

California Department of Conservation – Division of Land Resource Protection
Strategic Growth Council – Transformative Climate Communities Program Planning Grant
City of Stockton
Grant Number: 3018-709
Fiscal Year Allocation: 2016-2017

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TERMS AND CONDITIONS

1. Authority and Scope of Grant Agreement.

The authorization for this Grant Agreement is the Transformative Climate Communities Program (“TCC Program”) statute (Public Resources Code, Sections 75240 – 75243) and the TCC Program Guidelines (“Guidelines”), as approved for release on August 23, 2017 and amended on October 23, 2017, and the Strategic Growth Council’s (“SGC”) approval of this project (“Project”) on January 29, 2018.

Pursuant to the above authorization, the Department of Conservation (“Department”), acting on behalf of the SGC, hereby grants to the City of Stockton (“Grantee”) a sum not to exceed one-hundred and seventy thousand dollars (\$170,000), upon and subject to the terms of this Grant Agreement and consistent with the terms of the Guidelines.

As awarded, this Grant Agreement is between the Department and the City of Stockton. The Department and Grantee are collectively referred to as “Parties.” “Co-applicants” identified in the TCC application process are referred to as “Partners”, but are not parties to this Grant Agreement.

The Guidelines and attachments are included in and made a part of this Grant Agreement.

2. Purpose of Grant.

The purpose of this grant is to provide funds for a Planning Grant from Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006, to help local jurisdictions develop strategies to reduce carbon emissions, improve air quality, and build resiliency in the face of a changing climate, with a focus on low-income and disadvantaged communities.

3. Grant Term.

The term of the Grant Agreement is one (1) year, unless otherwise terminated, or amended to extend the grant term. The grant term will commence the day both Parties have signed the Grant Agreement. The Department will notify the Grantee and Partners when work may proceed.

The Department has entered into a Grant Agreement with the City of Stockton to provide Planning Grant funding for the Grantee to complete all planning activities and to meet all deliverables based on the budget and timeline specified in the Work Plan and Budget (Attachment A) set forth in this Grant Agreement.

To ensure reimbursement of all eligible costs incurred during the term and specified in this Grant Agreement, the Grantee must submit all required reports, invoices and documentation by required dates specified in the Reporting Requirements and Invoice Preparation sections of this Grant Agreement. The Grantee’s obligations under this Grant Agreement shall be deemed discharged only upon acceptance and approval of the Final Report by the SGC.

4. Authorized Signatories.

The Department Director or designee is authorized to sign this Grant Agreement and related documents on behalf of the Department. The Department will notify the Grantee of the day-to-day point of contact (“TCC Grant Manager”) once the grant is executed.

At the time of grant execution, the Grantee must submit a letter that identifies the individual who is authorized to sign this Grant Agreement and Project deliverables and related documents on behalf of the Grantee. The letter must also identify any additional Authorized Designees as well as the day-to-day Grant Manager.

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In the event that the Authorized Signatory or Authorized Designee is unable to sign a deliverable or related document on behalf of the Grantee, the Grantee shall submit an updated letter signed by the Authorized Signatory designating another individual to sign in their place. If the Authorized Signatory or Authorized Designee are funded through this Grant Agreement, another individual employed by the Grantee must be designated to sign the invoices.

Grantees must keep Authorized Signatory letters up to date and submit changes through email to the Department within seven (7) working days of the change. Authorized Signatory letters will be kept on file with the Department for up to three (3) years after the final invoice has been paid and one (1) year following an audit.

5. Document Submission.

All correspondence and documents submitted through email must contain the Grant Agreement Number and the Grantee's Name in the subject line.

6. Reporting Requirements.

The Grantee is required to monitor and review all work performed to meet scheduled deliverables, provide Quarterly Progress Reports and a Final Report, and ensure the Project is completed on schedule and in accordance with this Grant Agreement. Reporting templates are Attachment B to this Grant Agreement.

A. General Requirements

- i. All reports must be completed using the attached templates.
- ii. All reports must be submitted through email by 5:00 p.m. on the due date.
- iii. All reports must be signed by the Authorized Signatory or Authorized Designee on file with the Department.
- iv. Reports that do not meet the reporting requirements specified within this Grant Agreement may result in a delay in release of funds.

B. Reporting Calendar Schedule

- i. Reports must be submitted to the Department by the required due dates:

Report	Reporting Period	Due Date
1 st Quarter Progress Report	July 1 – Sept 30	October 30
2 nd Quarter Progress Report	Oct 1 – Dec 31	January 30
3 rd Quarter Progress Report	Jan 1 – Mar 31	April 30
4 th Quarter Progress Report	Apr 1 – June 30	July 30
Final Report Package	Start date – End date	Within 60 days of Project Completion

- ii. The reporting period will begin on the start date of the Grant Agreement. When the report submission due date falls on a weekend or state-recognized holiday, reports will be due on the first working day that follows.

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- iii. The Final Report Package must include the final invoice, last Quarterly Progress Report, and Final Report.

C. Quarterly Progress Reports

- i. Quarterly Progress Reports must be completed using the attached Quarterly Progress Report template.
- ii. Quarterly Progress Reports describe the progress of activities performed, challenges and opportunities encountered, anticipated modifications, and milestones and deliverables achieved during the period for reimbursement, to ensure the Project stays on schedule for completion as specified in the Work Plan and Budget.
- iii. If the grant term is extended, subsequent quarterly reports will be submitted based on the Reporting Calendar Schedule.

D. Final Report

- i. The Final Report must provide all information described in the Final Report template.
- ii. The Final Report must document the Project's outcomes, summarize all tasks and deliverables and expenditure of funds, and discuss planned next steps for related activities beyond the grant term. It will attach and incorporate all work-products generated by these funds, including final deliverables produced by the Grantee.
- iii. To the extent appropriate, the Grantee's Board of Directors or Board of Supervisors, or other Authoritative Board or Body, shall adopt and certify as accurate the Final Report prior to its submission to the Department.

- E. The Department, the SGC and/or a third-party retained by the state may verify reports through methods that include but are not limited to: supporting documentation, site visits, conference calls or video conferencing.

7. Payment.

- A. Advanced payments are not permitted under this Grant Agreement. Payments shall be made to the Grantee no more than quarterly in arrears and on a reimbursement basis.
- B. The Grantee must submit all required documents (e.g. Invoice, Quarterly Progress Reports, Final Report, supporting documentation, and deliverables) to the Department by the required due dates.
- C. Payments will be made only upon evidence of satisfactory progress (e.g. activities reaching milestones, tasks completed, deliverables achieved, etc.) as determined by the Department. Failure to comply with reporting and invoicing requirements may result in non-payment or delayed payment of invoice(s).
 - i. In the last quarter, the Final Report will also be reviewed by the SGC. The Grantee's obligations under this Grant Agreement shall be deemed discharged only upon acceptance and approval of the Final Report by the SGC.
- D. The Grantee may only request reimbursement for eligible direct and administrative costs incurred during the term of the Grant Agreement period. Any work performed prior to the start date of the Grant Agreement will not be reimbursed. Under no circumstances shall the Grantee seek reimbursement for any indirect costs or any cost that has been, or will be, paid through another funding source.
 - i. Direct Costs: Direct costs may include, but are not limited to: personnel, supplies, or travel expenses directly tied to the implementation of the grant.

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- a. Travel costs: Eligible travel costs will be reimbursed at the lowest rate stated in the CalHR Travel Rules and Policy Memos (<http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx>). Incidentals and out of state travel are not reimbursable costs and will not be reimbursed.
 - ii. Administrative Costs: include, but are not limited to staff salaries and benefits, supplies, and other resources used to administer the grant. "Administration of the grant" is not limited to: activities required for coordinating the Grantee/Partner relationship, reporting, invoicing, etc.
 - iii. Indirect Costs: Indirect costs are not eligible for reimbursement. Indirect costs are defined as expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not directly tied to the grant but are necessary for the general operation of the organization. Examples of indirect costs may include, but are not limited to: salaries and benefits of employees not directly assigned to a Project, but providing general support services such as personnel, business services, information technology, janitorial, and overhead such as rent, utilities, supplies, etc.
- E. The Grantee must include all supporting documents (e.g. receipts, purchase orders, timesheets, Partner and subcontractor invoices and supporting documentation, etc.) required for payment.
- F. The Department will withhold from payment ten percent (10%) of each invoice submitted for reimbursement. Once the state has determined the Grantee has fulfilled the terms of the Grant Agreement, the 10% will be released as final payment.
- G. If the state determines that any invoiced and paid amounts exceed the actual allowable costs, the Grantee will repay the amounts to the state within thirty (30) days of request or as otherwise agreed by the state and Grantee. If the state does not receive such repayments, it will be entitled to take actions such as withholding further payments to the Grantee and seeking repayment from the Grantee.

8. Invoice Preparation.

- A. Each invoice must be submitted on the Grantee's official letterhead using the Invoice templates (Attachment C).
- B. Each invoice must be accompanied by a complete and accurate Quarterly Progress Report, as well as copies of supporting documentation for costs.
- C. The final invoice must be accompanied by both the Final Report and last Quarterly Progress Report. The amount requested for reimbursement in the final invoice should include a request for reimbursement of the retention withheld throughout the grant term.
- D. Invoices must be signed by the Authorized Signatory or Authorized Designee on file with the Department certifying that the expenditures are for actual costs for the activities/tasks performed under this Grant Agreement.
- E. Grantees must email a signed invoice with copies of supporting documentation to the Department. The email must clearly indicate the intent to submit the document and evidence that it was deliberately signed by the Authorized Signatory or Authorized Designee.

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F. Supporting Documentation

- i. The Grantee must submit the following documentation, as relevant, for each itemized cost: copies of proof of purchase receipts, sufficiently detailed subcontractor's invoices, rental agreements, activity logs, timesheets, or canceled check(s). These items must contain sufficient information to establish that the specific service was rendered or purchase was made. Original supporting documentation is not required and should be retained by the Grantee:
 - a. Expenses should be broken out at the task level and should represent actual costs incurred.
 - b. Travel should be broken out separately.
 - c. Supporting documentation should be submitted for all work completed.
 - d. Supporting documentation should be clearly labeled by task or travel.
 - ii. Records documenting time spent performing the work shall identify the individual, the date on which the work was performed, the specific grant-related activities or objectives to which the individual's time was devoted, the hourly rate, and the amount of time spent.
 - iii. All records must reflect the actual time or money spent, rather than that which was planned or budgeted.
- G. Invoices that do not meet the requirements of this Grant Agreement, are incomplete, or have inaccuracies, will be returned to the Grantee for resubmittal within ten (10) working days with an explanation of why it was not approved.
- H. If it is determined that the Grantee submitted false or materially inaccurate invoices, supporting document or components of the application, the SGC or Department may impose any and all available remedies, including reimbursement of already disbursed payments, grant termination, and/or Grantee's debarment from future grant opportunities administered by the state.

9. Modifications and Amendments to the Grant Agreement.

Any modification or amendment request must be within the intent of the TCC Program. Due to the competitive nature of the process that resulted in the selection of this Project for funding, any requests to increase the overall grant amount or significantly alter the Project will not be approved. All requests must explain the purpose of the request, how the request is consistent with the Guidelines, and the effect of not approving the request. Modifications and amendments to the Grant Agreement will be considered at the sole discretion of the state.

- A. Modifications: Requests for modifications must be submitted in writing at least thirty (30) days prior to when the modification is needed. Modifications are minor changes to the Grant Agreement, which include but are not limited to changes in the:
- i. Work Plan and Budget
 - a. Reallocating less than ten percent (10%) of the total grant award between tasks
 - b. Adjusting deliverable due dates within the grant term
- B. Amendments: Material changes to the Grant Agreement will require an amendment. Requests for amendments must be submitted in writing at least three (3) months prior to the end of the grant term. Examples of actions that would require an amendment to the Grant Agreement include but are not limited to changes in the:
- i. Work Plan and Budget
 - a. Reallocating more than ten percent (10%) of the total grant award between tasks
 - b. Elimination or alteration of tasks
 - c. Change in Partners
 - ii. Grant term: Extending the grant term. Due to the availability of funding, under no circumstances may the amended grant term extend beyond January 31, 2021.

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- C. This Grant Agreement may only be modified or amended upon written mutual agreement of the Parties. No oral understanding or agreement not incorporated by writing in this Grant Agreement shall be binding on any of the Parties. The Grantee must request and obtain prior written approval before any modification or amendment of this Grant Agreement is valid.

10. Early Termination.

Both the Grantee and the Department have the right to terminate this Grant Agreement at any time upon thirty (30) days written notice. The notice shall specify the reason for early termination and may permit the Grantee or the Department to rectify any deficiency(ies) prior to the early termination date. The Grantee will submit any requested documents to the Department within thirty (30) days of the early termination notice.

11. Disputes.

If a dispute regarding this Grant Agreement arises that cannot be resolved by the TCC Grant Manager, the TCC Program Manager, or the Director of the Division of Land Resource Protection, then the Grantee shall submit a written dispute statement to the Director of the Department that shall be labeled "written dispute statement" and contain a concise statement of the substance of the dispute, along with any supporting documentation including, but not limited to, invoices, time sheets, or photos. The state will respond to written dispute statements within thirty (30) days of receipt.

In the event of a dispute, the language contained in this Grant Agreement shall prevail over any other language, including that contained in the grant application. The Grantee shall continue with the responsibilities and obligations under the terms of this Grant Agreement during any dispute.

12. Stop Work Orders.

In the event that it is determined at the sole discretion of the state that the Grantee is not meeting the terms and conditions of the Grant Agreement, immediately upon receiving a written notice from the Department or the SGC to stop work, the Grantee shall cease all work under this Grant Agreement. The state has the sole discretion to determine that the Grantee meets the terms and conditions after a stop work order, and to deliver a written notice to the Grantee to resume work under this Grant Agreement.

13. Accounting Records and Audits.

- A. The Grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the attached Work Plan and Budget. Separate bank accounts are not required.
- B. The Grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), financial records of expenditures incurred during the course of the Project in accordance with generally accepted accounting principles, including matching funds that may be required.
- C. The Grantee agrees that the state or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement.
- D. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated.
- E. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

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- F. Partners and subcontractors employed by the Grantee and paid with moneys under the terms of this Grant Agreement shall be responsible for maintaining accounting records as specified above.
- G. The Grantee agrees to include a similar right of the state to audit records and interview staff in any subcontract related to performance of this Grant Agreement.

14. Publicity.

The Grantee agrees that it will acknowledge the SGC'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 California Strategic Growth Council."

Media: The Grantee is required to identify a point of contact for all press inquiries and communications needs related to the Project and provide the name, phone number and email address of this individual to the SGC. All press releases must be approved by the SGC Communications Office prior to distribution and the SGC must be alerted and invited to participate in any and all press conferences related to the grant.

Social media: The Grantee is encouraged to use social media to inform and share with the public activities under this Grant Agreement. Furthermore, @CalSGC should be tagged on all posts related to activities under this Grant Agreement. Use of the hashtags #TCCPlanning and #CommunityLedTransformation is also encouraged.

15. Severability.

In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, the Parties agree that all other provisions of this Grant Agreement have force and effect, and shall not be affected thereby.

16. General Compliance.

By signing this Grant Agreement, the Grantee certifies that it 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 order to carry out the terms of this Grant Agreement.

Additionally, the Grantee certifies that it is not and shall not be:

- A. In violation of any order or resolution not subject to review promulgated by the California Air Resources Board or an air pollution control district;
- B. 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
- C. Finally determined to be in violation of provisions of federal law relating to air or water pollution.

17. Liability Indemnification and Waiver.

The indemnification obligations shall survive the termination of this Grant Agreement. The Grantee agrees to indemnify, defend (with counsel reasonably approved by the state) and hold harmless the Department, the SGC,

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the California Natural Resources Agency (“CNRA”), its employees, officers or agents from and against any and all claims, injury, damages, liability, loss or attorneys’ fees arising out of or in connection with the subject matter, terms or performance of this Grant Agreement, and from any suit, proceeding or challenge against the Department, the SGC, CNRA and their employees, officers or agents by a third-party alleging that by virtue of the terms of this Grant Agreement, the Department, the SGC, CNRA and their employees, officers or agents have done any wrongful act or breached any representation, whether based on a claim in contract, tort or otherwise.

18. Grantee Independence/Not an Agent of the State.

The Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.

19. Assignment.

Without the advance written consent of the Department, this Grant Agreement is not assignable by Grantee either in whole or in part.

20. Grantee’s Staff, Partners, and Subcontractors.

The state’s contractual relationship is with the Grantee, and not any of their Partners or subcontractors. The Grantee is entitled to make use of its own staff, Partners, and subcontractors, as identified in the Work Plan and Budget, and will comply with its own competitive bidding and sole sourcing requirements for subcontracts that arise out of or in connection with this Grant Agreement. The Grantee shall manage, monitor, and accept responsibility for the performance of its own staff, Partners, and subcontractors, and will conduct Project activities and services consistent with professional standards for the industry and type of work being performed under this Grant Agreement. Any request to add or modify Partners requires a formal amendment to the Grant Agreement. Any request to add or modify subcontractors requires documentation that the proposed subcontractor was selected in compliance with the subcontractor procurement processes of the Grantee, contracting Partner, or other applicable parties. Refer to section 10, Modifications and Amendments to the Grant Agreement.

Nothing contained in this Grant Agreement or otherwise shall create any contractual relation between the Department and any Partners or subcontractors, and no subcontract shall relieve the Grantee of its responsibilities and obligations under the terms of this Grant Agreement. The Grantee agrees to be fully responsible to the Department for the acts and omissions of its Partners, subcontractors, and of persons either directly or indirectly employed by them. The Grantee’s obligation to pay its Partners and subcontractors is an independent obligation from the Department’s obligation to make payments to the Grantee.

21. No Third Party Beneficiaries.

This Grant Agreement is not intended for the benefit of any person or entity other than the Parties, and no one other than the Parties themselves may enforce any of the rights or obligations created by this Grant Agreement.

22. Expatriate Corporations.

Grantee hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

23. Insurance Requirements for Term of Grant Agreement.

A Grantee that is a governmental organization may provide evidence of self-insurance to satisfy this requirement.

If Grantee is not a governmental organization or is unable to provide evidence of self-insurance, then the following are the insurance requirements:

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- A. The Grantee shall obtain and keep in force for the term of this Grant Agreement the following insurance policies that cover any acts or omissions of the Grantee, its subcontractors or its employees engaged in the provision of service specified in this Grant Agreement:
 - i. Worker's Compensation Insurance in an amount of not less than \$1,000,000 in accordance with the statutory requirement of the State of California. (Cal. Lab. Code § 3700 et seq.)
 - ii. Commercial general liability insurance in an amount of not less than \$1,000,000 per occurrence for bodily injury and property damage combined.
 - iii. Motor vehicle liability with limits not less than the amounts below combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles.
 - a. 7 or fewer passengers: \$1,000,000
 - b. 8-15 passengers: \$1,500,000
 - c. 16+ passengers: \$5,000,000
- B. The Grantee shall name the State of California, its officers, agents, employees and servants as additional insured parties for the commercial general liability and automobile liability insurance but only with respect to work performed under the contract and is responsible for guaranteeing that a copy of each Certificate of Insurance is submitted to the Department within thirty (30) days of the Grant Agreement signature. The Grantee will include the Grant Number on the submitted Certificate of Insurance.
- C. The Grantee shall notify the Department prior to any insurance policy cancellation or substantial change of policy.

24. Americans with Disabilities Act.

Grantee certifies to the Department 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.)

25. Union Organizing.

By signing this Grant Agreement, the Grantee hereby acknowledges the applicability of Government Code Sections 16645, 16645.2, 16645.8, 16646, 16647, and 16648 to this Grant Agreement and hereby certifies that:

- A. No grant funds disbursed by this grant will be used to assist, promote, or deter union organizing by employees performing work under this Grant Agreement.
- B. If the Grantee makes expenditures to assist, promote, or deter union organizing, the Grantee will maintain records sufficient to show that no state funds were used for those expenditures, and the Grantee shall provide those records to the Attorney General upon request.

26. Nondiscrimination Clause.

During the performance of this Grant Agreement, the Grantee and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

The Grantee and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and subcontractors shall

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comply with the provisions of the Fair Employment and Housing Act (Gov. Code, § 12990 et seq.) and the applicable regulations promulgated there under (Cal. Code Regs., title 2, § 11005 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 into this Grant Agreement by reference and made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other grant agreement.

The Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform services under this Grant Agreement.

27. Drug-Free Workplace Requirements.

Grantee certifies to the Department that it 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 in the organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
- B. Establish a drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The organization's policy of maintaining a drug-free workplace;
 - iii. Any available counseling, rehabilitation and employee assistance programs; and,
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
- C. Every employee who works on the proposed Grant Agreement will:
 - i. Receive a copy of the company's drug-free workplace policy statement; and,
 - ii. Agree to abide by the terms of the company's statement as a condition of employment on the Grant Agreement.

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**ATTACHMENT A
WORK PLAN AND BUDGET**

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Project Name: Stockton Climate Action Plan: Neighborhood Implementation

High Level Activities/Milestones	Responsible Parties [ex: Grantee, Partner, Subcontractor, etc.]	Timeline [Start and End Date]	Total Requested Grant Funds
Task 1: Initial Kick-off/Outreach			\$36,650
Subtask A: Website Development Subtask B: Canvassing/Housecalls Subtask C: Large Community Workshops/Townhalls (2) Subtask D: Targeted/Small Community Meetings (6) Subtask E: Project Team Monthly Check-in Deliverables: website, flyers, meeting notes, sign-in sheets, stakeholder database	Subtask A: City of Stockton, Third City Subtask B: FFSJ Subtask C: All Subtask D: All Subtask E: All	Start: July 2018 End: August 2018	\$36,650
Travel			N/A
Task 2: Continued Engagement, Community Priorities			\$15,835
Subtask A: Canvassing/Housecalls Subtask B: Large Community Workshops/Townhalls (2) Subtask C: Targeted/Small Community Meetings (6) Subtask D: Preferred Planning Area Assessment Subtask E: Project Team Monthly Check-in Deliverables: flyers, meeting notes, sign-in sheets, 5-mile Planning Area Map (draft)	Subtask A: FFSJ, Stand Subtask B: All Subtask C: All Subtask D: City of Stockton Subtask E: All	Start: August 2018 End: November 2018	\$15,835
Travel			N/A

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Task 3: Present Findings			\$20,675
Subtask A: Large Community Workshops/Townhalls Subtask B: Targeted/Small Community Meetings Subtask C: Finalize Planning Area Map Subtask D: Project Team Monthly Check-in Deliverables: flyers, meeting notes, sign-in sheets, 5-mile Planning Area Map (final)	City of Stockton, Third City, PHA, Catholic Charities, FFSJ, STAND	Start: August 2018 End: September 2018	\$20,675
Travel			N/A
Task 4: SNP, Initial Draft			\$14,702
Subtask A: Document Development Subtask B: Large Community Workshops/Townhalls (2) Subtask C: Project Team Monthly Check-in Deliverables: Draft SNP, meeting notes	Subtask A: City of Stockton Subtask B: All Subtask C: All	Start: September 2018 End: October 2018	\$14,702
Travel			N/A
Task 5: SNP, Second Draft			\$14,396
Subtask A: Document Development Subtask B: Large Community Workshops/Townhalls Subtask C: Project Team Monthly Check-in Deliverables: Draft SNP, meeting notes	Subtask A: City of Stockton Subtask B: All Subtask C: All	Start: October 2018 End: November 2018	\$14,396
Travel			N/A

California Department of Conservation – Division of Land Resource Protection
Strategic Growth Council – Transformative Climate Communities Program Planning Grant
City of Stockton
Grant Number: 3018-709
Fiscal Year Allocation: 2016-2017

Task 6: SNP, Final Plan + Presentation			\$18,942
Subtask A: Document Development Subtask B: Large Community Workshops/Townhalls (2) Subtask C: City Council Presentation Subtask D: Project Team Monthly Check-in Deliverables: Final SNP, Hardcopy Final SNP, electronic presentation, meeting notes	Subtask A: City of Stockton Subtask B: All Subtask C: City of Stockton Subtask D: All	Start/End: February 2018	\$18,942
Travel			N/A
Task 7: Leadership Development Forum			\$21,300
Subtask A: Program Development/Information/Recruitment Subtask B: Application Subtask C: Development Seminars Subtask D: Community-oriented outreach/engagement Subtask E: Plan for continued outreach/capacity Deliverables: Draft Outreach Plan, meeting notes	Subtask A: All Subtask B: Third City Subtask C: Rising Sun Subtask D: Third City, Rising Sun Subtask E: All	Start: July 2018 End: January 2019	\$21,300
Travel			N/A
Task 8: Tree Census			\$27,500
Subtask A: Focus Area + Survey Development Subtask B: Site Surveys (3) Subtask C: Data Consolidation/Mapping/Report Creation Deliverables: Tree Census Appendix, Map (shapefile)	Puentes	Start: August 2018 End: January 2019	\$27,500
Travel			N/A
GRAND TOTAL			\$170,000

California Department of Conservation – Division of Land Resource Protection
Strategic Growth Council – Transformative Climate Communities Program Planning Grant
City of Stockton
Grant Number: 3018-709
Fiscal Year Allocation: 2016-2017

**ATTACHMENT B
REPORTING TEMPLATES**

Transformative Climate Communities Program Quarterly Progress Report	FY 16/17
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Grantee:		Grant Number:	
Project Name:			
Quarter #:	Reporting Period:	(Start Date)	to (End Date)
Authorized Signatory: (Name)		(Position)	
Signature:		Date:	

1. Summarize work completed during reporting period:

Task/Subtask	Description of Work Completed	Funds Spent
	Total Funds Spent this Quarter:	

Transformative Climate Communities Program Quarterly Progress Report	FY 16/17
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2. If your project is not on schedule per the Work Plan, please provide an explanation here.

3. Do you anticipate any modifications to your Work Plan or Budget in the next quarter?

Transformative Climate Communities Program Final Report	FY 16/17
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Grantee:	Grant Number:
Project Name:	
Authorized Signatory: (Name)	(Position)
Signature:	Date:

1. **Project Summary Statement**
Provide a summary of the challenges facing the Planning Area and describe how the Project will result in advancing the State's planning priorities within the planning area or jurisdiction. Refer to the TCC Guidelines.
2. **Project Overview**
Describe how the Project realized the goals described in the grant proposal, and the objectives contained in work plan; how the grant funds were spent in relation to the proposed budget; and, any changes made to the original Project and why the changes were necessary.
3. **Project Accomplishments**
Describe the Project's deliverables and any other notable outcomes; discuss major benefits attained during or as a result of the Project; and report on successful strategies used to achieve results.
4. **Preparation for Future TCC Implementation Grant**
Describe how the project will assist the Grantee in applying for future TCC Implementation Grants. Address how the Grantee plans to meet requirements related to leverage funding, displacement avoidance, community engagement, GHG emission reductions tracking and monitoring, or climate resiliency.
5. **Project Barriers**
Describe any goals or objectives that could not be met, or issues that impeded the progress of the Project, how these obstacles were responded to and how these lessons learned can be useful for other TCC communities.
6. **Strategies for Implementation**
Describe how plans or processes developed in the Project will be implemented over the next three to five years to further your organization's sustainability goals and strategies.

California Department of Conservation – Division of Land Resource Protection
Strategic Growth Council – Transformative Climate Communities Program Planning Grant
City of Stockton
Grant Number: 3018-709
Fiscal Year Allocation: 2016-2017

**ATTACHMENT C
INVOICE TEMPLATES**

[TO BE PRINTED ON GRANTEE LETTERHEAD]

Department of Conservation
 Division of Land Resource Protection
 Attn: [TCC Grant Manager]
 801 K Street, MS 14-15
 Sacramento, CA 95814

Date: _____

TRANSFORMATIVE CLIMATE COMMUNITIES FY 16/17

PLANNING GRANT INVOICE

Grantee:		Grant Number:	
Quarter: [insert #]	Dates:	[insert Start Date)	[insert End Date)
Authorized Signatory: [Type Name]		[insert Position]	
By signing this, I certify that work has been completed in accordance with the grant agreement and that the request for reimbursement represents actual costs.			
Signature:		Date:	
Task		Grant Funds Spent	
Task 1: Community Engagement			
Task 2: Draft Document X			
Task 3: Final Document X			
Task 4: Grant Administration			
SUBTOTAL for this Quarter			
<i>Minus 10% Retention</i>			
TOTAL reimbursement requested this Quarter			

[TO BE PRINTED ON GRANTEE LETTERHEAD]

Department of Conservation
 Division of Land Resource Protection
 Attn: [TCC Grant Manager]
 801 K Street, MS 14-15
 Sacramento, CA 95814

Date: _____

TRANSFORMATIVE CLIMATE COMMUNITIES FY 16/17

FINAL PLANNING GRANT INVOICE

Grantee:		Grant Number:	
Quarter: [insert #]	Dates:	[insert Start Date]	[insert End Date]
Authorized Signatory: [Type Name]		[insert Position]	
By signing this, I certify that work has been completed in accordance with the grant agreement and that the request for reimbursement represents actual costs.			
Signature:		Date:	
Task		Grant Funds Spent	
Task 1: Community Engagement			
Task 2: Draft Document X			
Task 3: Final Document X			
Task 4: Grant Administration			
SUBTOTAL for this Quarter			
Plus 10% Retention withheld from Quarters 1-3			
TOTAL reimbursement requested for the Final Invoice			