance will be contracted by City of San Rafael, specifically to support development and delivery of the project's Focus Group sessions.

VII. PLAN FOR ACKNOWLEDGMENT

City of San Rafael will acknowledge Conservancy funding in community workshops hosted throughout the project, project press and promotional materials circulated by the City and County, and website content. Project publications will include written acknowledgement of Conservancy funding.

Please use the linked [Acknowledgement Plan](#) and [Logo Use guidelines](#). Your grant manager can also share these documents with you directly.

Photo Release: We encourage grantees to share photographs and other media demonstrating the benefits of Conservancy grants with us. Please note that unless otherwise stated, photographs and other media (including photographs of children and other vulnerable populations) shared with the Conservancy may be used for publicity and education by the Conservancy. Grantees should consider issues of copyright, consent, and privacy before sharing media with the Conservancy.

IV. BUDGET OVERVIEW

Directions: The budget needs to show the same task categories as the Scope of Work.

Task	Task Title	Coastal Conservancy			Total Budget
		Grant	Grantee Match* (MCF)	Estimated Other Funding	
1	Project Management	\$57,403	\$11,587	\$0	\$68,990
2	Technical Feasibility Study	\$365,694	\$1,953	\$0	\$367,646
3	Staff and Partner Trainings	\$5,193	\$18,611	\$0	\$23,804
4	Community Engagement	\$144,957	\$29,376	\$0	\$174,333
5	Local Plan Integration	\$23,923	\$0	\$60,000	\$83,923
6		\$11,050	\$0	\$0	\$11,050
	Indirect Costs (15%)**	\$91,233	\$0	\$0	\$91,233
TOTAL		\$699,452	\$61,526	\$60,000	\$820,978

* If required in grant agreement

* The Conservancy limits overhead recovery to a maximum of 15% of a grant. i.e., the indirect costs charged on labor can exceed 15%, as long as the indirect costs are below 15% of the total cost of the grant.