



COUNTY OF PLACER
Community Development/Resource Agency

Michael J. Johnson, Agency Director

**PLANNING SERVICES
DIVISION**

Paul Thompson, Deputy Director

MEMORANDUM

TO: Honorable Board of Supervisors
FROM: Michael J. Johnson, Director
Community Development/Resource Agency
DATE: January 10, 2012
SUBJECT: Sustainable Communities Planning Grant Submittal Authorization

ACTION REQUESTED: The Planning Division is seeking authorization from the Board to submit a grant application under the Sustainable Communities Planning Grant and Incentives Program in the amount of \$495,000 to the California Strategic Growth Council to initiate an update to the 1994 General Plan and prepare a Climate Action Plan.

BACKGROUND: Grant funds are available under the Sustainable Communities Planning Grant and Incentives Program established by the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) to support the development and implementation of effective and/or innovative local plans that support both the regional achievement of SB 375 greenhouse gas emission (GHG) reduction targets and the State's AB 32 GHG emission reduction targets while creating sustainable communities. The program is being administered by the California Strategic Growth Council.

Placer County's proposal requests funding to create instruments and plans needed for successfully meeting AB 32 greenhouse gas emissions reduction targets and to implement SB 375 while improving community-wide sustainability. A total of \$495,000 in grant funding will be requested. The application will focus on four areas: 1) initiation of a General Plan update with a focus on policy development on topics associated with sustainability such as water conservation, energy efficiency, reduction of vehicle miles traveled, 2) preparation of a Countywide Climate Action Plan integrated with the draft Placer County Conservation Plan; and, 3) collaboration with public and private stakeholders during the planning process.

To be eligible for funding, the work program must promote infill development and invest in existing communities; protect, preserve and enhance environmental, agricultural and recreation resources; and, encourage location and resource efficient development. The County's proposal will assist in the implementation of the County's Conservation Plan (PCCP).

CEQA COMPLIANCE: An application for grant funding is not a project pursuant to CEQA Guidelines Section 15378(b)(5). If a grant is awarded to the County, separate CEQA review will be undertaken for any resulting General Plan updates.

FISCAL IMPACT: Funding for this program will come from Proposition 84. While a match is not required, the grant gives higher priority to those applications leveraged with additional resources either in-kind or funding. Based upon preliminary discussions with the Placer County Air Pollution

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Control District, the County's application will show a total of approximately \$150,000 in matching funds including monies from the District and Planning Division staff time as in-kind matches. The grant application will also utilize General Fund revenues already dedicated to the PCCP work program as part of a match. The goal is to provide a 25 percent match commitment. No new General fund revenues will be required for any proposed in-kind matches. If successful, the grant would provide \$495,000 in revenue to Placer County.

ACTION REQUESTED: The Planning Division recommends that the Board of Supervisors take the following action:

1. Approve the attached resolution authorizing the Community Development/Resources Agency Director to sign the grant application for a Sustainable Communities Planning Grant and Incentives Program to initiate a General Plan Update and prepare a Climate Action Plan

Exhibits:

1. Authorizing Resolution
2. Application Assurances and Certification

Before the Board of Supervisors County of Placer, State of California

In the matter of: Approving an Application Resolution No.: _____
 for Grant Funds under the
 Sustainable Communities
 Planning Grant Program

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, 2012 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Attest:
Clerk of said Board

Chairman, Board of Supervisors

Ann Holman

Chairman

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, AS FOLLOWS:

WHEREAS: the Legislature and Governor of the State of California have provided funds for the Sustainable Communities Planning Grant and Incentives Program under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84); and

WHEREAS: the Strategic Growth Council has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS: said procedures require all award recipients commit to threshold requirements; and

WHEREAS: said procedures established by the Strategic Growth Council require a resolution certifying the approval of an application by the Board of Supervisors before submission of said application to the State; and

WHEREAS: Placer County, if selected, will enter into an agreement with the State of California to carry out the development of the Proposal.

NOW, THEREFORE BE IT RESOLVED: The Placer County Board of Supervisors:

1. Approves the filing of an application to prepare the Placer County Climate Action Plan in order to become a sustainable community; and,
2. Certifies that County will have sufficient funds to develop the proposal or will secure the resources to do so; and,
3. Certifies that the proposal will comply with any applicable laws and regulations including being consistent with the State's Planning Priorities identified in Government Code section 65041.1 and summarized below:
 - a. Promote infill development and invest in existing communities; and,
 - b. Protect, preserve and enhance agricultural land and nature resources; and,
 - c. Encourage location and resource efficient new development.
4. Certified that threshold requirements outlined in the guidelines, including consideration of Ocean Protection Council Sea Level Rise Guidance will be met; and,
5. Agrees to reduce, on a permanent a basis as feasible, greenhouse gas emissions consistent with California Global Warming Solutions Act of 2006 ((Division 25.5 (commencing with Section 3850) of the Health and Safety Code)); and applicable regional plan; and,
6. Agrees to meet the Collaboration Requirements of the focus area applicable to the proposal and includes all required documents in the application package; and,
7. Appoints the Community Development Resources Agency Director, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project.

XII. Planning Grant Administration

Grant Selection Process

1. Applicants submit a complete grant Proposal to the State by the deadline (one application submitted per entity, except for entities submitting an EDC focused application).
2. Proposals are reviewed for completeness and eligibility. (Incomplete or ineligible proposals may not be evaluated or considered for funding at the sole discretion of the State.)
3. Grant Committee (Committee) reviews proposals and makes recommendations for awards.
4. Strategic Growth Council approves the final proposals for awards.

General Overview of Grant Process after Grants are Awarded

1. State sends grant agreement/contract and materials to grantee.
 2. Grantee signs and returns all required copies back to the State (a fully executed copy will be returned to the Grantee). Upon the date of signature of the grant agreement, signed by both parties, the grantee has 36 months to complete project.
 3. Grantee commences preliminary work on the project and submits requests for reimbursements, as applicable.
 4. Periodic progress reports, at least two annually, are submitted and reviewed.
 5. Grantee completes project and submits project completion packet (to be provided under separate cover).
 6. State receives project completion packet (including final report) and approves final payment.
 7. Grant activities may be audited during the performance period and for three years after the grant project is completed.
- * Awards are contingent upon legislative appropriation of funds and sale of bond.

Changes to Approved Proposal

A grantee wishing to make changes or amendments to an approved project must first obtain approval from the State. Changes in the Project must continue to meet the requirements of the grant as approved. The grantee jeopardizes funding if changes are made without State approval.

Eligible Costs

Direct related costs, including staff to implement the Project, incurred during the performance period specified in the grant agreement will be eligible for reimbursement. All eligible costs must be supported by appropriate documentation. Costs incurred outside of the performance period and indirect costs are not eligible (see *Glossary*).

Payment of Grant Funds

Funds cannot be disbursed until there is a fully executed grant agreement between the State and the Grantee. Work done prior to the date of a fully executed grant agreement will not be funded.

- Payments will be made on a reimbursement basis (i.e., the grantee pays for services or staff and is then reimbursed by the State).
- Fifteen percent (15%) of the amounts submitted for reimbursement will be withheld and issued as a final payment upon Project completion, at the sole discretion of the State.
- Advanced payments for Projects are not allowed.

Cancellation of Grants

The following are examples of actions that may result in a Grantee's loss of funding. This is not a complete list:

- Grantee fails to obtain a Grant Agreement.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded Proposal.
- Grantee fails to complete a Proposal that meets the requirements agreed upon.
- Grantee fails to submit all documentation within the time periods specified in the grant agreement.
- Grantee changes Proposal scope without approval of the State.
- Grantee changes the sub-recipient or entity(s) identified in the work plan or application without approval from the State.

State Audit and Accounting Requirements

Audit Requirements

Funded proposals are subject to audit by the State of California. If the project is selected for audit, advance notice will be given. The audit shall include all books, papers, accounts, documents, or other records of the grantee, as they relate to the project for which the funds were granted.

The grantee must have the project records, including the source documents and evidence of payment, readily available, and provide an employee with knowledge of the project to assist the auditor. The grantee must provide a copy of any document, paper, record, or the like, requested by the auditor.

Accounting Requirements

The grantee must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, time cards, canceled checks, etc.
- Provides accounting data so the total cost of each individual project can be readily determined.

Records Retention

Project records must be retained for a period of three (3) years after final payment is made by the State. All project records must be retained by the grantee at least one (1) year following an audit. Grantees are required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit. A project is considered complete upon receipt of final grant payment from the State.