



COUNTY OF PLACER
Community Development Resource Agency

Michael J. Johnson, Agency Director

PLANNING

MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Michael J. Johnson, Director
Community Development Resource Agency

DATE: June 8, 2010

SUBJECT: Sustainable Communities Planning Grant Submittal Authorization

ACTION REQUESTED: The Planning Department is seeking authorization from the Board to submit a grant application under the Sustainable Communities Planning Grant and Incentives Program in the amount of \$850,000 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 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 \$850,000 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 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).

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 Air Pollution Control District, the County's application will show a total of \$150,000 in matching funds including monies from the District and Planning Department 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% match commitment. If successful, the grant would provide \$850,000 in revenue to Placer County.

ACTION REQUESTED: The Planning Department 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

Respectfully submitted,



MICHAEL J. JOHNSON, AICP
Director of Planning

Attached to this report for the Board's information/consideration are:

ATTACHMENTS:

- Exhibit 1: Authorizing Resolution
- Exhibit 2: Application Assurances and Certification

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

In the matter of: Approving an Application
for Grant Funds under the
Sustainable Communities
Planning Grant Program

Resolution No.: _____
FIRST READING: _____

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, 2010 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

Kirk Uhler

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 program shown above; and

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

Exhibit 1

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WHEREAS: said procedures established by the Strategic Growth Council require a resolution certifying the approval of application(s) by the Board of Supervisors before submission of said application(s) 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 for the Placer County General Plan Update/Climate Action Plan in order to become a sustainable community;
2. Certifies that the County understands the assurances and certification in the application, and
3. Certifies that County will have sufficient funds to develop the proposal or will secure the resources to do so, and
4. Certifies that the proposal will comply with any applicable laws and regulations.
5. 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(s).

PLANNING GRANT ASSURANCES AND CERTIFICATIONS

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).
3. Grantee commences preliminary work on the proposal and submits requests for reimbursements, as applicable.
4. Periodic progress reports, at least two annually, are submitted and reviewed.
5. Grantee completes proposal and submits proposal completion packet (to be provided under separate cover).
6. State inspects final work product and approves final payment.
7. The grant may be audited as needed during the course of the proposal and for three years after the proposal is completed.

Changes to Approved Proposal

A grantee wishing to make changes or amendments to an approved proposal must first obtain approval from the State. Changes in the proposal must continue to meet the requirements of the grant to be approved. The grantee jeopardizes funding should changes be made without approval.

Eligible Costs

Direct related costs, including staff to implement, 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 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 percent) of the amounts submitted for reimbursement will be withheld and issued as a final payment upon proposal completion, at the sole discretion of the state.
- Advanced payments for proposal are not allowed.

Loss of Funding

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.

Exhibit 2

- 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/doesn't meet intent of award.

State Audit and Accounting Requirements

Audit Requirements

Applicants are subject to audit by the State of California annually and for three (3) years following the final payment of grant funds. If the applicant 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 proposal for which the funds were granted.

The Grantee must have the proposal records, including the source documents and canceled checks, readily available, and provide an employee with knowledge of the plan 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 proposal can be readily determined.

Records Retention

Proposal records must be retained for a period of three (3) years after final payment is made by the State. All proposal 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 proposal completion and one year following an audit. A proposal is considered complete upon receipt of final grant payment from the State.