

ORIGINAL

CONTRACT RESULTING FROM REQUEST FOR PROPOSAL NUMBER 10090176-25-D, As-Needed Public Outreach and Engagement Consultant Services for the City Planning Department

This Contract (Contract) is entered into by and between the City of San Diego, a municipal corporation (City), and the successful proposer to Request for Proposal (RFP) # 10090176-25-D, As-Needed Public Outreach and Engagement Consultant Services for the City Planning Department (Consultant).

RECITALS

On or about 7/1/2024, City issued an RFP to prospective proposers on services to be provided to the City. The RFP and any addenda and exhibits thereto are collectively referred to as the "RFP." The RFP is attached hereto as Exhibit A.

City has determined that Consultant has the expertise, experience, and personnel necessary to provide the services.

City wishes to retain Consultant to provide the As-Needed Public Outreach and Engagement Consultant Services as further described in the Scope of Work, attached hereto as Exhibit B. (Services).

For good and valuable consideration, the sufficiency of which is acknowledged, City and Contractor agree as follows:

ARTICLE I CONSULTANT SERVICES

1.1 Scope of Work. Consultant shall provide the Services to City as described in Exhibit B which is incorporated herein by reference. Consultant will submit all required forms and information described in Exhibit A to the Purchasing Agent before providing Services. In addition, Consultant must receive written authorization to use and bill for subconsultants hired to assist in the performance of Services. For purposes of this RFP, Consultant includes any subconsultants approved by City to perform the Services.

1.2 General Contract Terms and Provisions. This Contract incorporates by reference the General Contract Terms and Provisions, attached hereto as Exhibit C.

1.3 Contract Administrator. The Planning Department (Department) is the Contract Administrator for this Agreement. Contractor shall provide the Services under the direction of a designated representative of the Department as follows:

Marlon Pangilinan, Program Coordinator
City Planning Department
202 C Street, MS 413
San Diego, CA 92101
619-235-5293
mpangilinan@sandiego.gov

Document No. **RR-316287**
Filed **JUN 17 2025**
Office of the City Clerk
San Diego, California

1.4 Duty to Inform City of Changes. Consultant shall immediately advise the City in writing of any anticipated change in the Scope of Services, Compensation and Fee Schedule, or Time Schedule, and shall obtain the City's written consent to the change prior to making any

changes. In no event shall the City's consent be construed to relieve Consultant from its duty to render all Services in accordance with applicable law and industry standards.

1.5 Manner of Payment. City shall pay Consultant in accordance with the Compensation and Fee Schedule. Consultant is not entitled to fees, including fees for expenses, that exceed the amounts specified in the Compensation and Fee Schedule. Consultant shall submit one invoice per calendar month in a form acceptable to City in accordance with the Compensation and Fee Schedule. Consultant shall include with each invoice a description of completed Services, reasonably related expenses, if any, and all other information, including but not limited to the progress percentage of the Scope of Services and/or deliverables completed prior to the invoice date, as required by the City. City will pay undisputed portions of invoices within thirty calendar days of receipt.

1.6 Eighty Percent Notification. Consultant shall promptly notify City in writing of any potential cost overruns. Cost overruns include, but are not limited to, the following: (1) where anticipated costs to be incurred in the next sixty calendar days, when added to all costs previously incurred, will exceed 80 percent of the maximum compensation for this Agreement; or (2) where the total cost for performance of the Scope of Services appears that it may be greater than the maximum compensation for this Agreement. Consultant will not be paid for Services that are not pre-approved in writing by the City that exceed 80% of the maximum compensation for this Contract.

1.7 Right to Audit. City retains the right to review and audit, and the reasonable right of access to Consultant's and any Subconsultant's premises, to review and audit Consultant's Subconsultant compliance with the provisions of this Agreement (City's Right). City's Right includes the right to inspect, photocopy, and retain copies of any and all books, records, documents and any other information (Records) relating to this Agreement outside of Consultant's premises if deemed necessary by City in its sole discretion. City shall keep these Records confidential to the extent permitted by law.

1.7.1 Audit. City's Right includes the right to examine Records of procedures and practices that City determines are necessary to discover and verify that Consultant Subconsultants in compliance with all requirements under this Agreement.

1.7.2 Cost Audit. If there is a claim for additional compensation or for Additional Services, the City's Right includes the right to Records that the City determines are necessary to discover and verify all direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.

1.7.3 Right to Audit. The City Auditor may access proposer's records as described in San Diego Charter section 39.2 to confirm contract compliance.

1.7.4 Accounting Records. Consultant and Subconsultant shall maintain complete and accurate Records in accordance with generally accepted accounting practices. Consultant and Subconsultant shall make available to City for review and audit all Records relating to the Services. Upon City's request, Consultant and Subconsultant shall submit exact duplicates of originals of all requested records to City.

1.7.5 City's Right Binding on Subconsultants. Consultant shall include City's Right as described in this Section 5.1 in any and all of their contracts with subconsultants and shall ensure that these sections are binding upon all subconsultants.

1.7.6 Subconsultants. Consultant's hiring or retaining of any third parties (Subconsultants) to perform Services (Subconsultant Services) is subject to City's prior written approval. Consultant shall list all Subconsultants known to Consultant on the Subconsultant List at the time this Agreement is entered. Consultant shall give written notice to the City of the need at least 45 days before entering into a contract for such Subconsultant Services. Consultant's notice shall include a justification, a description of the Scope of Services, and an estimate of all costs for Subconsultant Services. Consultant may request that City reduce the 45-day notice period. City agrees to consider such requests in good faith.

1.7.7 Subconsultant Contract. Consultant shall require Subconsultant to obtain and maintain insurance policies as required by City for the duration of this Agreement. Consultant shall determine Subconsultant policy limits and required endorsements proportionate to the services performed by Subconsultant.

1.7.7.1 Consultant is obligated to pay Subconsultant for Consultant and City-approved invoice amounts out of amounts paid by City to Consultant not later than fourteen working days from Consultant's receipt of payment from City. Nothing in this paragraph shall be construed to impair the right of Consultant and any Subconsultant to negotiate fair and reasonable pricing and payment provisions among themselves.

1.7.7.2 If Subconsultant's performance is deficient, Consultant shall notify City in writing of any withholding of payment to Subconsultant, specifying: (a) the amount withheld; (b) the specific cause under the terms of the subcontract for withholding payment; (c) the connection between the cause for withholding payment and the amount withheld; and (d) the remedial action Subconsultant must take in order to receive the amount withheld. Once Subconsultant corrects the deficiency, Consultant shall pay Subconsultant the amount withheld within fourteen working days of the Consultant's receipt of City's next payment.

1.7.7.3 City shall not be made a party to any judicial or administrative proceeding to resolve any dispute between Consultant and Subconsultant. Consultant agrees to defend and indemnify the City as described in the City's General Contract Terms and Provisions, attached hereto as Exhibit C, and incorporated by reference, in any dispute between Consultant and Subconsultant should City be made a party to any judicial or administrative proceeding to resolve the dispute in violation of this position.

1.7.7.4 Subconsultant must comply with the City's Equal Opportunity Contracting Program requirements.

1.7.7.5 City is an intended beneficiary of any work performed by Subconsultant for purposes of establishing a duty of care between Subconsultant and City.

1.8 Consultant and Subconsultant Principals for Consultant Services. This Agreement is for unique Services. City has retained Consultant based on Consultant's particular professional expertise as exhibited by the following members of the Consultant's organization: [List individuals by name and title] (the Project Team). Consultant may not delegate the performance of Services to other members of Consultant's organization or to Subconsultants without City's prior written consent. It is mutually agreed that the members of the Project Team are the principal persons responsible for delivery of all Services and may not be removed from the Project without the City's prior written approval. City may consider Consultant in default of this Agreement if any member of the Project Team is prevented from providing

Services without City's prior written approval. Consultant must consult City as to any replacement if any member of the Project Team becomes unavailable. City may terminate this Agreement if City does not approve of a proposed replacement. Further, City reserves the right, after consultation with Consultant, to require any of Consultant's employees or agents to be removed from providing Services under this Agreement.

ARTICLE II DURATION OF CONTRACT

2.1 Term. This Contract shall be for a period of five (5) years beginning on the Effective Date. The term of this Contract shall not exceed five years unless approved by the City Council by ordinance.

2.2 Effective Date. This Contract shall be effective on the date it is executed by the last Party to sign the Contract and approved by the City Attorney in accordance with San Diego Charter Section 40.

ARTICLE III COMPENSATION

3.1 Amount of Compensation. City shall pay Contractor for performance of all Services rendered in accordance with this Contract in an amount not to exceed \$2 million per Consultant or not to exceed \$8 million for the total contract.

ARTICLE IV WAGE REQUIREMENTS

4.1 Reserved.

ARTICLE V CONTRACT DOCUMENTS

5.1 Contract Documents. The following documents comprise the Contract between the City and Consultant: this Contract and all exhibits thereto, the RFP; the Notice to Proceed; and the City's written acceptance of exceptions or clarifications to the RFP, if any.

5.2 Contract Interpretation. The Contract Documents completely describe the Services to be provided. Consultant will provide any Services that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for or identified in the Contract Documents. Words or phrases which have a well-known technical or construction industry or trade meaning and are used to describe Services will be interpreted in accordance with that meaning unless a definition has been provided in the Contract Documents.

5.3 Precedence. In resolving conflicts resulting from errors or discrepancies in any of the Contract Documents, the Parties will use the order of precedence as set forth below. The 1st document has the highest priority. Inconsistent provisions in the Contract Documents that address the same subject, are consistent, and have different degrees of specificity, are not in conflict and the more specific language will control. The order of precedence from highest to lowest is as follows:

1st Any properly executed written amendment to the Contract

2nd The Contract

3rd The RFP and the City's written acceptance of any exceptions or clarifications to the RFP, if any

4th Contractor's Pricing

5.4 Counterparts. This Contract may be executed in counterparts which, when taken together, shall constitute a single signed original as though all Parties had executed the same page.

5.5 Public Agencies. Other public agencies, as defined by California Government Code section 6500, may choose to use the terms of this Contract, subject to Contractor's acceptance. The City is not liable or responsible for any obligations related to a subsequent Contract between Contractor and another public agency.

Remainder of page intentionally left blank.

**ARTICLE VI
GRANT AGREEMENT REQUIREMENTS**

6.1. The City and Consultant (collectively the Parties) desire to include requirements for use by the City of certain grant funding for certain tasks under this Contract. Specifically, the determination has been made that the work performed under the Contract may be partially funded from the grant attached hereto and incorporated by reference in Exhibit D.

6.2 Additional Grant Opportunities. In the future, the City may use additional grant funds for this Contract. The Parties agree to review any future grant requirements in good faith and will agree in writing via an amendment that they will be subject to certain future grant requirements in the event the City utilizes future grants to fund this Contract.

IN WITNESS WHEREOF, this Contract is executed by City and Contractor acting by and through their authorized officers.

CONTRACTOR

Kearns & West, Inc.

Proposer

800 B. Ave. Suites 203

Street Address

National City, CA 91950

City/State/Zip

(415) 697-0574

Telephone No.

jgsmith@kearnswest.com

E-Mail

CITY OF SAN DIEGO

A Municipal Corporation

BY:



Print Name:

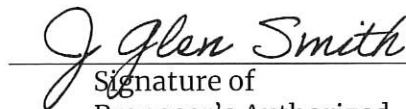
Claudia C. Barco

Director, Purchasing & Contracting Department

July 1, 2025

Date Signed

BY:



Signature of
Proposer's Authorized
Representative

J. Glen Smith

Print Name

Vice President Business Services

Title

12 May 2025

Date

Approved as to form this 11th day of

July, 20 25.

HEATHER FERBERT, City Attorney

BY: 

Deputy City Attorney

R-316287

IN WITNESS WHEREOF, this Contract is executed by City and Contractor acting by and through their authorized officers.

CONTRACTOR

Kearns & West, Inc.

Proposer

800 B. Ave. Suites 203

Street Address

National City, CA 91950

City

(415) 697-0574

Telephone No.

jgsmith@kearnswest.com

E-Mail

CITY OF SAN DIEGO

A Municipal Corporation

BY:



Print Name:

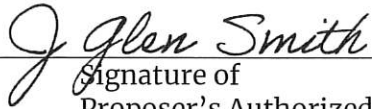
Claudia C. Bara

Director, Purchasing & Contracting Department

July 1, 2025

Date Signed

BY:



Signature of
Proposer's Authorized
Representative

J. Glen Smith

Print Name

Vice President Business Services
Title

12 May 2025

Date

Approved as to form this 16 day of

July, 2025.

HEATHER FERBERT, City Attorney

BY: 

Deputy City Attorney

R-316287

EXHIBIT A
PROPOSAL SUBMISSION AND REQUIREMENTS

A. PROPOSAL SUBMISSION

1. Timely Proposal Submittal. Proposals must be submitted as described herein to the Purchasing & Contracting Department (P&C).

1.1 Reserved.

1.2 Paper Proposals. The City will accept paper proposals in lieu of eProposals. Paper proposals must be submitted in a sealed envelope to the Purchasing & Contracting Department (P&C) located at 1200 Third Avenue, Suite 200, San Diego, CA 92101. The Solicitation Number and Closing Date must be referenced in the lower left-hand corner of the outside of the envelope. Faxed proposals will not be accepted.

1.3 Proposal Due Date. Proposals must be submitted prior to the Closing Date indicated on the eBidding System. E-mailed and/or faxed proposals will not be accepted.

1.4 Pre-Proposal Conference. No pre-proposal conference will be held for this RFP.

1.5 Questions and Comments. Written questions and comments must be submitted electronically via the eBidding System no later than the date specified on the eBidding System. Only written communications relative to the procurement shall be considered. The City's eBidding System is the only acceptable method for submission of questions. All questions will be answered in writing. The City will distribute questions and answers without identification of the inquirer(s) to all proposers who are on record as having received this RFP, via its eBidding System. No oral communications can be relied upon for this RFP. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this RFP.

1.6 Contact with City Staff. Unless otherwise authorized herein, proposers who are considering submitting a proposal in response to this RFP, or who submit a proposal in response to this RFP, are prohibited from communicating with City staff about this RFP from the date this RFP is issued until a contract is awarded.

2. Proposal Format and Organization. Unless electronically submitted, all proposals should be securely bound and must include the following completed and executed forms and information presented in the manner indicated below:

Tab A – Submission of Information and Forms.

2.1 Completed and signed Contract Signature Page. If any addenda are issued, the latest Addendum Contract Signature Page is required.

2.2 Exceptions requested by proposer, if any. The proposer must present written factual or legal justification for any exception requested to the Scope of Work, the Contract, or the Exhibits thereto. Any exceptions to the Contract that have not been accepted by the City in writing are deemed rejected. The City, in its sole discretion, may accept some or all of proposer's exceptions, reject proposer's exceptions, and deem the proposal non-responsive,

or award the Contract without proposer's proposed exceptions. The City will not consider exceptions addressed elsewhere in the proposal.

2.3 The Contractor Standards Pledge of Compliance Form.

2.4 Equal Opportunity Contracting forms including the Work Force Report and Contractors Certification of Pending Actions.

2.5 Reserved.

2.6 Reserved.

2.7 Reserved.

2.8 Additional Information as required in Exhibit B.

2.9 Reserved.

Tab B – Executive Summary and Responses to Specifications.

2.10 A title page.

2.11 A table of contents.

2.12 An executive summary, limited to one typewritten page, that provides a high-level description of the proposer's ability to meet the requirements of the RFP and the reasons the proposer believes itself to be best qualified to provide the identified services.

2.13 Proposer's response to the RFP.

Tab C – Cost/Price Proposal. Proposers shall submit a cost proposal in the form and format described herein. Failure to provide cost(s) in the form and format requested may result in proposal being declared non-responsive and rejected.

3. Proposal Review. Proposers are responsible for carefully examining the RFP, the Scope of Work, this Contract, and all documents incorporated into the Contract by reference before submitting a proposal. If selected for award of contract, proposer shall be bound by same unless the City has accepted proposer's exceptions, if any, in writing.

4. Addenda. The City may issue addenda to this RFP as necessary. All addenda are incorporated into the Contract. The proposer is responsible for determining whether addenda were issued prior to a proposal submission. Failure to respond to or properly address addenda may result in rejection of a proposal.

5. Reserved.

6. Reserved.

7. Modifications, Withdrawals, or Mistakes. Proposer is responsible for verifying all prices and extensions before submitting a proposal.

7.1 Modification or Withdrawal of Proposal Before Proposal Opening. Prior to the Closing Date, the proposer or proposer's authorized representative may modify or withdraw the proposal by providing written notice of the proposal modification or withdrawal to the City Contact via the eBidding System. E-mail or telephonic withdrawals or modifications are not permissible.

7.2 Proposal Modification or Withdrawal of Proposal After Proposal Opening. Any proposer who seeks to modify or withdraw a proposal because of the proposer's inadvertent computational error affecting the proposal price shall notify the City Contact identified on the eBidding System no later than three working days following the Closing Date. The proposer shall provide worksheets and such other information as may be required by the City to substantiate the claim of inadvertent error. Failure to do so may bar relief and allow the City recourse from the bid surety. The burden is upon the proposer to prove the inadvertent error. If, as a result of a proposal modification, the proposer is no longer the apparent successful proposer, the City will award to the newly established apparent successful proposer. The City's decision is final.

8. Incurred Expenses. The City is not responsible for any expenses incurred by proposers in participating in this solicitation process.

9. Public Records. By submitting a proposal, the proposer acknowledges that any information submitted in response to this RFP is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If the proposer submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by law. However, it will be the responsibility of the proposer to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. General references to sections of the CPRA will not suffice. Rather, the proposer must provide a specific and detailed legal basis, including applicable case law, that clearly establishes the requested information is exempt from the disclosure under the CPRA. If the proposer does not provide a specific and detailed legal basis for requesting the City to withhold proposer's confidential or proprietary information at the time of proposal submittal, City will release the information as required by the CPRA and proposer will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the proposer's obligation to defend, at proposer's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the proposer's request. Furthermore, the proposer shall indemnify and hold harmless the City, its elected officials, officers, and employees from and against any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at proposer's request. Nothing in the Contract resulting from this proposal creates any obligation on the part of the City to notify the proposer or obtain the proposer's approval or consent before releasing information subject to disclosure under the CPRA.

B. PRICING

1. Fixed Price. All prices shall be firm, fixed, fully burdened, FOB destination, and include any applicable delivery or freight charges, and any other costs required to provide the requirements as specified in this RFP. The lowest total estimated contract price of all the proposals that meet the requirements of this RFP will receive the maximum assigned points to

this category as set forth in this RFP. The other price schedules will be scored based on how much higher their total estimated contract prices compare with the lowest:

$$(1 - \frac{(\text{contract price} - \text{lowest price})}{\text{lowest price}}) \times \text{maximum points} = \text{points received}$$

For example, if the lowest total estimated contract price of all proposals is \$100, that proposal would receive the maximum allowable points for the price category. If the total estimated contract price of another proposal is \$105 and the maximum allowable points is 60 points, then that proposal would receive $(1 - ((105 - 100) / 100)) \times 60 = 57$ points, or 95% of the maximum points. The lowest score a proposal can receive for this category is zero points (the score cannot be a negative number). The City will perform this calculation for each Proposal.

2. Taxes and Fees. Taxes and applicable local, state, and federal regulatory fees should not be included in the price proposal. Applicable taxes and regulatory fees will be added to the net amount invoiced. The City is liable for state, city, and county sales taxes but is exempt from Federal Excise Tax and will furnish exemption certificates upon request. All or any portion of the City sales tax returned to the City will be considered in the evaluation of proposals.

C. EVALUATION OF PROPOSALS

1. Award. The City shall evaluate each responsive proposal to determine which proposal offers the City the best value consistent with the evaluation criteria set forth herein. The proposer offering the lowest overall price will not necessarily be awarded a contract.

2. Sustainable Materials. Consistent with Council Policy 100-14, the City encourages use of readily recyclable submittal materials that contain post-consumer recycled content.

3. Evaluation Process.

3.1 Process for Award. A City-designated evaluation committee (Evaluation Committee) will evaluate and score all responsive proposals. The Evaluation Committee may require proposer to provide additional written or oral information to clarify responses. Upon completion of the evaluation process, the Evaluation Committee will recommend to the Purchasing Agent that award be made to the proposer with the highest scoring proposal.

3.2 Reserved.

3.3 Mandatory Interview/Oral Presentation. The City will require proposers to interview and/or make an oral presentation if one or more proposals score within twenty-five (25) points or less of the proposal with the highest score. Only the proposer with the highest scoring proposal and those proposers scoring within twenty-five (25) points or less of the highest scoring proposal will be asked to interview and/or make an oral presentation. Interviews and/or oral presentations will be made to the Evaluation Committee in order to clarify the proposals and to answer any questions. The interviews and/or oral presentations will be scored as part of the selection process. The City will complete all reference checks prior to any oral interview. Additionally, the Evaluation Committee may require proposer's key personnel to interview. Interviews may be by telephone and/or in person. Multiple interviews may be required. Proposers are required to complete their oral presentation and/or interviews within seven (7) workdays after the City's request. Proposers should be prepared to discuss and

substantiate any of the areas of the proposal submitted, as well as proposer's qualifications to furnish the subject goods and services. Proposer is responsible for any costs incurred for the oral presentation and interview of the key personnel.

3.4 Discussions/Negotiations. The City may award one or more proposals as submitted that best serves its interest without discussion or negotiation. Consultants should, therefore, not rely on having a chance to discuss, negotiate, and adjust their proposals. The City may negotiate the terms of a contract with the winning proposer(s) based on the RFP and the proposer's proposal, or award the contract without further negotiation.

3.5 Inspection. The City reserves the right to inspect the proposer's equipment and facilities to determine if the proposer is capable of fulfilling this Contract. Inspection will include, but not limited to, survey of proposer's physical assets and financial capability. Proposer, by signing the proposal agrees to the City's right of access to physical assets and financial records for the sole purpose of determining proposer's capability to perform the Contract. Should the City conduct this inspection, the City reserves the right to disqualify a proposer who does not, in the City's judgment, exhibit the sufficient physical and financial resources to perform this Contract.

3.6 Evaluation Criteria. The following elements represent the evaluation criteria that will be considered during the evaluation process, the evaluation criteria will be used per each individual service identified in the Exhibit B Scope of Work:

	MAXIMUM EVALUATION POINTS
A. Responsiveness to the RFP.	25
1. Requested information included and thoroughness of response	
2. Understanding of the project and ability to deliver as exhibited in the Executive Summary.	
3. Technical Aspects	
4. Exceptions to RFP	
B. Firm's Capability to provide the Services and Expertise and Past Performance.	45
1. Background and experience in providing work identified in the Scope of Work	
2. Appropriate staffing levels to provide required services	
3. Qualifications	
4. Past/Prior Performance performing work described in the Scope of Work	
5. Capacity/Capability to meet The City of San Diego needs in a timely manner	
6. Reference checks	
C. Cost	5
D. Demonstrated Commitment to Diversity	
1. This may include Firm policies and procedures; initiatives to recruit diverse employees; awards; in-house diversity programs; training; hiring statistics; evidence of outreach; memberships in diverse organizations.	10

	MAXIMUM EVALUATION POINTS
E. Mandatory Presentation/Interview.	15
1. Philosophy/Approach/Methodology	
2. Software and Data Resource	
3. Demonstrated knowledge of common tasks, issues, and solutions related to Services	
4. Real Time Operation	
5. Thoroughness and Clarity of Presentation	
SUB TOTAL MAXIMUM EVALUATION POINTS:	100
F. Participation by Small Local Business Enterprise (SLBE) or Emerging Local Business Enterprise (ELBE) Firms*	12
FINAL MAXIMUM EVALUATION POINTS INCLUDING SLBE/ELBE:	112

*The City shall apply a maximum of an additional 12 points to the proposer's final score for SLBE OR ELBE participation. Refer to Equal Opportunity Contracting Form, Section V.

4. Rejection of All Proposals. The City may reject any and all proposals when to do so is in the City's best interests.

D. ANNOUNCEMENT OF AWARD

1. Award of Contract. The City will inform all proposers of its intent to award a Contract in writing.

2. Obtaining Proposal Results. No solicitation results can be obtained until the City announces the proposal or proposals best meeting the City's requirements. Proposal results may be obtained by: (1) e-mailing a request to the City Contact identified on the eBidding System or (2) visiting the P&C eBidding System to review the proposal results. To ensure an accurate response, requests should reference the Solicitation Number. Proposal results will not be released over the phone.

3. Multiple Awards. City will award contracts to one or more proposers.

E. PROTESTS. The City's protest procedures are codified in Chapter 2, Article 2, Division 30 of the San Diego Municipal Code (SDMC). These procedures provide unsuccessful proposers with the opportunity to challenge the City's determination on legal and factual grounds. The City will not consider or otherwise act upon an untimely protest.

F. SUBMITTALS REQUIRED UPON NOTICE TO PROCEED. The successful proposer is required to submit the following documents to P&C **within ten (10) business days** from the date on the Notice to Proceed letter:

1. Insurance Documents. Evidence of all required insurance, including all required endorsements, as specified in Article VII of the General Contract Terms and Provisions.

2. Taxpayer Identification Number. Internal Revenue Service (IRS) regulations require the City to have the correct name, address, and Taxpayer Identification Number (TIN) or Social Security Number (SSN) on file for businesses or persons who provide goods or services to the City. This information is necessary to complete Form 1099 at the end of each tax year. To comply with IRS regulations, the City requires each Contractor to provide a Form W-9 prior to the award of a Contract.

3. Business Tax Certificate. Unless the City Treasurer determines a business is exempt, all businesses that contract with the City must have a current business tax certificate.

4. Consultant Award Tracking Form. Consultant shall submit information to City as requested in Consultant Award Tracking Form. The information shall include the dollar amount awarded during the period covered by the Consultant Award Tracking Form.

5. Conflict of Interest Certification.

The City may find the proposer to be non-responsive and award the Contract to the next highest scoring responsible and responsive proposer if the apparent successful proposer fails to timely provide the required information or documents.

EXHIBIT B SCOPE OF WORK

A. BACKGROUND

The City of San Diego City Planning Department consists of Community Planning & Housing Policy, Environmental Policy & Public Spaces, and Community Engagement, Work Culture & Operations Divisions. The Community Planning & Housing Policy Division is responsible for amending and updating the City's General Plan, Community Plans, and Land Development Code. The Division is also responsible for developing policies and regulations that streamline and incentivize the production of housing and jobs. The Department's housing policies and regulations are focused on increasing the supply and production of homes in locations that are within walking and bicycling distance of transit, shopping, and jobs to support the City's environmental justice, fair housing, and climate goals.

The Environmental Policy & Public Spaces Division is responsible for developing policies and regulations that further the City's climate and open space conservation goals. The Division is also responsible for the City's long-range park planning, which is focused on delivering safe and enjoyable parks in the areas of the city with the greatest needs. The Division implements and monitors the City's Multiple Species Conservation Program (MSCP). In addition to managing the City's Development Impact Fee Program, the Division is responsible for long-range infrastructure planning. Additionally, this Division conducts reviews of all City actions under the California Environmental Quality Act (CEQA).

The City Planning Department's Community Engagement, Work Culture & Operations Division is responsible for delivering all operational and support services that enable the implementation of the Department's core activities by overseeing operations, budget, grants, mapping and data analysis and technology solutions, and inclusive community engagement. This Division is responsible for advising on opportunities for inclusive public participation opportunities to inform all Department initiatives, working to ensure members of the public are informed about and can provide input into plans and policies that aim to improve their communities, so that the City's long-range plans can better meet the needs of the people who live, work and play in San Diego. This Division is especially focused on reaching and engaging underrepresented groups and communities who have not traditionally participated in the planning process to ensure that the input received is representative of the City's diverse population. This Division also develops public education to help enhance public understanding of the department's work.

B. SCOPE OF SERVICES

The City Planning Department is responsible for long-range planning throughout the City, which includes updating and amending community plans, the City's General Plan, and new development in alignment with the City's Strategic Plan Priority Areas. All land use planning work requires public outreach and engagement to inform policy development, infrastructure prioritization and land development code changes. Specifically, this includes designing and implementing engagement materials and techniques to facilitate public understanding and participation on planning initiatives. This helps ensure that planning initiatives and policy changes are defensible and have undergone public vetting.

Consultant services will support the Department's work program initiatives being conducted

by each division, many of which have requirements to conduct public outreach and engagement set forth by the State of California (e.g., requirements to identify environmental justice communities through public engagement set forth by SB 1000; demonstrated community outreach and engagement efforts required for State certification of the City's General Plan Housing Element). State law requires that local planning agencies provide opportunities for community involvement. As part of the planning process for updates and amendments to General Plans and Community Plans, public outreach and engagement are required to develop and reassess potential changes to the vision, goals, and policies of land use plans and to develop land use plan alternatives. The requested services are also necessary for the Department to implement Council Policies 000-32 and 800-14 relative to infrastructure planning, which calls for reaching out and engaging a broad spectrum of the community to ensure that input received truly meets the needs of residents and that infrastructure investments are prioritized equitably and delivered efficiently.

The City is in the process of creating an Inclusive Public Engagement Guide which will set forth standards and best practices for inclusive public engagement on planning initiatives and all projects led by operational Departments so that City decisions can best meet the needs of San Diegans. Consultant services to recommend and implement community outreach and engagement strategies are critical to meet both local guidelines and state public participation requirements. In order to conduct planning work more efficiently in support of the Department's initiatives, the Consultant will be used on an as-needed basis.

The City may select more than one Consultant to provide services on an as-needed basis.

To be considered responsive, Consultant must submit proposals for all of the services below (1-8).

C. DELIVERABLES

Projects include but may not be limited to, the services listed below:

1. PROJECT MANAGEMENT AND DELIVERABLES

The Consultant will be the point of contact for City staff regarding project updates, status, deliverables, schedule, and budget. Consultant shall conduct project team meetings, coordinate tasks, and prepare administrative deliverables.

Various meetings will be required throughout this contract. Meeting types could include, but are not limited to:

- 1.1 Project kick-off meeting with City staff and other consultants.
- 1.2 Coordination meetings with other consultants, sub-consultants, and engagement partners.
- 1.3 Progress meetings with City staff.
- 1.4 Meetings with local community groups and community members.

1.5 Meetings with Federal, State, regional and/or local agencies (e.g., U.S. Army Corps of Engineers, Caltrans, SANDAG, Port of San Diego, etc.)

1.6 Public hearings (e.g., City Council, City Council Committee, Planning Commission, Parks & Recreation Board, etc.)

1.7 "Make-up" meetings for participants who could not attend essential meetings.

Consultant will ensure all project deliverables are submitted according to discussed deadlines. Project-specific deliverables will be discussed and coordinated with the initiative's project staff. Examples of these deliverables may include meeting summaries, public reports, engagement summaries, and presentation slideshows.

In addition to standard project deliverables, other administrative deliverables shall be regularly provided to City staff, such as meeting minutes, monthly invoices, and status reports. Consultant shall identify next steps and action items in team meeting minutes. Access to a cloud-based project documentation and management system for the project team is desirable.

Depending on project needs, Consultant may act as the administrative liaison between engagement partners like community-based organizations or higher education institutions and City staff. In such instances, the Consultant will coordinate invoicing, tasks, and deliverables directly with engagement partners to meet project deadlines.

2. OUTREACH AND ENGAGEMENT RESEARCH PLANNING

Consultant shall support staff in developing and implementing public outreach and engagement strategies, engagement plans and timelines, and providing recommendations on inclusive and innovative outreach and engagement techniques. Consultant may assist in preliminary geographic, demographic, socioeconomic, and market research to inform what engagement approaches are best suited for an initiative. This research may also include reviewing academic journals and research pertaining to public participation to filter and summarize case studies and best practices. This task may include providing support for public engagement- focused grant applications.

Public engagement timelines must accommodate the planning initiative's operational schedule, including meeting any established deadlines defined by City staff. Collaborate with City staff to conduct stakeholder research, mapping, and analyses by assessing and identifying underrepresented groups and communities within the project's impact area and devising strategies to involve them. Stakeholder research may include conducting informational meetings with relevant community organizations to understand existing priorities and stakeholder landscape. This task includes supporting the regular upkeep of internal stakeholder lists.

Consultant shall research and provide to City project team relevant previous public input from local initiatives (City or other agencies') to help the City reduce engagement fatigue and ensure previous relevant input is presented to the public to

build upon past engagement efforts. This task includes consolidating previous public input in a format that is easy to understand and discern for both internal decisionmakers and the public.

Consultant will incorporate best practices stipulated in the Citywide Inclusive Public Engagement Guide as part of this task.

3. PLANNING, EXECUTION, AND FACILITATION OF ENGAGEMENT ACTIVITIES

Consultant shall lead public engagement events and activities. This task includes meeting space planning and setup, logistics coordination, and developing support materials. Logistic deliverables may include event space permits and applications, media release forms, brainstorm documents, venue descriptions, logistic plans, budgets, materials lists, schedules, agendas, itineraries, invitations, etc. The Consultant will prepare an event schedule document with supporting engagement activities and materials, support with run-throughs/rehearsals of meetings as needed, and serve as the key liaison for event location coordination.

Consultant shall assist staff with the implementation of various in-person, virtual, or hybrid engagement techniques, including but not limited to surveys, interviews, pop-up and tabling events, canvassing, site visits, public meetings, workshops, open houses, briefings, videoconferences, arts-based engagement, etc. Consultant shall facilitate public meetings or public participation events and coordinate facilitation plan prior to the event. Facilitators shall implement meeting management strategies to ensure that allocated time for the public participation schedule is adhered to and sequence of activities is congruent. Consultant shall manage all audiovisual equipment and logistics for hybrid and virtual meetings and select and implement virtual tools that promote audience engagement and feedback.

Consultant is expected to represent the City of San Diego while assisting project staff in conducting project presentations before other agencies, elected officials, advisory boards, community-based organizations, and community members. In such interactions, uphold the City's principles of customer service by listening and communicating with tact and courtesy, ensuring requests are promptly addressed and followed up with when applicable. Consider the City's commitment to building trust and true relationships throughout interactions with external stakeholders. Consultant must adhere to existing City standards, confidentiality norms, speech etiquette, and dress codes as they become applicable.

For more involved engagement techniques such as collaboration with community ambassadors or establishing advisory groups, Consultant may also assist with developing an initial application, creating selection criteria, and filtering applicants.

Consultant will account for and administer relevant participation support costs: meals and refreshments, promotional/giveaway items to acknowledge participation, participant stipends, activity materials, and any other presentation, event, or meeting collateral. Such participation costs must be budgeted appropriately, documented, and planned for upon previous discussion with the

project team. Consultant will assist the project staff in managing and maintaining the Department's participation materials and support costs inventory by properly logging in and out all items that have been used.

4. TRAINING AND CAPACITY-BUILDING FOR INCLUSIVE ENGAGEMENT

Consultant may provide recommendations, orientation, and training to City staff and external engagement partners to help them learn and implement inclusive engagement best practices. In the case of formal training, the consultant team must be fully versed in the content of the Citywide Inclusive Public Engagement Guide and be able to distill the information for participants and help them apply to varied public engagement scenarios. The Consultant shall develop and conduct training as the project team indicates. The Consultant shall provide any software and equipment necessary for the training. consultant team shall track and record participant attendance and may prepare completion certificates or other tokens of acknowledgement for participants.

Consultant will assist City staff in managing and supporting engagement partners such as community-based organizations and universities in navigating City processes like contracting and reporting. Capacity-building support for engagement partners may include providing orientation on how to work and communicate with the City. This task may also include supporting and advising on engagement partners' unique engagement plans and providing them templates for outreach materials and reporting. This task includes ongoing reporting of engagement partners' experiences to the City project team in order to work toward continuous improvement in engagement partnerships between the City and external organizations.

Consultant may provide individualized assistance to engagement partners as needed. Reports of assistance provided shall be reported at each team meeting with City staff.

Additional capacity-building support for community members may entail orientation on the City's functions and structure, how to participate in City decision-making processes and why participating benefits them and their community. These orientation sessions may occur in the form of civic education workshops, academies, or informal briefings.

5. STRATEGIC COMMUNICATIONS, MARKETING AND OUTREACH

Consultant shall advise on project communications tasks, such as developing key project messages to share with the public, with an emphasis on distilling complex architectural, engineering, and City Planning initiatives for public consumption. This may include tailoring project communications to specific stakeholders, incorporating guidance from City staff.

Consultant shall provide recommendations on project branding, such as initiative name, taglines, , etc. Consultant shall adopt branding strategies that suit the City's values, visual style guide, and the project's goals.

Where applicable, Consultant shall assist City teams in developing marketing strategies and campaigns. This task includes but is not limited to creating videos and collaborating with City staff in implementing social media strategies through posts and other forms of social media content creation.

Consultant may suggest appropriate and innovative advertisement and public awareness strategies. Consultants may also be requested to provide input on appropriate promotional items to increase project awareness and work with City teams to create new partnerships to further public interest in the given initiative.

Collaborate with City teams to monitor performance and engagement metrics, such as reach, public sentiment, return on investment, etc. and perform after-action report to capture areas of success and areas of improvement for subsequent outreach campaigns.

6. STATISTICALLY VALID SURVEYS

Consultant shall design, promote, implement, and analyze statistically valid surveys. Survey design will be conducted in partnership with City staff, and consultant team will implement survey design best practices to ensure unbiased questions. Ensure sampling strategies produce a representative and statistically valid sample for the population of the City of San Diego, implementing strategies to improve response rates among underrepresented community members.

Surveys should be able to be conducted in a variety of formats to reach underrepresented populations as needed, and a variety of languages, including Spanish.

This task may include crafting an outreach strategy to promote public awareness of the survey.

Implement data collection for the survey, including selecting and determining the sample of community members, conducting the interviews/survey, and developing survey data weights as needed.

Consultant shall compile and summarize survey results in a straightforward and easily readable format for decisionmakers.

7. DESIGN SOLUTIONS

Consultant is expected to assist City staff with design production work. Design production work for public engagement is outlined in four categories:

- 7.1 Simplifying architectural and engineering design – Advising on or supporting the simplifying of 2D/3D models and renderings to ensure they are understandable and straightforward for public presentations.
- 7.2 Graphic and editorial design – includes producing presentation slideshows, flyers, fact sheets, posters, brochures, custom graphics, and icons, etc.

7.3 Web and app design – working with City teams in developing project webpages and interactive sites, designing mobile apps, designing user interface and experience (UI/UX), and the upkeep of virtual engagement platforms (e.g., Conferences I/O, Hello Lamp Post).

7.4 Audiovisual media and social media support – such as video clips, animations, thumbnail design, etc.

Consultant will ensure project deliverables are submitted in file formats that are compatible and ready for the project staff to use. All graphics must adhere to the City of San Diego Visual Style Guide or any project visual templates unless indicated otherwise by project staff. File and retain project design files to expedite subsequent work with the City.

8. DOCUMENT AND CONSOLIDATE PUBLIC INPUT

Consultant will track and organize public input using a template and format as recommended by City staff, including voluntary demographic information and event satisfaction forms from attendees. At public participation events attended by the consultant team, consultant team shall document public input. Support the maintenance and upkeep of internal community input databases.

This task includes preparing community engagement summary documents to provide transparency to the public about the nature and quantity of public input provided over the course of a planning initiative or project and how this input was used to reach draft or final policy or project-level decisions. This task may also include preparing meeting summary reports or other event-level participation reports.

D. EXPERIENCE AND QUALIFICATIONS

1. Provide the resumes for the Project Manager and Principal-in-Charge and any other staff who will be primarily responsible for fulfilling a contract under this Scope of Work.
2. Describe your Firm's prior work history for the City (if any), including relevant advisory boards, commissions or working groups as applicable, and any work history providing similar services for other agencies.
3. Provide a brief description of the Firm's qualifications for and experience in engaging diverse communities in San Diego, including but not limited to: youth, older adults, immigrants, diverse racial groups, religious communities, veterans and members of the military, LBTQIA+ community, people with disabilities and people experiencing housing insecurity and/or homelessness.
4. Provide a brief description of the Firm's relevant practice areas relevant to the expected deliverables described in section C.
5. Describe the firm's multilingual translation and interpretation capabilities (if any), including Spanish, Tagalog, Chinese, Vietnamese, and Korean if applicable.

E. SELECTION PROCESS FOR EACH ASSIGNMENT

There are eight service areas which are sought, as described in Section C. Up to four Consultants will be awarded a contract to provide the services.

When the Department embarks on a new project or initiative (Project), the Department will send a brief statement regarding the Project and the assignment (task) to the Consultant. To be considered, Consultants will need to prepare a response identifying the proposed team, consistent with submitted rates, an estimated preliminary budget, scope of work and availability during the assignment. The Department will convene an Evaluation Committee to review and evaluate the responsive submittals and will select a Consultant that is best qualified for the Project and assignment. Once a Consultant is selected for a given Project, the Department may award subsequent assignments (tasks) on the same Project to the same consultant awarded the initial assignment without further invitations for proposals from the other Consultants. This practice enables operational efficiencies and continuity of Project knowledge essential for efficient operations.

F. LABOR CLASSIFICATIONS

The following labor classifications are applicable to this RFP:

Labor Classifications	Description
1. Principal	A staff person with more than 5 years of experience who is responsible for staffing and overall quality assurance and quality control. The Principal has the authority to commit resources and authorize contracts on behalf of the company.
2. Project Manager	A staff person with more than 5 years of experience in a project management role who acts as the secondary point of contact for the client. The Project Manager is capable of managing medium to large, semi-complex projects with a moderate degree of controversy.

G. REFERENCES

Consultant must demonstrate that it is able to perform the work as specified in this RFP. The City reserves the right to contact references provided and not provided by the Consultant.

References shall be submitted on the Contractor Standards Pledge of Compliance form attached to this RFP. Consultant may not provide a current City of San Diego staff member as a reference. If a City staff member is provided, the Consultant will be required to provide an additional reference.

Consultant is required to state all subconsultants to be used in the performance of the proposed Contract, and what portion of work will be assigned to each subconsultant on the form attached to this RFP.

The City shall rely on references as part of the evaluation process. The City reserves the right to take any or all of the following actions: reject a proposal based on an unsatisfactory reference(s); contact any person or persons associated with the reference; request additional references; contact organizations known to have used the Consultant in the past or are currently using the Consultant or Consultant's subconsultants' (as listed in Contractor Standards Pledge of Compliance form attached to this RFP) services; and contact independent Consulting firms for additional information about the Consultant or the Consultant's subconsultants.

H. TECHNICAL REPRESENTATIVE

The Technical Representative for this Contract is identified in the notice of award and is responsible for overseeing and monitoring this Contract.

I. PRICING SCHEDULE

In order to be considered responsive to this RFP, the Consultant shall submit pricing on the form and in the format provided herein in its entirety. Any deviations from the Pricing Schedule may be considered non-responsive and unacceptable. Pricing shall be inclusive of all fees and costs associated with the cost of services as described in the RFP, including but not limited to support services and overtime, travel and any other expenses incurred in the course of representing the City, including any sub participation. No other fees, costs, or other charges will be considered.

1. Labor classifications listed as 1 and 2, are detailed in Section F. Labor Classifications.
2. Position Title is to be the position title within the Consultant's organization.
3. Consultant shall list fully burdened hourly rates for the labor classifications that most closely match the classifications listed in Section F. Labor Classifications.
4. All classifications described in this pricing schedule should be listed, whether services are performed by Consultant or by sub participation. Additional classification rates may be submitted later and included as part of the agreement resulting from this solicitation.

If additional space is required, a separate sheet may be attached marked "Additional Labor Classifications". No other changes will be considered.

Labor Classification	Position Title	Year 1 - Fully Burdened Hourly Rate
1. Principal		\$
2. Project Manager		\$

EXHIBIT C



THE CITY OF SAN DIEGO

GENERAL CONTRACT TERMS AND PROVISIONS

APPLICABLE TO GOODS, SERVICES, AND CONSULTANT CONTRACTS

ARTICLE I

SCOPE AND TERM OF CONTRACT

1.1 Scope of Contract. The scope of contract between the City and a provider of goods and/or services (Contractor) is described in the Contract Documents. The Contract Documents are comprised of the Request for Proposal, Invitation to Bid, or other solicitation document (Solicitation); the successful bid or proposal; the letter awarding the contract to Contractor; the City's written acceptance of exceptions or clarifications to the Solicitation, if any; and these General Contract Terms and Provisions.

1.2 Effective Date. A contract between the City and Contractor (Contract) is effective on the last date that the contract is signed by the parties and approved by the City Attorney in accordance with Charter section 40. Unless otherwise terminated, this Contract is effective until it is completed or as otherwise agreed upon in writing by the parties, whichever is the earliest. A Contract term cannot exceed five (5) years unless approved by the City Council by ordinance.

1.3 Contract Extension. The City may, in its sole discretion, unilaterally exercise an option to extend the Contract as described in the Contract Documents. In addition, the City may, in its sole discretion, unilaterally extend the Contract on a month-to-month basis following contract expiration if authorized under Charter section 99 and the Contract Documents. Contractor shall not increase its pricing in excess of the percentage increase described in the Contract.

ARTICLE II

CONTRACT ADMINISTRATOR

2.1 Contract Administrator. The Purchasing Agent or designee is the Contract Administrator for purposes of this Contract, and has the responsibilities described in this Contract, in the San Diego Charter, and in Chapter 2, Article 2, Divisions 5, 30, and 32.

2.1.1 Contractor Performance Evaluations. The Contract Administrator will evaluate Contractor's performance as often as the Contract Administrator deems necessary throughout the term of the contract. This evaluation will be based on criteria including the quality of goods or services, the timeliness of performance, and adherence to applicable laws, including prevailing wage and living wage. City will provide Contractors who receive an unsatisfactory rating with a copy of the evaluation and an opportunity to respond. City may consider final evaluations, including Contractor's response, in evaluating future proposals and bids for contract award.

2.2 Notices. Unless otherwise specified, in all cases where written notice is required under this Contract, service shall be deemed sufficient if the notice is personally delivered or deposited in the United States mail, with first class postage paid, attention to the Purchasing Agent. Proper notice is effective on the date of personal delivery or five (5) days after deposit in a United States postal mailbox unless provided otherwise in the Contract. Notices to the City shall be sent to:

Purchasing Agent
City of San Diego, Purchasing and Contracting Division
1200 3rd Avenue, Suite 200
San Diego, CA 92101-4195

ARTICLE III COMPENSATION

3.1 Manner of Payment. Contractor will be paid monthly, in arrears, for goods and/or services provided in accordance with the terms and provisions specified in the Contract.

3.2 Invoices.

3.2.1 Invoice Detail. Contractor's invoice must be on Contractor's stationary with Contractor's name, address, and remittance address if different. Contractor's invoice must have a date, an invoice number, a purchase order number, a description of the goods or services provided, and an amount due.

3.2.2 Service Contracts. Contractor must submit invoices for services to City by the 10th of the month following the month in which Contractor provided services. Invoices must include the address of the location where services were performed and the dates in which services were provided.

3.2.3 Goods Contracts. Contractor must submit invoices for goods to City within seven days of the shipment. Invoices must describe the goods provided.

3.2.4 Parts Contracts. Contractor must submit invoices for parts to City within seven calendar (7) days of the date the parts are shipped. Invoices must include the manufacturer of the part, manufacturer's published list price, percentage discount applied in accordance with Pricing Page(s), the net price to City, and an item description, quantity, and extension.

3.2.5 Extraordinary Work. City will not pay Contractor for extraordinary work unless Contractor receives prior written authorization from the Contract Administrator. Failure to do so will result in payment being withheld for services. If approved, Contractor will include an invoice that describes the work performed and the location where the work was performed, and a copy of the Contract Administrator's written authorization.

3.2.6 Reporting Requirements. Contractor must submit the following reports using the City's web-based contract compliance portal. Incomplete and/or delinquent reports may cause payment delays, non-payment of invoice, or both. For questions, please view the City's online tutorials on how to utilize the City's web-based contract compliance portal.

3.2.6.1 Monthly Employment Utilization Reports. Contractor and Contractor's subcontractors and suppliers must submit Monthly Employment Utilization Reports by the fifth (5th) day of the subsequent month.

3.2.6.2 Monthly Invoicing and Payments. Contractor and Contractor's subcontractors and suppliers must submit Monthly Invoicing and Payment Reports by the fifth (5th) day of the subsequent month.

3.3 Annual Appropriation of Funds. Contractor acknowledges that the Contract term may extend over multiple City fiscal years, and that work and compensation under this Contract is contingent on the City Council appropriating funding for and authorizing such work and compensation for those fiscal years. This Contract may be terminated at the end of the fiscal year for which sufficient funding is not appropriated and authorized. City is not obligated to pay Contractor for any amounts not duly appropriated and authorized by City Council.

3.4 Price Adjustments. Based on Contractor's written request and justification, the City may approve an increase in unit prices on Contractor's pricing pages consistent with the amount requested in the justification in an amount not to exceed the increase in the Consumer Price Index, San Diego Area, for All Urban Customers (CPI-U) as published by the Bureau of Labor Statistics, or 5.0%, whichever is less, during the preceding one year term. If the CPI-U is a negative number, then the unit prices shall not be adjusted for that option year (the unit prices will not be decreased). A negative CPI-U shall be counted against any subsequent increases in the CPI-U when calculating the unit prices for later option years. Contractor must provide such written request and justification no less than sixty days before the date in which City may exercise the option to renew the contract, or sixty days before the anniversary date of the Contract. Justification in support of the written request must include a description of the basis for the adjustment, the proposed effective date and reasons for said date, and the amount of the adjustment requested with documentation to support the requested change (e.g. CPI-U or 5.0%, whichever is less). City's approval of this request must be in writing.

ARTICLE IV SUSPENSION AND TERMINATION

4.1 City's Right to Suspend for Convenience. City may suspend all or any portion of Contractor's performance under this Contract at its sole option and for its convenience for a reasonable period of time not to exceed six (6) months. City must first give ten (10) days' written notice to Contractor of such suspension. City will pay to Contractor a sum equivalent to the reasonable value of the goods and/or services satisfactorily provided up to the date of suspension. City may rescind the suspension prior to or at six (6) months by providing Contractor with written notice of the rescission, at which time Contractor would be required to resume performance in compliance with the terms and provisions of this Contract. Contractor will be entitled to an extension of time to complete performance under the Contract equal to the length of the suspension unless otherwise agreed to in writing by the Parties.

4.2 City's Right to Terminate for Convenience. City may, at its sole option and for its convenience, terminate all or any portion of this Contract by giving thirty (30) days' written notice of such termination to Contractor. The termination of the Contract shall be effective upon receipt of the notice by Contractor. After termination of all or any portion of the Contract, Contractor shall: (1) immediately discontinue all affected performance (unless the notice directs otherwise); and (2) complete any and all additional work necessary for the orderly filing of

documents and closing of Contractor's affected performance under the Contract. After filing of documents and completion of performance, Contractor shall deliver to City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials created or received by Contractor in performing this Contract, whether completed or in process. By accepting payment for completion, filing, and delivering documents as called for in this section, Contractor discharges City of all of City's payment obligations and liabilities under this Contract with regard to the affected performance.

4.3 City's Right to Terminate for Default. Contractor's failure to satisfactorily perform any obligation required by this Contract constitutes a default. Examples of default include a determination by City that Contractor has: (1) failed to deliver goods and/or perform the services of the required quality or within the time specified; (2) failed to perform any of the obligations of this Contract; and (3) failed to make sufficient progress in performance which may jeopardize full performance.

4.3.1 If Contractor fails to satisfactorily cure a default within ten (10) calendar days of receiving written notice from City specifying the nature of the default, City may immediately cancel and/or terminate this Contract, and terminate each and every right of Contractor, and any person claiming any rights by or through Contractor under this Contract.

4.3.2 If City terminates this Contract, in whole or in part, City may procure, upon such terms and in such manner as the Purchasing Agent may deem appropriate, equivalent goods or services and Contractor shall be liable to City for any excess costs. Contractor shall also continue performance to the extent not terminated.

4.4 Termination for Bankruptcy or Assignment for the Benefit of Creditors. If Contractor files a voluntary petition in bankruptcy, is adjudicated bankrupt, or makes a general assignment for the benefit of creditors, the City may at its option and without further notice to, or demand upon Contractor, terminate this Contract, and terminate each and every right of Contractor, and any person claiming rights by and through Contractor under this Contract.

4.5 Contractor's Right to Payment Following Contract Termination.

4.5.1 Termination for Convenience. If the termination is for the convenience of City an equitable adjustment in the Contract price shall be made. No amount shall be allowed for anticipated profit on unperformed services, and no amount shall be paid for an as needed contract beyond the Contract termination date.

4.5.2 Termination for Default. If, after City gives notice of termination for failure to fulfill Contract obligations to Contractor, it is determined that Contractor had not so failed, the termination shall be deemed to have been effected for the convenience of City. In such event, adjustment in the Contract price shall be made as provided in Section 4.3.2. City's rights and remedies are in addition to any other rights and remedies provided by law or under this Contract.

4.6 Remedies Cumulative. City's remedies are cumulative and are not intended to be exclusive of any other remedies or means of redress to which City may be lawfully entitled in case of any breach or threatened breach of any provision of this Contract.

ARTICLE V ADDITIONAL CONTRACTOR OBLIGATIONS

5.1 Inspection and Acceptance. The City will inspect and accept goods provided under this Contract at the shipment destination unless specified otherwise. Inspection will be made and acceptance will be determined by the City department shown in the shipping address of the Purchase Order or other duly authorized representative of City.

5.2 Responsibility for Lost or Damaged Shipments. Contractor bears the risk of loss or damage to goods prior to the time of their receipt and acceptance by City. City has no obligation to accept damaged shipments and reserves the right to return damaged goods, at Contractor's sole expense, even if the damage was not apparent or discovered until after receipt.

5.3 Responsibility for Damages. Contractor is responsible for all damage that occurs as a result of Contractor's fault or negligence or that of its' employees, agents, or representatives in connection with the performance of this Contract. Contractor shall immediately report any such damage to people and/or property to the Contract Administrator.

5.4 Delivery. Delivery shall be made on the delivery day specified in the Contract Documents. The City, in its sole discretion, may extend the time for delivery. The City may order, in writing, the suspension, delay or interruption of delivery of goods and/or services.

5.5 Delay. Unless otherwise specified herein, time is of the essence for each and every provision of the Contract. Contractor must immediately notify City in writing if there is, or it is anticipated that there will be, a delay in performance. The written notice must explain the cause for the delay and provide a reasonable estimate of the length of the delay. City may terminate this Contract as provided herein if City, in its sole discretion, determines the delay is material.

5.5.1 If a delay in performance is caused by any unforeseen event(s) beyond the control of the parties, City may allow Contractor to a reasonable extension of time to complete performance, but Contractor will not be entitled to damages or additional compensation. Any such extension of time must be approved in writing by City. The following conditions may constitute such a delay: war; changes in law or government regulation; labor disputes; strikes; fires, floods, adverse weather or other similar condition of the elements necessitating cessation of the performance; inability to obtain materials, equipment or labor; or other specific reasons agreed to between City and Contractor. This provision does not apply to a delay caused by Contractor's acts or omissions. Contractor is not entitled to an extension of time to perform if a delay is caused by Contractor's inability to obtain materials, equipment, or labor unless City has received, in a timely manner, documentary proof satisfactory to City of Contractor's inability to obtain materials, equipment, or labor, in which case City's approval must be in writing.

5.6 Restrictions and Regulations Requiring Contract Modification. Contractor shall immediately notify City in writing of any regulations or restrictions that may or will require Contractor to alter the material, quality, workmanship, or performance of the goods and/or services to be provided. City reserves the right to accept any such alteration, including any resulting reasonable price adjustments, or to cancel the Contract at no expense to the City.

5.7 Warranties. All goods and/or services provided under the Contract must be warranted by Contractor or manufacturer for at least twelve (12) months after acceptance by City, except automotive equipment. Automotive equipment must be warranted for a minimum of 12,000 miles or 12 months, whichever occurs first, unless otherwise stated in the Contract. Contractor is responsible to City for all warranty service, parts, and labor. Contractor is required to ensure that warranty work is performed at a facility acceptable to City and that services, parts, and labor are available and provided to meet City's schedules and deadlines. Contractor may establish a warranty service contract with an agency satisfactory to City instead of performing the warranty service itself. If Contractor is not an authorized service center and causes any damage to equipment being serviced, which results in the existing warranty being voided, Contractor will be liable for all costs of repairs to the equipment, or the costs of replacing the equipment with new equipment that meets City's operational needs.

5.8 Industry Standards. Contractor shall provide goods and/or services acceptable to City in strict conformance with the Contract. Contractor shall also provide goods and/or services in accordance with the standards customarily adhered to by an experienced and competent provider of the goods and/or services called for under this Contract using the degree of care and skill ordinarily exercised by reputable providers of such goods and/or services. Where approval by City, the Mayor, or other representative of City is required, it is understood to be general approval only and does not relieve Contractor of responsibility for complying with all applicable laws, codes, policies, regulations, and good business practices.

5.9 Records Retention and Examination. Contractor shall retain, protect, and maintain in an accessible location all records and documents, including paper, electronic, and computer records, relating to this Contract for five (5) years after receipt of final payment by City under this Contract. Contractor shall make all such records and documents available for inspection, copying, or other reproduction, and auditing by authorized representatives of City, including the Purchasing Agent or designee. Contractor shall make available all requested data and records at reasonable locations within City or County of San Diego at any time during normal business hours, and as often as City deems necessary. If records are not made available within the City or County of San Diego, Contractor shall pay City's travel costs to the location where the records are maintained and shall pay for all related travel expenses. Failure to make requested records available for inspection, copying, or other reproduction, or auditing by the date requested may result in termination of the Contract. Contractor must include this provision in all subcontracts made in connection with this Contract.

5.9.1 Contractor shall maintain records of all subcontracts entered into with all firms, all project invoices received from Subcontractors and Suppliers, all purchases of materials and services from Suppliers, and all joint venture participation. Records shall show name, telephone number including area code, and business address of each Subcontractor and Supplier, and joint venture partner, and the total amount actually paid to each firm. Project relevant records, regardless of tier, may be periodically reviewed by the City.

5.10 Quality Assurance Meetings. Upon City's request, Contractor shall schedule one or more quality assurance meetings with City's Contract Administrator to discuss Contractor's performance. If requested, Contractor shall schedule the first quality assurance meeting no later than eight (8) weeks from the date of commencement of work under the Contract. At the quality assurance meeting(s), City's Contract Administrator will provide Contractor with feedback, will note any deficiencies in Contract performance, and provide Contractor with an opportunity to address and correct such deficiencies. The total number of quality assurance meetings that may be required by City will depend upon Contractor's performance.

5.11 Duty to Cooperate with Auditor. The City Auditor may, in his sole discretion, at no cost to the City, and for purposes of performing his responsibilities under Charter section 39.2, review Contractor's records to confirm contract compliance. Contractor shall make reasonable efforts to cooperate with Auditor's requests.

5.12 Safety Data Sheets. If specified by City in the solicitation or otherwise required by this Contract, Contractor must send with each shipment one (1) copy of the Safety Data Sheet (SDS) for each item shipped. Failure to comply with this procedure will be cause for immediate termination of the Contract for violation of safety procedures.

5.13 Project Personnel. Except as formally approved by the City, the key personnel identified in Contractor's bid or proposal shall be the individuals who will actually complete the work. Changes in staffing must be reported in writing and approved by the City.

5.13.1 Criminal Background Certification. Contractor certifies that all employees working on this Contract have had a criminal background check and that said employees are clear of any sexual and drug related convictions. Contractor further certifies that all employees hired by Contractor or a subcontractor shall be free from any felony convictions.

5.13.2 Photo Identification Badge. Contractor shall provide a company photo identification badge to any individual assigned by Contractor or subcontractor to perform services or deliver goods on City premises. Such badge must be worn at all times while on City premises. City reserves the right to require Contractor to pay fingerprinting fees for personnel assigned to work in sensitive areas. All employees shall turn in their photo identification badges to Contractor upon completion of services and prior to final payment of invoice.

5.14 Standards of Conduct. Contractor is responsible for maintaining standards of employee competence, conduct, courtesy, appearance, honesty, and integrity satisfactory to the City.

5.14.1 Supervision. Contractor shall provide adequate and competent supervision at all times during the Contract term. Contractor shall be readily available to meet with the City. Contractor shall provide the telephone numbers where its representative(s) can be reached.

5.14.2 City Premises. Contractor's employees and agents shall comply with all City rules and regulations while on City premises.

5.14.3 Removal of Employees. City may request Contractor immediately remove from assignment to the City any employee found unfit to perform duties at the City. Contractor shall comply with all such requests.

5.15 Licenses and Permits. Contractor shall, without additional expense to the City, be responsible for obtaining any necessary licenses, permits, certifications, accreditations, fees and approvals for complying with any federal, state, county, municipal, and other laws, codes, and regulations applicable to Contract performance. This includes, but is not limited to, any laws or regulations requiring the use of licensed contractors to perform parts of the work.

5.16 Contractor and Subcontractor Registration Requirements. Prior to the award of the Contract or Task Order, Contractor and Contractor's subcontractors and suppliers must register with the City's web-based vendor registration and bid management system. The City may not award the Contract until registration of all subcontractors and suppliers is complete. In the event this requirement is not met within the time frame specified by the City, the City reserves the right to rescind the Contract award and to make the award to the next responsive and responsible proposer of bidder.

ARTICLE VI INTELLECTUAL PROPERTY RIGHTS

6.1 Rights in Data. If, in connection with the services performed under this Contract, Contractor or its employees, agents, or subcontractors, create artwork, audio recordings, blueprints, designs, diagrams, documentation, photographs, plans, reports, software, source code, specifications, surveys, system designs, video recordings, or any other original works of authorship, whether written or readable by machine (Deliverable Materials), all rights of Contractor or its subcontractors in the Deliverable Materials, including, but not limited to publication, and registration of copyrights, and trademarks in the Deliverable Materials, are the sole property of City. Contractor, including its employees, agents, and subcontractors, may not use any Deliverable Material for purposes unrelated to Contractor's work on behalf of the City without prior written consent of City. Contractor may not publish or reproduce any Deliverable Materials, for purposes unrelated to Contractor's work on behalf of the City, without the prior written consent of the City.

6.2 Intellectual Property Rights Assignment. For no additional compensation, Contractor hereby assigns to City all of Contractor's rights, title, and interest in and to the content of the Deliverable Materials created by Contractor or its employees, agents, or subcontractors, including copyrights, in connection with the services performed under this Contract. Contractor

shall promptly execute and deliver, and shall cause its employees, agents, and subcontractors to promptly execute and deliver, upon request by the City or any of its successors or assigns at any time and without further compensation of any kind, any power of attorney, assignment, application for copyright, patent, trademark or other intellectual property right protection, or other papers or instruments which may be necessary or desirable to fully secure, perfect or otherwise protect to or for the City, its successors and assigns, all right, title and interest in and to the content of the Deliverable Materials. Contractor also shall cooperate and assist in the prosecution of any action or opposition proceeding involving such intellectual property rights and any adjudication of those rights.

6.3 Contractor Works. Contractor Works means tangible and intangible information and material that: (a) had already been conceived, invented, created, developed or acquired by Contractor prior to the effective date of this Contract; or (b) were conceived, invented, created, or developed by Contractor after the effective date of this Contract, but only to the extent such information and material do not constitute part or all of the Deliverable Materials called for in this Contract. All Contractor Works, and all modifications or derivatives of such Contractor Works, including all intellectual property rights in or pertaining to the same, shall be owned solely and exclusively by Contractor.

6.4 Subcontracting. In the event that Contractor utilizes a subcontractor(s) for any portion of the work that comprises the whole or part of the specified Deliverable Materials to the City, the agreement between Contractor and the subcontractor shall include a statement that identifies the Deliverable Materials as a “works for hire” as described in the United States Copyright Act of 1976, as amended, and that all intellectual property rights in the Deliverable Materials, whether arising in copyright, trademark, service mark or other forms of intellectual property rights, belong to and shall vest solely with the City. Further, the agreement between Contractor and its subcontractor shall require that the subcontractor, if necessary, shall grant, transfer, sell and assign, free of charge, exclusively to City, all titles, rights and interests in and to the Deliverable Materials, including all copyrights, trademarks and other intellectual property rights. City shall have the right to review any such agreement for compliance with this provision.

6.5 Intellectual Property Warranty and Indemnification. Contractor represents and warrants that any materials or deliverables, including all Deliverable Materials, provided under this Contract are either original, or not encumbered, and do not infringe upon the copyright, trademark, patent or other intellectual property rights of any third party, or are in the public domain. If Deliverable Materials provided hereunder become the subject of a claim, suit or allegation of copyright, trademark or patent infringement, City shall have the right, in its sole discretion, to require Contractor to produce, at Contractor’s own expense, new non-infringing materials, deliverables or works as a means of remedying any claim of infringement in addition to any other remedy available to the City under law or equity. Contractor further agrees to indemnify, defend, and hold harmless the City, its officers, employees and agents from and against any and all claims, actions, costs, judgments or damages, of any type, alleging or threatening that any Deliverable Materials, supplies, equipment, services or works provided under this contract infringe the copyright, trademark, patent or other intellectual property or proprietary rights of any third party (Third Party Claim of Infringement). If a Third Party Claim

of Infringement is threatened or made before Contractor receives payment under this Contract, City shall be entitled, upon written notice to Contractor, to withhold some or all of such payment.

6.6 Software Licensing. Contractor represents and warrants that the software, if any, as delivered to City, does not contain any program code, virus, worm, trap door, back door, time or clock that would erase data or programming or otherwise cause the software to become inoperable, inaccessible, or incapable of being used in accordance with its user manuals, either automatically, upon the occurrence of licensor-selected conditions or manually on command. Contractor further represents and warrants that all third party software, delivered to City or used by Contractor in the performance of the Contract, is fully licensed by the appropriate licensor.

6.7 Publication. Contractor may not publish or reproduce any Deliverable Materials, for purposes unrelated to Contractor's work on behalf of the City without prior written consent from the City.

6.8 Royalties, Licenses, and Patents. Unless otherwise specified, Contractor shall pay all royalties, license, and patent fees associated with the goods that are the subject of this solicitation. Contractor warrants that the goods, materials, supplies, and equipment to be supplied do not infringe upon any patent, trademark, or copyright, and further agrees to defend any and all suits, actions and claims for infringement that are brought against the City, and to defend, indemnify and hold harmless the City, its elected officials, officers, and employees from all liability, loss and damages, whether general, exemplary or punitive, suffered as a result of any actual or claimed infringement asserted against the City, Contractor, or those furnishing goods, materials, supplies, or equipment to Contractor under the Contract.

ARTICLE VII INDEMNIFICATION AND INSURANCE

7.1 Indemnification. To the fullest extent permitted by law, Contractor shall defend (with legal counsel reasonably acceptable to City), indemnify, protect, and hold harmless City and its elected officials, officers, employees, agents, and representatives (Indemnified Parties) from and against any and all claims, losses, costs, damages, injuries (including, without limitation, injury to or death of an employee of Contractor or its subcontractors), expense, and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, and litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, any goods provided or performance of services under this Contract by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or anyone that either of them control. Contractor's duty to defend, indemnify, protect and hold harmless shall not include any claims or liabilities arising from the sole negligence or willful misconduct of the Indemnified Parties.

7.2 Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or

in connection with the performance of the work hereunder and the results of that work by Contractor, his agents, representatives, employees or subcontractors.

Contractor shall provide, at a minimum, the following:

7.2.1 Commercial General Liability. Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

7.2.2 Commercial Automobile Liability. Insurance Services Office Form Number CA 0001 covering Code 1 (any auto) or, if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

7.2.3 Workers' Compensation. Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

7.2.4 Professional Liability (Errors and Omissions). For consultant contracts, insurance appropriate to Consultant’s profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

7.2.5 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

7.2.5.1 Additional Insured Status. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

7.2.5.2 Primary Coverage. For any claims related to this contract, Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by City, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

7.2.5.3 Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to City.

7.2.5.4 Waiver of Subrogation. Contractor hereby grants to City a waiver of any right to subrogation which the Workers' Compensation insurer of said Contractor may acquire against City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

7.2.5.5 Claims Made Policies (applicable only to professional liability). The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

7.3 Self Insured Retentions. Self-insured retentions must be declared to and approved by City. City may require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

7.4 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VI, unless otherwise acceptable to City.

City will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of California and is included on the List of Approved Surplus Lines Insurers (LASLI list). All policies of insurance carried by non-admitted carriers are subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

7.5 Verification of Coverage. Contractor shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

7.6 Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

7.7 Additional Insurance. Contractor may obtain additional insurance not required by this Contract.

7.8 Excess Insurance. All policies providing excess coverage to City shall follow the form of the primary policy or policies including but not limited to all endorsements.

7.9 Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as the CG 20 38 04 13 endorsement.

ARTICLE VIII BONDS

8.1 Payment and Performance Bond. Prior to the execution of this Contract, City may require Contractor to post a payment and performance bond (Bond). The Bond shall guarantee Contractor's faithful performance of this Contract and assure payment to contractors, subcontractors, and to persons furnishing goods and/or services under this Contract.

8.1.1 Bond Amount. The Bond shall be in a sum equal to twenty-five percent (25%) of the Contract amount, unless otherwise stated in the Specifications. City may file a claim against the Bond if Contractor fails or refuses to fulfill the terms and provisions of the Contract.

8.1.2 Bond Term. The Bond shall remain in full force and effect at least until complete performance of this Contract and payment of all claims for materials and labor, at which time it will convert to a ten percent (10%) warranty bond, which shall remain in place until the end of the warranty periods set forth in this Contract. The Bond shall be renewed annually, at least sixty (60) days in advance of its expiration, and Contractor shall provide timely proof of annual renewal to City.

8.1.3 Bond Surety. The Bond must be furnished by a company authorized by the State of California Department of Insurance to transact surety business in the State of California and which has a current A.M. Best rating of at least "A-, VIII."

8.1.4 Non-Renewal or Cancellation. The Bond must provide that City and Contractor shall be provided with sixty (60) days' advance written notice in the event of non-renewal, cancellation, or material change to its terms. In the event of non-renewal, cancellation, or material change to the Bond terms, Contractor shall provide City with evidence of the new source of surety within twenty-one (21) calendar days after the date of the notice of non-renewal, cancellation, or material change. Failure to maintain the Bond, as required herein, in full force

and effect as required under this Contract, will be a material breach of the Contract subject to termination of the Contract.

8.2 Alternate Security. City may, at its sole discretion, accept alternate security in the form of an endorsed certificate of deposit, a money order, a certified check drawn on a solvent bank, or other security acceptable to the Purchasing Agent in an amount equal to the required Bond.

ARTICLE IX CITY-MANDATED CLAUSES AND REQUIREMENTS

9.1 Contractor Certification of Compliance. By signing this Contract, Contractor certifies that Contractor is aware of, and will comply with, these City-mandated clauses throughout the duration of the Contract.

9.1.1 Drug-Free Workplace Certification. Contractor shall comply with City's Drug-Free Workplace requirements set forth in Council Policy 100-17, which is incorporated into the Contract by this reference.

9.1.2 Contractor Certification for Americans with Disabilities Act (ADA) and State Access Laws and Regulations: Contractor shall comply with all accessibility requirements under the ADA and under Title 24 of the California Code of Regulations (Title 24). When a conflict exists between the ADA and Title 24, Contractor shall comply with the most restrictive requirement (i.e., that which provides the most access). Contractor also shall comply with the City's ADA Compliance/City Contractors requirements as set forth in Council Policy 100-04, which is incorporated into this Contract by reference. Contractor warrants and certifies compliance with all federal and state access laws and regulations and further certifies that any subcontract agreement for this contract contains language which indicates the subcontractor's agreement to abide by the provisions of the City's Council Policy and any applicable access laws and regulations.

9.1.3 Non-Discrimination Requirements.

9.1.3.1 Compliance with City's Equal Opportunity Contracting Program (EOCP). Contractor shall comply with City's EOCP Requirements. Contractor shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Prime Contractors shall ensure that their subcontractors comply with this program. Nothing in this Section shall be interpreted to hold a Prime Contractor liable for any discriminatory practice of its subcontractors.

9.1.3.2 Non-Discrimination Ordinance. Contractor shall not discriminate on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of subcontractors, vendors or suppliers. Contractor shall provide equal opportunity for subcontractors to participate in subcontracting opportunities. Contractor understands and agrees that violation of this clause shall be considered a material breach of the Contract and may result

in Contract termination, debarment, or other sanctions. Contractor shall ensure that this language is included in contracts between Contractor and any subcontractors, vendors and suppliers.

9.1.3.3 Compliance Investigations. Upon City's request, Contractor agrees to provide to City, within sixty calendar days, a truthful and complete list of the names of all subcontractors, vendors, and suppliers that Contractor has used in the past five years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by Contractor for each subcontract or supply contract. Contractor further agrees to fully cooperate in any investigation conducted by City pursuant to City's Nondiscrimination in Contracting Ordinance. Contractor understands and agrees that violation of this clause shall be considered a material breach of the Contract and may result in Contract termination, debarment, and other sanctions.

9.1.4 Equal Benefits Ordinance Certification. Unless an exception applies, Contractor shall comply with the Equal Benefits Ordinance (EBO) codified in the San Diego Municipal Code (SDMC). Failure to maintain equal benefits is a material breach of the Contract.

9.1.5 Contractor Standards. Contractor shall comply with Contractor Standards provisions codified in the SDMC. Contractor understands and agrees that violation of Contractor Standards may be considered a material breach of the Contract and may result in Contract termination, debarment, and other sanctions.

9.1.6 Noise Abatement. Contractor shall operate, conduct, or construct without violating the City's Noise Abatement Ordinance codified in the SDMC.

9.1.7 Storm Water Pollution Prevention Program. Contractor shall comply with the City's Storm Water Management and Discharge Control provisions codified in Division 3 of Chapter 4 of the SDMC, as may be amended, and any and all applicable Best Management Practice guidelines and pollution elimination requirements in performing or delivering services at City owned, leased, or managed property, or in performance of services and activities on behalf of City regardless of location.

Contractor shall comply with the City's Jurisdictional Urban Runoff Management Plan encompassing Citywide programs and activities designed to prevent and reduce storm water pollution within City boundaries as adopted by the City Council on January 22, 2008, via Resolution No. 303351, as may be amended.

Contractor shall comply with each City facility or work site's Storm Water Pollution Prevention Plan, as applicable, and institute all controls needed while completing the services to minimize any negative impact to the storm water collection system and environment.

9.1.8 Service Worker Retention Ordinance. If applicable, Contractor shall comply with the Service Worker Retention Ordinance (SWRO) codified in the SDMC.

9.1.9 Product Endorsement. Contractor shall comply with Council Policy 000-41 which requires that other than listing the City as a client and other limited endorsements, any advertisements, social media, promotions or other marketing referring to the City as a user of a product or service will require prior written approval of the Mayor or designee. Use of the City Seal or City logos is prohibited.

9.1.10 Business Tax Certificate. Unless the City Treasurer determines in writing that a contractor is exempt from the payment of business tax, any contractor doing business with the City of San Diego is required to obtain a Business Tax Certificate (BTC) and to provide a copy of its BTC to the City before a Contract is executed.

9.1.11 Equal Pay Ordinance. Unless an exception applies, Contractor shall comply with the Equal Pay Ordinance codified in San Diego Municipal Code sections 22.4801 through 22.4809. Contractor shall certify in writing that it will comply with the requirements of the EPO.

9.1.11.1 Contractor and Subcontract Requirement. The Equal Pay Ordinance applies to any subcontractor who performs work on behalf of a Contractor to the same extent as it would apply to that Contractor. Any Contractor subject to the Equal Pay Ordinance shall require all of its subcontractors to certify compliance with the Equal Pay Ordinance in its written subcontracts.

ARTICLE X CONFLICT OF INTEREST AND VIOLATIONS OF LAW

10.1 Conflict of Interest Laws. Contractor is subject to all federal, state and local conflict of interest laws, regulations, and policies applicable to public contracts and procurement practices including, but not limited to, California Government Code sections 1090, *et. seq.* and 81000, *et. seq.*, and the Ethics Ordinance, codified in the SDMC. City may determine that Contractor must complete one or more statements of economic interest disclosing relevant financial interests. Upon City's request, Contractor shall submit the necessary documents to City.

10.2 Contractor's Responsibility for Employees and Agents. Contractor is required to establish and make known to its employees and agents appropriate safeguards to prohibit employees from using their positions for a purpose that is, or that gives the appearance of being, motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business or other relationships.

10.3 Contractor's Financial or Organizational Interests. In connection with any task, Contractor shall not recommend or specify any product, supplier, or contractor with whom Contractor has a direct or indirect financial or organizational interest or relationship that would violate conflict of interest laws, regulations, or policies.

10.4 Certification of Non-Collusion. Contractor certifies that: (1) Contractor's bid or proposal was not made in the interest of or on behalf of any person, firm, or corporation not identified; (2) Contractor did not directly or indirectly induce or solicit any other bidder or proposer to put in a sham bid or proposal; (3) Contractor did not directly or indirectly induce or

solicit any other person, firm or corporation to refrain from bidding; and (4) Contractor did not seek by collusion to secure any advantage over the other bidders or proposers.

10.5 Hiring City Employees. This Contract shall be unilaterally and immediately terminated by City if Contractor employs an individual who within the twelve (12) months immediately preceding such employment did in his/her capacity as a City officer or employee participate in negotiations with or otherwise have an influence on the selection of Contractor.

ARTICLE XI DISPUTE RESOLUTION

11.1 Mediation. If a dispute arises out of or relates to this Contract and cannot be settled through normal contract negotiations, Contractor and City shall use mandatory non-binding mediation before having recourse in a court of law.

11.2 Selection of Mediator. A single mediator that is acceptable to both parties shall be used to mediate the dispute. The mediator will be knowledgeable in the subject matter of this Contract, if possible.

11.3 Expenses. The expenses of witnesses for either side shall be paid by the party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator, and the cost of any proofs or expert advice produced at the direct request of the mediator, shall be borne equally by the parties, unless they agree otherwise.

11.4 Conduct of Mediation Sessions. Mediation hearings will be conducted in an informal manner and discovery will not be allowed. The discussions, statements, writings and admissions will be confidential to the proceedings (pursuant to California Evidence Code sections 1115 through 1128) and will not be used for any other purpose unless otherwise agreed by the parties in writing. The parties may agree to exchange any information they deem necessary. Both parties shall have a representative attend the mediation who is authorized to settle the dispute, though City's recommendation of settlement may be subject to the approval of the Mayor and City Council. Either party may have attorneys, witnesses or experts present.

11.5 Mediation Results. Any agreements resulting from mediation shall be memorialized in writing. The results of the mediation shall not be final or binding unless otherwise agreed to in writing by the parties. Mediators shall not be subject to any subpoena or liability, and their actions shall not be subject to discovery.

ARTICLE XII MANDATORY ASSISTANCE

12.1 Mandatory Assistance. If a third party dispute or litigation, or both, arises out of, or relates in any way to the services provided to the City under a Contract, Contractor, its agents, officers, and employees agree to assist in resolving the dispute or litigation upon City's request. Contractor's assistance includes, but is not limited to, providing professional consultations,

attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation.

12.2 Compensation for Mandatory Assistance. City will compensate Contractor for fees incurred for providing Mandatory Assistance. If, however, the fees incurred for the Mandatory Assistance are determined, through resolution of the third party dispute or litigation, or both, to be attributable in whole, or in part, to the acts or omissions of Contractor, its agents, officers, and employees, Contractor shall reimburse City for all fees paid to Contractor, its agents, officers, and employees for Mandatory Assistance.

12.3 Attorneys' Fees Related to Mandatory Assistance. In providing City with dispute or litigation assistance, Contractor or its agents, officers, and employees may incur expenses and/or costs. Contractor agrees that any attorney fees it may incur as a result of assistance provided under Section 12.2 are not reimbursable.

ARTICLE XIII MISCELLANEOUS

13.1 Headings. All headings are for convenience only and shall not affect the interpretation of this Contract.

13.2 Non-Assignment. Contractor may not assign the obligations under this Contract, whether by express assignment or by sale of the company, nor any monies due or to become due under this Contract, without City's prior written approval. Any assignment in violation of this paragraph shall constitute a default and is grounds for termination of this Contract at the City's sole discretion. In no event shall any putative assignment create a contractual relationship between City and any putative assignee.

13.3 Independent Contractors. Contractor and any subcontractors employed by Contractor are independent contractors and not agents of City. Any provisions of this Contract that may appear to give City any right to direct Contractor concerning the details of performing or providing the goods and/or services, or to exercise any control over performance of the Contract, shall mean only that Contractor shall follow the direction of City concerning the end results of the performance.

13.4 Subcontractors. All persons assigned to perform any work related to this Contract, including any subcontractors, are deemed to be employees of Contractor, and Contractor shall be directly responsible for their work.

13.5 Covenants and Conditions. All provisions of this Contract expressed as either covenants or conditions on the part of City or Contractor shall be deemed to be both covenants and conditions.

13.6 Compliance with Controlling Law. Contractor shall comply with all applicable local, state, and federal laws, regulations, and policies. Contractor's act or omission in violation of applicable local, state, and federal laws, regulations, and policies is grounds for contract

termination. In addition to all other remedies or damages allowed by law, Contractor is liable to City for all damages, including costs for substitute performance, sustained as a result of the violation. In addition, Contractor may be subject to suspension, debarment, or both.

13.7 Governing Law. The Contract shall be deemed to be made under, construed in accordance with, and governed by the laws of the State of California without regard to the conflicts or choice of law provisions thereof.

13.8 Venue. The venue for any suit concerning solicitations or the Contract, the interpretation of application of any of its terms and conditions, or any related disputes shall be in the County of San Diego, State of California.

13.9 Successors in Interest. This Contract and all rights and obligations created by this Contract shall be in force and effect whether or not any parties to the Contract have been succeeded by another entity, and all rights and obligations created by this Contract shall be vested and binding on any party's successor in interest.

13.10 No Waiver. No failure of either City or Contractor to insist upon the strict performance by the other of any covenant, term or condition of this Contract, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of this Contract, shall constitute a waiver of any such breach of such covenant, term or condition. No waiver of any breach shall affect or alter this Contract, and each and every covenant, condition, and term hereof shall continue in full force and effect without respect to any existing or subsequent breach.

13.11 Severability. The unenforceability, invalidity, or illegality of any provision of this Contract shall not render any other provision of this Contract unenforceable, invalid, or illegal.

13.12 Drafting Ambiguities. The parties acknowledge that they have the right to be advised by legal counsel with respect to the negotiations, terms and conditions of this Contract, and the decision of whether to seek advice of legal counsel with respect to this Contract is the sole responsibility of each party. This Contract shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Contract.

13.13 Amendments. Neither this Contract nor any provision hereof may be changed, modified, amended or waived except by a written agreement executed by duly authorized representatives of City and Contractor. Any alleged oral amendments have no force or effect. The Purchasing Agent must sign all Contract amendments.

13.14 Conflicts Between Terms. If this Contract conflicts with an applicable local, state, or federal law, regulation, or court order, applicable local, state, or federal law, regulation, or court order shall control. Varying degrees of stringency among the main body of this Contract, the exhibits or attachments, and laws, regulations, or orders are not deemed conflicts, and the most stringent requirement shall control. Each party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this Contract.

13.15 Survival of Obligations. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, shall survive, completion and acceptance of performance and termination, expiration or completion of the Contract.

13.16 Confidentiality of Services. All services performed by Contractor, and any sub-contractor(s) if applicable, including but not limited to all drafts, data, information, correspondence, proposals, reports of any nature, estimates compiled or composed by Contractor, are for the sole use of City, its agents, and employees. Neither the documents nor their contents shall be released by Contractor or any subcontractor to any third party without the prior written consent of City. This provision does not apply to information that: (1) was publicly known, or otherwise known to Contractor, at the time it was disclosed to Contractor by City; (2) subsequently becomes publicly known through no act or omission of Contractor; or (3) otherwise becomes known to Contractor other than through disclosure by City.

13.17 Insolvency. If Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, Contractor agrees to furnish, by certified mail or electronic commerce method authorized by the Contract, written notification of the bankruptcy to the Purchasing Agent and the Contract Administrator responsible for administering the Contract. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of City contract numbers and contracting offices for all City contracts against which final payment has not been made. This obligation remains in effect until final payment is made under this Contract.

13.18 No Third Party Beneficiaries. Except as may be specifically set forth in this Contract, none of the provisions of this Contract are intended to benefit any third party not specifically referenced herein. No party other than City and Contractor shall have the right to enforce any of the provisions of this Contract.

13.19 Actions of City in its Governmental Capacity. Nothing in this Contract shall be interpreted as limiting the rights and obligations of City in its governmental or regulatory capacity.

Exhibit D

Grant Agreement Requirements

Grant	Granting Agency	Grant Agreement No.	Grant Title	Attachment Reference
1	San Diego Association of Governments (SANDAG)	6000327	Small Scale Neighborhoods Initiative Regional Early Action Program 2.0 Housing Acceleration Grant Program Cycle 2	Exhibit E
2	San Diego Association of Governments (SANDAG)	6000330	City Affordable Home Development Plan Regional Early Action Program 2.0 Housing Acceleration Grant Program Cycle 2	Exhibit F
3	San Diego Association of Governments (SANDAG)	6000329	Mid-City Communities Plan Update Regional Early Action Program 2.0 Housing Acceleration Grant Program Cycle 2	Exhibit G
4	San Diego Association of Governments (SANDAG)	S1021763	Mid-City Communities Smart Growth Study Areas – Transnet Smart Growth Incentive Program – Planning Cycle 5	Exhibit H
5	County of San Diego	571567	Healthy Cities, Healthy Residents: Complete Streets – CalFresh Healthy Living Program	Exhibit I

Each of above-referenced Grant Agreements are hereby incorporated into the Contract (attached as Exhibits E-I) and the Parties mutually agree to comply with all Grant Agreement terms applicable to this Contract. In the event of a contradiction between general terms of the Contract and the equivalent

terms in the Grant Agreements, the Grant Agreement terms shall apply. Additionally, if the Grant Agreements contain terms that are not included or are omitted from the Contract Agreement terms, the additional Grant Agreement terms shall apply. In the event of a contradiction between the insurance terms of the Contract and the equivalent insurance terms in the Grant Agreements, the terms imposing the higher standards and levels of coverage shall apply. As an aide to the Consultant for distilling the various Grant Agreement terms, the significant Grant Agreement terms applicable to the Consultant include, but are not limited to:

With regards the SANDAG Regional Early Action Program Grant Exhibits E-G (Exhibits E-G in the table above), the requirements pertaining to third-party contracts are identical. Specifically, Sections VI. D (Licenses and Permits), VI. F.1 through VI. F.5 (Third-Party Contracting), VIII. Ethics A (Subgrantee Code of Conduct/Standards of Conduct) through D (SANDAG Code of Conduct), IX. E, (Access to Records of Subgrantees and Subcontractors), XII (Civil Rights), and Attachment C (Passthrough Provisions of REAP Terms and Conditions) to the Grant Agreements contain terms applicable to the Consultant and this Contract.

With regards to the SANDAG Transnet Smart Growth Incentive Program Grant Agreement (Exhibit H in the table above), sections VI.D (Compliance Information System), VI. E (Licenses and Permits), Sections VI.G-1 through VI G-5 (Third-Party Contracting), VII. Ethics A (Subgrantee Code of Conduct/Standards of Conduct) through D (SANDAG Code of Conduct), Section IX. E (Access to Records of Subgrantees and Subcontractors), and Section XII (Civil Rights), all contain terms applicable to the Consultant and this Contract.

With regards to the County of San Diego Healthy Cities, Healthy Residents: Complete Streets – CalFresh Healthy Living Program Grant Agreement (Exhibit I in the table above), sections 1.4 (Contractor's Agents and Employees or Subcontractors), more specifically see reference in section 1.4.2 stating this Contract shall require and comply with the provisions in Articles, 3,7,8,9,10,11,13,14 and 16, and section 4.6.1 of Article 4. Section 10.2 references Exhibit B and incorporates it into this Contract, the Insurance Requirements in Exhibit B are higher than what is required of the City, Consultant shall comply with all Exhibit B requirements. Section 16.5 incorporates all Exhibits to this Grant Agreement (A-D), Exhibit A section 6.5 requires State Mandatory Annual Civil Rights Training, Exhibit C details Payment Schedule and Exhibit D includes Additional Provisions.

EXHIBIT E

GRANT AGREEMENT BETWEEN THE SAN DIEGO ASSOCIATION OF
GOVERNMENTS AND CITY OF SAN DIEGO SMALL SCALE NEIGHBORHOOD
HOMES INITIATIVE REGIONAL EARLY ACTION PROGRAM 2.0 HOUSING
ACCELERATION GRANT PROGRAM – CYCLE 2

SANDAG CONTRACT No. 6000327

**GRANT AGREEMENT BETWEEN
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS AND
CITY OF SAN DIEGO
SMALL SCALE NEIGHBORHOOD HOMES INITIATIVE REGIONAL EARLY
ACTION PROGRAM 2.0 HOUSING ACCELERATION GRANT PROGRAM –
CYCLE 2**

SANDAG CONTRACT NO. 6000327

THIS GRANT AGREEMENT (“Agreement”) is made and entered into effective as of April 1, 2024 by and between the San Diego Association of Governments (“SANDAG”) and City of San Diego (“Subgrantee”). This Agreement expires on March 31, 2026, unless amended in writing by mutual agreement of the parties.

The following recitals are a substantive part of this Agreement:

- A.** In January 2010, the SANDAG Board of Directors approved Board Policy No. 035: Competitive Grant Program Procedures, which is available in its updated version at <https://www.sandag.org/about/bylaws-and-policies>. This Agreement and the Subgrantee’s performance are subject to Board Policy No. 035, which includes multiple “use it or lose it” provisions.
- B.** In 2019, the state legislature passed Assembly Bill 101, which created state grant fund programs to distribute one-time funding to regional entities to prioritize planning activities that accelerate housing production. Thereafter, the California Department of Housing and Community Development (HCD) established the Regional Early Action Planning grant program (REAP), which allocated \$6.8 million to SANDAG. Using these grant funds, SANDAG established a regional housing incentive program to collaborate on projects with a broader regional impact on housing.
- C.** REAP 2.0 was established as part of the 2021 California Comeback Plan under Assembly Bill 140, and HCD allocated SANDAG \$43 million. REAP 2.0 builds on the success of REAP 1.0 and expands the REAP program focus by addressing housing and climate goals in California through funding planning and capital activities related to the acceleration of housing production within infill areas that affirmatively further fair housing and reduce vehicle miles traveled.
- D.** On October 28, 2022, the SANDAG Board of Directors approved the program eligibility and evaluation criteria for the Housing Acceleration Program (HAP) Cycle 2 Call for Projects, including up to \$16 million in funding from REAP 2.0.
- E.** On May 7, 2023, SANDAG issued a call for projects from local jurisdictions in San Diego County that wish to apply for a portion of the HAP Cycle 2 funds for use on housing planning and capital improvement projects meeting certain criteria.
- F.** On October 13, 2023, the SANDAG Board of Directors approved a list of recommended HAP projects for this competitive grant cycle, and one of those projects is the subject of this Agreement (Project). The Project Scope of Work and Budget, and Project Schedule are included as Attachments A and B, respectively.
- G.** The purpose of this Agreement is to establish the terms and conditions for SANDAG to provide Subgrantee with funding to implement the Project.
- H.** Although SANDAG will provide financial assistance to Subgrantee to support the Project, SANDAG will not take an active role or retain substantial control of the Project. Therefore, this Agreement is characterized as a funding agreement rather than a cooperative agreement.

- I. Subgrantee understands that REAP 2.0 funds were granted from HCD with statutory requirements and a SANDAG expenditure deadline of June 30, 2026. The SANDAG funding commitment to HAP Projects, including this Project, is subject to those statutory requirements and deadlines, which may impact funding availability for this Project.

NOW, THEREFORE, it is agreed as follows:

I. GRANT AWARD

- A. The total amount payable by SANDAG to Subgrantee under this Agreement shall be the proportion of actual Project costs allocated to grant funding in the Project Budget (Attachment A) and shall not exceed the grant award of \$500,000 (Fund Limit).
- B. It is agreed and understood that this Agreement Fund Limit is a ceiling and that SANDAG will only reimburse the allowable cost of services rendered as authorized by SANDAG at or below the Fund Limit.

II. PROJECT BUDGET

The Subgrantee and SANDAG have agreed to a Project Budget outlined in Attachment A. The Subgrantee and third-party contractor(s) will incur obligations to the Project only as authorized by the Project Budget. Subgrantee may, with prior written approval from the HAP Program Manager, reallocate funds between tasks in the Project Budget as long as all of the following conditions are met:

1. The funds to be reallocated do not exceed an aggregate amount of ten percent for any particular task in the Project Budget,
2. The reallocation does not negatively impact the benefits obtained from the Project, and
3. There is no increase to the Fund Limit or decrease to the matching funds.

Any other changes to the Project Budget require the issuance of an amendment to this Agreement.

III. MATCHING FUNDS

Subgrantee agrees to provide matching funds in an amount of \$100,000 of the actual cost of the Project, estimated to be 16.67 percent based on the Project Budget. If the actual cost of the Project exceeds the Project Budget, Subgrantee is responsible for 100 percent of the actual cost greater than the Project Budget.

A. Availability of Grant Funding

Except where expressly allowed in writing herein, credits for matching funds will be made or allowed only for work performed on and after the Agreement effective date and before the termination date of this Agreement, unless expressly permitted by SANDAG in writing.

B. Reduction of Matching Funds

The Subgrantee agrees that no matching funds may be reduced unless a reduction of the proportional share of the grant funding provided by SANDAG under this Agreement is also made.

C. Prompt Payment of Subgrantee's Share of Matching Funds

Subgrantee agrees to complete all actions necessary to provide its share of the Project costs at or before the time the matching funds are needed from Subgrantee to pay for Project costs. The

Subgrantee agrees to provide not less than its cumulative required match amount of Project costs prior to invoicing SANDAG for reimbursement. Each of Subgrantee's invoices must include its matching fund contribution, along with supporting, descriptive and explanatory documentation for the matching funds provided.

IV. PROJECT MANAGER

Subgrantee's Project Manager is Grant Ruroede.

The HAP Program Manager is Goldy Herbon.

Project Manager continuity and experience are deemed essential in Subgrantee's ability to carry out the Project under the terms of this Agreement. Should the Subgrantee change the Project Manager, it will provide written notice to the HAP Program Manager within ten business days of the change, including contact information for the new Project Manager.

V. NOTICE

All notices required to be given, by either party to the other, shall be deemed fully given when made in writing and received by the parties at their respective addresses:

San Diego Association of Governments
Attention: Grants Program Manager
401 B Street, Suite 800
San Diego, CA 92101

Subgrantee:
City of San Diego
Attention: Grant Ruroede
202 C Street MS 413
San Diego CA 92101

VI. PROJECT IMPLEMENTATION

A. General

The Subgrantee agrees to carry out the Project as follows:

1. Project Description

Subgrantee agrees to perform the work as described in the Scope of Work included in Attachment A.

2. Subgrantee's Capacity

The Subgrantee agrees to maintain or acquire sufficient legal, financial, technical, and managerial capacity to: (a) plan, manage, and complete the Project as described in Attachment A and provide for the use of any Project property; (b) carry out any safety and security aspects of the Project; and (c) comply with the terms of the Agreement and all applicable laws, regulations, and policies pertaining to the Project and the Subgrantee, including but not limited to the Pass-Through Provisions from REAP Agreement (Attachment C) and Board Policy No. 035.

3. Project Schedule

The Subgrantee agrees to complete the Project according to the Project Schedule included in Attachment B and in compliance with the Pass-Through Provisions from REAP Agreement (Attachment C) and Board Policy No. 035.

4. Project Implementation and Oversight Requirements

Subgrantee agrees to comply with the Performance Measures included in Attachment D.

5. Changes to Project Scope of Work

This Agreement was awarded to Subgrantee based on the application submitted by Subgrantee with the intention that the awarded funds would be used to implement the Project as described in the project application. Any substantive deviation from Subgrantee's Scope of Work during project implementation may require reevaluation or result in loss of funding. If Subgrantee knows or should have known that substantive changes to the Project will occur or have occurred, Subgrantee will immediately notify SANDAG in writing. SANDAG will then determine whether the Project is still consistent with the overall objectives of the grant program and whether the changes would have negatively affected the Project ranking during the competitive grant evaluation process. SANDAG reserves the right to have grant funding withheld from Subgrantee, or refunded to SANDAG, due to Subgrantee's failure to complete the Project satisfactorily or due to substantive changes to the Project not approved in advance by SANDAG.

B. Application of Laws

Should a federal or state law pre-empt or conflict with a local law, policy, or ordinance, the Subgrantee must comply with the federal or state law and implementing regulations. No provision of this Agreement requires the Subgrantee to observe or enforce compliance with any provision, perform any other act, or do any other task in contravention of federal, state, territorial, or local law, regulation, or ordinance. If compliance with any provision of this Agreement violates or would require the Subgrantee to violate any law, the Subgrantee agrees to notify SANDAG immediately in writing. Should this occur, SANDAG and the Subgrantee agree to make appropriate arrangements to proceed with or, if necessary, terminate the Project or affected portions expeditiously.

C. Changes in Project Performance

The Subgrantee agrees to notify SANDAG immediately, in writing, of any change in local law, conditions (including its legal, financial, or technical capacity), or any other event, including a force majeure event, that may adversely affect the Subgrantee's ability to perform the Project under the terms of the Agreement and as required by Board Policy No. 035. The Subgrantee also agrees to notify SANDAG immediately, in writing, of any current or prospective major dispute, breach, default, or litigation that may adversely affect SANDAG's interests in the Project; and agrees to inform SANDAG, also in writing, before naming SANDAG as a party to litigation for any reason, in any forum. At a minimum, the Subgrantee agrees to send each notice to SANDAG required by this subsection to SANDAG's Grants Program Manager.

D. Licenses and Permits

Subgrantee represents and warrants to SANDAG that Subgrantee and its subcontractors will have all necessary licenses, permits, qualifications and approvals of whatever nature that are required to legally practice its profession and perform services under this Agreement at all times during the term of this Agreement.

E. Standard of Care

Subgrantee expressly warrants that the work to be performed under this Agreement shall be performed in accordance with the applicable standard of care. Where approval by SANDAG, its management, or other representative of SANDAG is indicated in the Scope of Work, it is understood to be conceptual approval only and does not relieve the Subgrantee of responsibility for complying with all laws, codes, industry standards, and liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of the Subgrantee or its subcontractors.

F. Third-Party Contracting

Although the Subgrantee may delegate any or almost all Project responsibilities to one or more third-party contractors, the Subgrantee agrees that it, rather than any third-party contractor, is ultimately responsible for compliance with all applicable laws, regulations, and this Agreement. The first invoice utilizing any third-party contractor shall be accompanied by evidence of compliance with the following requirements:

1. Competitive Procurement

Subgrantee shall not award contracts with a cumulative value over \$10,000 based on a noncompetitive procurement for work to be performed under this Agreement without the prior written approval of SANDAG. Contracts awarded by Subgrantee, if intended as local match credit, must meet the requirements outlined in this Agreement regarding local match funds. Upon request by SANDAG, Subgrantee shall submit its Request for Proposals or bid solicitation documents to SANDAG staff for review and comment for consistency with the agreed upon Scope of Work with SANDAG and to ensure a competitive process was used.

If Subgrantee hires a third-party contractor to carry out work funded under this Agreement, Subgrantee shall: prepare a cost estimate prior to soliciting proposals/bids; publicly advertise for competing proposals/bids for the work; for professional services, use cost as a significant evaluation factor in selecting the third-party contractor; document a record of negotiation establishing that the amount paid by Subgrantee for the work is fair and reasonable; and pass through the relevant obligations in this Agreement to the contractor.

2. Debarment

Subgrantee shall execute and cause its third-party contractors to execute debarment and suspension certificates stating they have not been disqualified from doing business with government entities. The documentation showing a lack of debarment shall be obtained from the following two websites:

- Subgrantee will check the System for Award Management (SAM) at www.sam.gov to verify the prime contractor and all of its subcontractors are not currently debarred or suspended by the federal government.
- Entities in the United States are banned from doing business with companies with ownership based in countries such as Cuba, Sudan and China due to United States trade sanctions. A search on the US Treasury's Office of Foreign Assets Control (OFAC) website can ensure Subgrantee will not be doing business with a vendor that is subject to trade sanctions. This can be done at <https://sanctionssearch.ofac.treas.gov/>.

3. Flowdown

Subgrantee agrees to take appropriate measures necessary, including the execution of a subagreement, lease, third-party contract, or other, to ensure that all Project participants, including alternate payees or third-party contractors at any tier, comply with all applicable federal laws, regulations, policies affecting Project implementation and Agreement requirements. In addition, if an entity other than the Subgrantee is expected to fulfill any responsibilities typically performed by the Subgrantee, the Subgrantee agrees to assure that the entity carries out the Subgrantee's responsibilities as outlined in this Agreement, including but not limited to those in Attachment C.

4. No SANDAG Obligations to Third Parties

In connection with the Project, the Subgrantee agrees that SANDAG shall not be subject to any obligations or liabilities to any subcontractor, lessee, third-party contractor at any tier, or other person or entity that is not a party to the Agreement for the Project. Notwithstanding that SANDAG may have concurred in or approved any solicitation, subagreement, lease, alternate payee designation, or third-party contract at any tier, SANDAG has no obligations or liabilities to any entity other than the Subgrantee.

5. Equipment Purchases

Subgrantee shall maintain ownership of any equipment purchased using Agreement funding and shall use such equipment only for the purposes outlined in this Agreement. The parties agree to meet and confer in good faith to ensure the equipment's continued use for the intended purposes, which may include reimbursement to SANDAG when the fair market value of the equipment at Project completion exceeds \$5,000. SANDAG and Subgrantee further agree that Subgrantee shall keep an inventory record for each piece of equipment purchased under this Agreement and maintain each piece of equipment in good operating order consistent with the purposes for which they were intended. SANDAG shall have the right to conduct periodic maintenance inspections to confirm the equipment's existence, condition, and proper maintenance.

VII. ETHICS

A. Subgrantee Code of Conduct/Standards of Conduct

The Subgrantee agrees to maintain a written code of conduct or standards of conduct that shall govern the actions of its officers, employees, council or board members, or agents engaged in the award or administration of subagreements, leases, or third-party contracts supported with the grant funding. The Subgrantee agrees that its code of conduct or standards of conduct shall specify that its officers, employees, council or board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from any present or potential subcontractor, lessee, or third-party contractor at any tier or agent thereof. The Subgrantee may set de minimis rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. The Subgrantee agrees that its code of conduct or standards of conduct shall also prohibit its officers, employees, board members, or agents from using their respective positions in a manner that presents a real or apparent personal or organizational conflict of interest or personal gain. As permitted by state or local law or regulations, the Subgrantee agrees that its code of conduct or standards of conduct shall include penalties, sanctions, or other disciplinary actions for violations by its officers, employees, council or board members, or their agents, or its third-party contractors or subcontractors or their agents.

B. Personal Conflicts of Interest

The Subgrantee agrees that its code of conduct or standards of conduct shall prohibit the Subgrantee's employees, officers, council or board members, or agents from participating in the selection, award, or administration of any third-party contract or subagreement supported by the grant funding if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, board member, or agent, including any member of their immediate family, partner, or organization that employs, or intends to employ, any of the parties listed herein have a financial interest in a firm competing for award.

C. Organizational Conflicts of Interest

The Subgrantee agrees that its code of conduct or standards of conduct shall include procedures for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract or subagreement may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or subcontractor or impair its objectivity in performing the contract work.

D. SANDAG Code of Conduct

SANDAG has established policies concerning potential conflicts of interest. These policies apply to Subgrantee. For all awards by SANDAG, any practices that might result in unlawful activity are prohibited including, but not limited to, rebates, kickbacks, or other unlawful considerations. SANDAG staff members are specifically prohibited from participating in the selection process when those staff have a close personal relationship, family relationship, or past (within the last 12 months), present, or potential business or employment relationship with a person or business entity seeking a contract with SANDAG. It is unlawful for any contract to be made by SANDAG if any individual Board member or staff has a prohibited financial interest in the contract. Staff also are prohibited from soliciting or accepting gratuities from any organization seeking funding from SANDAG. SANDAG's officers, employees, agents, and board members shall not solicit or accept gifts, gratuities, favors, or anything of monetary value from consultants, potential consultants, or parties to subagreements. By signing this Agreement, Subgrantee affirms that it has no knowledge of an ethical violation by SANDAG staff or Subgrantee. If Subgrantee has any reason to believe a conflict of interest exists concerning the Agreement or the Project, it shall notify the SANDAG Office of General Counsel immediately.

E. Bonus or Commission

The Subgrantee affirms that it has not paid, and agrees not to pay, any bonus or commission to obtain approval of its grant funding application for the Project.

F. False or Fraudulent Statements or Claims

The Subgrantee acknowledges and agrees that by executing the Agreement for the Project, the Subgrantee certifies or affirms the truthfulness and accuracy of each statement it has made, it makes, or it may make in connection with the Project, including, but not limited to, the Subgrantee's grant application, progress reports, and invoices.

VIII. PAYMENTS

A. Type of Payment

The payment type for this Agreement will be reimbursement and will be based on actual, substantiated, and allowable costs described herein.

B. Alternate Payee

If the Subgrantee designates a party as an Alternate Payee, Alternate Payee is authorized to submit payment requests directly to SANDAG to receive reimbursement for allowable Project costs. This does not alleviate Subgrantee from all obligations under this Grant Agreement.

C. Invoicing

Subgrantee or Alternate Payee is required to submit invoices quarterly using a template provided by SANDAG. Invoices must be accompanied by a quarterly report (template to be provided by SANDAG). SANDAG will make payments for eligible amounts to Subgrantee or Alternate Payee as promptly as SANDAG fiscal procedures permit upon receipt of Subgrantee's or Alternate Payee's itemized signed invoice(s), backup, deliverables, and confirmation by the HAP Program Manager that Subgrantee is in compliance with the reporting and other requirements in this Agreement. SANDAG shall retain 10 percent from the amounts invoiced until the satisfactory completion of the Project. SANDAG shall promptly pay retention amounts to Subgrantee or Alternate Payee following satisfactory completion of the Scope of Work, including but not limited to receipt of all deliverables, completion of a final site visit, and notification that all labor compliance requirements have been met (for capital projects), the final invoice, and all required documentation.

D. Eligible Costs

The Subgrantee agrees that Project costs eligible for grant funding must comply with the following requirements unless SANDAG determines otherwise in writing. To be eligible for reimbursement, Project costs must be:

1. Consistent with the Project Scope of Work, Schedule, and Project Budget, and other provisions of the Agreement.
2. Necessary to accomplish the Project.
3. Reasonable for the goods or services purchased.
4. Actual net costs to the Subgrantee (i.e., the price paid minus any refunds, rebates, or other items of value received by the Subgrantee that reduces the cost actually incurred, excluding program income). Project-generated revenue realized by the Subgrantee shall be used to support the Project. Project-generated revenue and expenditures, if any, shall be reported at the end of the Agreement period.
5. Incurred for work performed on or after the Agreement effective date and before the termination date, and also must have been paid for by the Subgrantee.
6. Satisfactorily documented with supporting documentation, which will be submitted with each invoice. Copies of invoices are required for goods or services provided by third parties.
7. Treated consistently following generally accepted accounting principles and procedures for the Subgrantee and any third-party contractors and subcontractors, (see Section entitled "Accounting Records").
8. Eligible for grant funding as part of the grant program through which the funds were awarded.

E. Excluded Costs

In determining the amount of REAP funds SANDAG will provide for the Project, SANDAG will exclude the following:

1. Any Project cost incurred by the Subgrantee before the Effective Date of the Agreement or applicable Amendment.
2. Any cost that is not included in the Project Budget.
3. Any cost for Project property or services received in connection with a subagreement, lease, third-party contract, or other arrangement that is required to be, but has not been, concurred in or approved in writing by SANDAG.
4. Any cost ineligible for SANDAG participation as provided by applicable laws, regulations, or policies.
5. Any cost incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved (any indirect cost). Typical indirect costs include facilities and administration costs such as heat/air conditioning, lighting, payroll, and the entity's accounting system. Administrative costs such as clerical and support staff salaries are often treated as indirect costs.

The Subgrantee understands and agrees that payment to the Subgrantee for any Project cost does not constitute SANDAG's final decision about whether that cost is allowable and eligible for payment under the Project and does not constitute a waiver of any violation by the Subgrantee of the terms of this Agreement or Board Policy No. 035. The Subgrantee acknowledges that SANDAG will not make a final determination about the allowability and eligibility of any cost until the final payment has been made on the Project or the results of an audit of the Project requested by SANDAG have been completed, whichever occurs latest. If SANDAG determines that the Subgrantee is not entitled to receive any portion of the grant funding requested or paid, SANDAG will notify the Subgrantee in writing, stating its reasons. The Subgrantee agrees that Project closeout will not alter the Subgrantee's responsibility to return any funds due to SANDAG as a result of later refunds, corrections, performance deficiencies, or other similar actions; nor will Project closeout alter SANDAG's right to disallow costs and recover funds provided for the Project on the basis of a later audit or other review. Upon notification to the Subgrantee that specific amounts are owed to SANDAG, whether for excess payments of grant funding, disallowed costs, or funds recovered from third parties or elsewhere, the Subgrantee agrees to promptly remit to SANDAG the amounts owed, including applicable interest, penalties and administrative charges.

IX. ACCOUNTING, REPORTING, RECORD RETENTION, AND ACCESS

A. Project Accounts

The Subgrantee and Alternate Payee agree to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The Subgrantee and Alternate Payee also agree to maintain documentation of all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents related in whole or in part to the Project so that they may be clearly identified, readily accessible, and available to SANDAG upon request and, to the extent feasible, kept separate from documents not related to the Project.

B. Reports

1. The Subgrantee agrees to submit to SANDAG all reports required by law and regulation, policy, this Agreement, or any other reports SANDAG may specify. SANDAG reserves the right to specify that records be submitted in particular formats. Subgrantee may be required to attend meetings of SANDAG staff and committees, including but not limited to the Regional Planning

Committee and the SANDAG Board of Directors, to report on its progress and respond to questions from Board Members or the public.

2. Subgrantee's performance shall be monitored for consistency with the Scope of Work. SANDAG will utilize Performance Measures (Attachment D) and the SANDAG Grant Monitoring Checklist provided by the HAP Program Manager, to document compliance with this Agreement. Subgrantee's performance will be measured against the Performance Measures during the term of this Agreement. If the Subgrantee does not comply with provisions in this Agreement or achieve minimum performance requirements, SANDAG will issue Subgrantee a written Notice to Complete a Recovery Plan (Notice). Subgrantee's Recovery Plan shall include a detailed description of how Subgrantee intends to come into compliance with the Agreement or Performance Measures. Subgrantee's Recovery Plan must include an implementation schedule that reflects compliance with the Agreement as referenced in the Notice, or achievement of its performance measure minimums within three months following the issue date of the Notice. Subgrantee must submit its Recovery Plan to the HAP Program Manager within 30 calendar days following the issue date of the Notice. If Subgrantee's performance is inconsistent with that proposed in its Recovery Plan, SANDAG, in its sole discretion, may terminate this Agreement.
3. Subgrantee must submit quarterly reports and invoices to SANDAG, detailing accomplishments in the quarter, anticipated progress next quarter, pending issues and actions toward resolution, and status of the Project's budget, schedule, and Performance Measures using templates provided by SANDAG. The Quarterly Progress Report shall be submitted to SANDAG within 30 days after each period close, covering January 1 to March 31; April 1 to June 30; July 1 to September 30; and October 1 to December 31. Subgrantee will not be paid until all reports are completed and provided to SANDAG in the format and with the content SANDAG requires. Furthermore, the Subgrantee agrees to provide project milestone information (such as presentations to community groups, other agencies, and elected officials, groundbreakings, and ribbon-cuttings) to support media and communications efforts. Subgrantee needs to document and track in-kind contributions designated as matching funds as part of project management. Subgrantee must provide all deliverables identified in the Scope of Work in order to receive payment.
4. Press materials shall be provided to SANDAG staff before they are distributed. SANDAG logo(s) should be included in press materials and other project collateral based on logo usage guidelines to be provided by SANDAG. Subgrantee agrees to provide project milestone information to support media and communications efforts.
5. Subgrantee is responsible for the following photo documentation:
 - Existing conditions photos (as applicable), which should illustrate the current conditions of the project site and demonstrate the need for improved facilities
 - Project milestone photos (such as workshops, presentations to community groups, other agencies, and elected officials)
 - Photos should be high resolution (at least 4 inches by 6 inches with a minimum of 300 pixels per inch) and be accompanied by captions with project descriptions, dates, locations, and the names of those featured, if appropriate. Subgrantees must obtain consent of all persons featured in photos (or that of a parent or guardian of persons under the age of 18) by using the SANDAG Photo and Testimonial Release form to be provided by SANDAG, or a similar release form developed by Subgrantee and agreed upon by SANDAG.

C. Record Retention

During the course of the Project and for three years thereafter from the date of transmission of the final invoice, the Subgrantee agrees to maintain, intact and readily accessible, all communications, data, documents, reports, records, contracts, and supporting materials relating to the Project, as SANDAG may require. All communications and information provided to SANDAG become the property of SANDAG and public records, as such, may be subject to public review. Please see SANDAG's Board Policy No. 015: Records Management Policy, which is available at <https://www.sandag.org/about/bylaws-and-policies>, for information regarding the treatment of documents designated as confidential.

D. Meeting Records

Subgrantee shall provide SANDAG with agendas and meeting summaries for all community meetings. SANDAG staff may attend any meetings as appropriate.

E. Access to Records of Subgrantees and Subcontractors

The Subgrantee agrees to permit, and require its subcontractors to permit, SANDAG or its authorized representatives, upon request, to inspect all Project work, materials, payrolls, and other data, and to audit the books, records, and accounts of the Subgrantee and its subcontractors pertaining to the Project.

X. PROJECT COMPLETION, AUDIT, SETTLEMENT, AND CLOSEOUT

A. Project Completion

Within 90 calendar days following Project completion or termination by SANDAG, or by April 30, 2026, whichever occurs first, the Subgrantee agrees to submit a final invoice of Project expenses and final reports, as applicable. All payments made to the Subgrantee shall be subject to review for compliance by SANDAG with the requirements of this Agreement and shall be subject to an audit upon completion of the Project.

B. Project Audit

The Subgrantee agrees to have financial, performance, and compliance audits performed as SANDAG may require. The Subgrantee agrees that Project closeout will not alter the Subgrantee's audit responsibilities. Audit costs are allowable Project costs.

C. Performance Audit

The Subgrantee agrees to cooperate with SANDAG regarding any performance audit performed on the Project.

D. Project Closeout

Project closeout occurs when SANDAG notifies the Subgrantee that SANDAG has closed the Project, and, if applicable, either forwards the final grant funding payment and or acknowledges that the Subgrantee has remitted the proper refund. The Subgrantee agrees that Project closeout by SANDAG does not invalidate any continuing requirements imposed by the Agreement or any unmet requirements outlined in a written notification from SANDAG.

XI. TIMELY PROGRESS AND RIGHT OF SANDAG TO TERMINATE

- A.** Subgrantee shall make diligent and timely progress toward completion of the Project within the timelines outlined in the Project Schedule.
- B.** In the event Subgrantee encounters or anticipates difficulty in meeting the Project Schedule, the Subgrantee shall immediately notify the HAP Program Manager in writing, and shall provide pertinent details, including the reason(s) for the delay in performance and the date by which Subgrantee expects to complete performance or delivery. This notification shall be informational in character only and receipt of it shall not be construed as a waiver by SANDAG of a project delivery schedule or date, or any rights or remedies provided by this Agreement, including Board Policy No. 035 requirements.
- C.** Subgrantee agrees that SANDAG, at its sole discretion, may suspend or terminate all or any part of the grant funding if the Subgrantee fails to make reasonable progress on the Project and/or violates the terms of the Agreement or Board Policy No. 035, or if SANDAG determines that the continuation of grant funding for the Project would not adequately serve the purpose of the laws or policies authorizing the Project.
- D.** In general, termination of grant funding for the Project will not invalidate obligations properly incurred by the Subgrantee before the termination date to the extent those obligations cannot be canceled. If, however, SANDAG determines that the Subgrantee has willfully misused grant funding by failing to make adequate progress or failing to comply with the terms of the Agreement, SANDAG reserves the right to require the Subgrantee to refund to SANDAG the entire amount of grant funding provided for the Project or any lesser amount as SANDAG may determine.
- E.** Expiration of any Project time period established in the Project Schedule will not automatically constitute an expiration or termination of the Agreement for the Project. However, Subgrantee must request, and SANDAG may agree to amend the Agreement in writing if the Project Schedule will not be met. An amendment to the Project Schedule may be made at SANDAG's discretion if Subgrantee's request is consistent with the provisions of Board Policy No. 035 and the REAP 2.0 requirements, including the expenditure deadline set by the state for the REAP 2.0 program.

XII. CIVIL RIGHTS

The Subgrantee agrees to comply with all applicable civil rights laws, regulations and policies and shall include the provisions of this section in each subagreement, lease, third-party contract or other legally binding document to perform work funded by this Agreement. Applicable civil rights laws, regulations and policies include, but are not limited to, the following:

A. Nondiscrimination

SANDAG implements its programs without regard to income level, disability, race, color, and national origin in compliance with the Americans with Disabilities Act and Title VI of the Civil Rights Act. Subgrantee shall prohibit discrimination on these grounds, notify the public of their rights under these laws, and utilize a process for addressing complaints of discrimination. Furthermore, Subgrantee shall make the procedures for filing a complaint available to members of the public and will keep a log of all such complaints. Subgrantee must notify SANDAG immediately if a complaint related to the Project or program funded by this grant is lodged. If Subgrantee receives a Title VI-related or ADA-related complaint, Subgrantee must notify SANDAG in writing within 72 hours of receiving the complaint so that SANDAG can determine whether it needs to carry out its own investigation.

B. Equal Employment Opportunity

During the performance of this Agreement, Subgrantee and all of its subcontractors, if any, shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, denial of pregnancy disability leave, veteran status, or sexual orientation. Subgrantee and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subgrantee and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (California Government Code Section 12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing California Government Code Section 12990 (a-f), outlined in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by this reference and are made a part hereof as if set forth in full. Subgrantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with a collective bargaining or other Agreement.

XIII. DISPUTES AND VENUE

A. Choice of Law

This Agreement shall be interpreted under the laws of the State of California.

B. Dispute Resolution Process

If Subgrantee has a dispute with SANDAG during the performance of this Agreement, Subgrantee shall continue to perform unless SANDAG informs Subgrantee in writing to cease performance. The dispute resolution process for disputes arising under this Agreement shall be as follows:

1. Subgrantee shall submit a statement of the grounds for the dispute, including all pertinent dates, names of persons involved, and supporting documentation, to the HAP Program Manager. The HAP Program Manager and other appropriate SANDAG staff will review the documentation promptly and reply to Subgrantee within 20 calendar days. Upon receipt of an adverse decision by SANDAG, Subgrantee may submit a request for reconsideration to SANDAG's Chief Executive Officer or designee. The request for reconsideration must be received within ten calendar days from the postmark date of SANDAG's reply. The Chief Executive Officer or designee will respond in writing to the request for reconsideration within ten working days.
2. If Subgrantee is dissatisfied with the results following the exhaustion of the above dispute resolution procedures, Subgrantee shall make a written request to SANDAG for appeal to the SANDAG Regional Planning Committee. SANDAG shall respond to a request for mediation within 30 calendar days. The decision of the Regional Planning Committee shall be final.

C. Venue

If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees, litigation and collection expenses, witness fees, and court costs as determined by the court.

XIV. ASSIGNMENT

Subgrantee shall not assign, sublet, or transfer (whether by assignment or novation) this Agreement or any rights under or interest in this Agreement.

XV. INDEMNIFICATION AND HOLD HARMLESS

A. Generally

With regard to any claim, protest, or litigation arising from or related to the Subgrantee's performance in connection with or incidental to the Project or this Agreement, Subgrantee agrees to defend, indemnify, protect, and hold SANDAG and its agents, officers, Board members, and employees harmless from and against any and all claims, including, but not limited to prevailing wage claims against the Project, asserted or established liability for damages or injuries to any person or property, including injury to the Subgrantee's or its subcontractors' employees, agents, or officers, which arise from or are connected with or are caused or claimed to be caused by the negligent, reckless, or willful acts or omissions of the Subgrantee and its subcontractors and their agents, officers, or employees, in performing the work or services herein, and all expenses of investigating and defending against same, including attorney fees and costs; provided, however, that the Subgrantee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of SANDAG, its Board of Directors, agents, officers, or employees.

B. Intellectual Property

Upon request by SANDAG, the Subgrantee agrees to indemnify, save, and hold harmless SANDAG and its Board of Directors, officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Subgrantee of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Project. The Subgrantee shall not be required to indemnify SANDAG for any liability caused solely by the wrongful acts of SANDAG employees or agents.

XVI. INDEPENDENT CONTRACTOR

A. Status of Subgrantee

Subgrantee shall perform the services provided for within this Agreement as an independent contractor, not an employee of SANDAG. Subgrantee shall be under the control of SANDAG as to the result to be accomplished and not the means and shall consult with SANDAG as provided for in the Scope of Work. The payments made to Subgrantee under this Agreement shall be the full compensation to which Subgrantee is entitled. SANDAG shall not make any federal or state tax withholdings on behalf of Subgrantee. SANDAG shall not be required to pay any workers' compensation insurance on behalf of Subgrantee. Subgrantee agrees to indemnify SANDAG for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment which SANDAG may be required to make on behalf of Subgrantee or any employee of Subgrantee for work done under this Agreement.

B. Actions on Behalf of SANDAG

Except as SANDAG may specify in writing, Subgrantee shall have no authority, express or implied, to act on behalf of SANDAG in any capacity whatsoever, as an agent or otherwise. Subgrantee shall have no authority, express or implied, to bind SANDAG or its members, agents, or employees to any obligation whatsoever unless expressly provided for in this Agreement.

XVII. SEVERABILITY AND INTEGRATION

If any provision of the Agreement is determined invalid, the remainder of that Agreement shall not be affected if that remainder continues to conform to the requirements of applicable laws or regulations.

This Agreement, with its attachments and the resolution from Subgrantee's governing body submitted with its application, represents the entire understanding of SANDAG and Subgrantee regarding those matters. No prior oral or written understanding shall be of any force or effect concerning those matters covered herein. This Agreement may not be modified or altered except in writing, signed by SANDAG and the Subgrantee.

XVIII. SIGNATURES

The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signature date below.

SAN DIEGO ASSOCIATION OF
GOVERNMENTS

CITY OF SAN DIEGO



03/12/2024

SUSAN HUNTINGTON
Director of Financial Planning, Budgets,
and Grants



03/12/2024

CASEY SMITH
Deputy Chief Operating Officer

APPROVED AS TO FORM:



03/12/2024

Office of General Counsel

ATTACHMENT A
SCOPE OF WORK AND PROJECT BUDGET

See following page.

Scope of Work and Budget

Applicant Name: City of San Diego Planning Department

Project Title: Small Scale Neighborhood Homes (SSNH) Initiative

Part I: Project Overview

Project Location: City of San Diego- Citywide

Brief Project Summary: Grant funds will address the need for more missing middle housing options in the City of San Diego by preparing standardized 'preapproved' plans for duplexes, triplexes, bungalow courts, or other small-scale multiple-home developments. These standardized plans will reduce housing development costs and simplify production and review processes, as well as promote housing projects near public transportation to decrease Vehicle Miles Traveled (VMT). Moreover, the standardized plans will incorporate sustainable building materials which will contribute to the city's efforts in decarbonizing the built environment. A portion of the funds will be dedicated to community outreach and engagement, ensuring that local input guides the development of these plans and makes them more tailored to the community's needs and preferences ensuring that new missing middle housing projects will improve San Diego's communities. This initiative aims to create a more sustainable, accessible, and inclusive housing landscape in San Diego, enhancing the overall quality of life for its community members.

Part II: Scope of Work and Budget

[List the Project tasks and corresponding budget. The Total Project Cost column will auto-calculate.]

Task No.	Task Description	Outcome/Output	Deliverables	HAP Grant Amount	Matching Funds Amount	Total Project Cost
Enter Task or Subtask Number (tailor as needed)	Enter task descriptions. Limit sub-tasks to major milestones.	Enter Task Details	Enter deliverables associated with each task.	Enter amount requested	Enter Local Match (non-REAP funds)	Enter cost to complete each task. Sub-tasks should not have an associated cost. The total cost of all tasks should equal the total project cost (grant funds requested + matching funds).
1	Issue Task Order for Consultant Team	The task order will be issued to a consultant on the Planning Multidisciplinary on-call list. Planning Department staff review available consultants and select the most qualified team to produce standardized plans.	Draft Task Order; negotiate scope; route approved task order and scope; approved task order	\$ -		\$ -
2	Public Outreach	City staff will meet with the consultant team to determine the best manner to engage and receive input for the standardized plans. Consultant will prepare outreach plan and materials. Outreach will be conducted according to the Outreach Plan.	Outreach plan and materials. Workshops will be held.	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00
3	Standard Designs	Consultant team will produce standard designs for middle housing utilizing sustainable materials, where possible.	Middle Housing Standardized Plans	\$ 450,000.00	\$ 50,000.00	\$ 500,000.00
TOTAL PROJECT COST:				\$ 500,000.00	\$ 100,000.00	\$ 600,000.00

Part III: Summary of Funding

Total Project Cost:	\$ 600,000.00
Total Grant Request:	\$ 500,000.00
Total Matching Funds:	\$ 100,000.00

Grant Percentage: **83.33%**
Matching Funds Percentage: **16.67%**

Part IV: Project Budget and Expenditures Per Fiscal Year

SANDAG staff will use this information for the Regional Transportation Improvement Program (RTIP) if this project receives funding.

Category*	Fiscal Year (FY) 2024 (July 1, 2023 - June 30, 2024)	Fiscal Year (FY) 2025 (July 1, 2024 - June 30, 2025)		Fiscal Year (FY) 2026 (July 1, 2025 - June 30, 2026)		Total Grant Amount	Total Matching Funds	Total Project Cost
	Grant Amount	Grant Amount	Match Amount	Grant Amount	Match Amount			
ENV/ENGR		\$ 250,000.00	\$ 75,000.00	\$ 250,000.00	\$ 25,000.00	\$ 500,000.00	\$ 100,000.00	\$ 600,000.00
ROW						\$ -	\$ -	\$ -
CONSTRUCTION						\$ -	\$ -	\$ -
Total	\$ -	\$ 250,000.00	\$ 75,000.00	\$ 250,000.00	\$ 25,000.00	\$ 500,000.00	\$ 100,000.00	\$ 600,000.00

*Key

Category	Category Description
ENV/ENGR	Environmental, Engineering, and Planning
ROW	Right-of-Way
CONSTRUCTION	Construction

ATTACHMENT B
PROJECT SCHEDULE

See following page.

Project Schedule

Applicant Name: City of San Diego Planning Department

Project Title: Small Scale Neighborhood Homes (SSNH) Initiative

Part II: Project Schedule

Propose a timeframe for the Project tasks. The schedule must use the same tasks that are in the Scope of Work and be based on the number of months from the Notice to Proceed (NTP).

Task No.	Task Description	Schedule		
<i>Enter Task or Subtask Number (tailor as needed)</i>	<i>Copy and paste the description from the Scope of Work.</i>	<i>Enter start date as number of months from NTP. Enter whole numbers.</i>	<i>Enter end date as number of months from NTP. Enter whole numbers.</i>	<i>Enter total duration anticipated for task completion. Enter in number of months. Enter whole numbers.</i>
1	Issue Task Order for Consultant Team	1	2	1
2	Public Outreach	3	8	5
3	Standard Designs	5	19	14
Total Project Duration (In Months from NTP):				24

Note: This page starts the Attachment C that contains unreadable text. A clean readable version of this Attachment C is provided at the end of this document.

ATTACHMENT C
PASS-THROUGH PROVISIONS FROM REAP AGREEMENT

The following pages are labeled as REAP2 Terms and Conditions and are copies of Exhibit D to SANDAG's Agreement with HCD (HCD Agreement). The HCD Agreement requires compliance with the Local Government Planning Support Grant Program (Health & Safety Code §50515.06 et seq.) The REAP Terms and Conditions refer to SANDAG as Grantee. Section 9B of the document requires that if SANDAG enters into any contracts with subrecipients such as Subgrantee as a result of the HCD Agreement, such contract must contain all the provisions in the HCD Agreement.

EXHIBIT D - REAP'2 TERMS AND CONDITIONS

1. **Accounting and Records**

- A. The Grantee, its employees, contractors, and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at the time of completion, and provide support for payment verification. Grantees may establish and maintain an accounting system and reports, as described above, on behalf of contractors and subcontractors.
- B. The Grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the budget at all times. Separate bank accounts are not required. As appropriate, Grantees must establish separate ledgers for State General funds and other funds associated with proposed uses 110 provided by the RETIP 2.0 Program.
- C. The Grantee shall maintain documentation of its normal procurement and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- ☐ D. The Grantee agrees that the Department or designated representative shall have the right to review and to copy all records and supporting documentation pertaining to the performance of the Agreement.
- E. The Grantee agrees to maintain such records for a possible audit after the final payment for at least five years after all funds have been expended or returned to the state unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- F. Contractors and subcontractors employed by the Grantee and paid with monies under the terms of this Agreement shall be responsible for maintaining accounting records as specified above.

2. **Invoicing**

- A. Grant funds cannot be disbursed until the Agreement has been fully executed.
- B. The Grantee will be responsible for compiling and submitting all invoices and reporting documents.
- C. The Grantee must bill the Department based on deliverables outlined in the Agreement monthly. Generally, approved eligible costs incurred for work after execution of the Agreement and completed during the grant term will be reimbursable. However, eligible activities conducted prior to award will be

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Prepared Date: December 14, 2022

reimbursable to July 1, 2021. Approved and eligible costs incurred **prior** to July 11, 2021, are ineligible.

- ☐ Grantees who received advance funds shall expend all such funds or demonstrate substantial progress prior to requesting additional advanced funding by submitting an updated project timeline and budget, including expenditure progress for their eligible projects from the application and any supporting documentation.
- E. Project invoices may be submitted to the Department by the Grantee on a quarterly basis or upon completion of a deliverable, subject to the Department's approval.
- F. The Department may consider advance payments or alternative arrangements to reimbursement and payment methods based on demonstrated need. The Department may consider factors such as availability of funds for eligible activities. Successful requests for funds in increments, schedule for advance payments or other forms approved by the Department, and report progress according to a timeline implementation and expenditure timetable.
- G. Supporting documentation may include, but is not limited to, purchase orders, receipts, progress payments, subcontractor invoices, memos, reports, or any other documentation deemed necessary by the Department to support the reimbursement to the Grantee for expenditures incurred.
- h. Invoices must be accompanied by supporting documentation where appropriate. **Invoices** without supporting documentation **will** not be paid. The Department may withhold up to 10 percent of the grant until grant terms have been fulfilled, including all required reporting.

3. **Audits**

- A. At any time during the term of the Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the Department's request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The Department has the right to review project documents and conduct audits during project implementation and over the project life.
- B. The Grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement.
- C. The Grantee agrees to provide the Department or the Department's designee, with any relevant information requested.
- ☐ The Grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other

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material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, REAP 2.0 Guidelines, and the Agreement.

- E. The Department may request additional information, as needed, to meet other applicable audit requirements.
- F. The Department may monitor expenditures and activities of a Grantee or its designees, contractors or subcontractors, as the Department deems necessary, to ensure compliance with REAP requirements.
- G. Grantees using federal or state transportation planning funds administered through the Overall Work Program shall identify the source of funds.
- f-1. If there are audit findings, the Grantee must submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
- I. The Grantee agrees to maintain such records for possible audit after the final payment for at least five years after all funds have been expended or returned to the state unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- J. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records must be retained by the Grantee and its designees, contractors, and subcontractors until completion of the action and resolution of all issues which arise from it. In any contract that it enters into in a amount exceeding \$10,000, the Grantee shall include the Department's right to audit the contractor's records and interview their employees.
- K. The Grantee shall comply with and be aware of the requirements and penalties for violations of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.

4. Remedies and Non-performance

- A. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the Department's Housing Policy Development Manager, or the Manager's designee, who may consider any written or verbal evidence submitted by the Grantee. The decision of the Department's Housing Policy Development Manager or Designee shall be the Department's final decision regarding the dispute, not subject to appeal.
- B. Neither the pendency of a dispute nor its consideration by the Department will excuse the Grantee from full and timely performance in accordance with the terms of this Agreement.

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- C. In the event that it is determined, at the sole discretion of the Department, that the Grantee is not meeting the terms and conditions of the Agreement, immediately upon receiving a written notice from the Department to stop work, the Grantee shall cease all work under the Agreement. The Department 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 the Agreement.
- D. The Department has the right to terminate the Agreement at any time upon 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 30 days of the early termination notice.
- E. The applicant must demonstrate a clear and significant use of the REAP 2.0 Program goals and objectives and must carry out provisions to meet the Program goals and objectives and other requirements, including, but not limited to, adoption and completion of activities toward Policy Outcomes and implementation of eligible use activities funded through a suballocation process. Arrangement of action may be inconsistent with REAP 2.0 requirements may result in review and could be subject to repayment of the grant.
- F. At any time, if the Department finds the Grantee included in the information in the advance or final application or as part of the application review, the Department may require the repayment of funds.
- G. Grantees are responsible for suballocations meeting all REAP 2.0 requirements.
- H. Examples of breaches of the Agreement:
1. Grantee's failure to comply with any term or condition of this Agreement.
 2. Use of, or permitting the use of, grant funds provided under this Agreement for any ineligible costs or for any activity not specified and approved under this Agreement.
 3. Any failure to comply with the deadlines set forth in this Agreement unless approved by the Program Manager in writing.
- I. The Department may, as it deems appropriate or necessary, require the repayment of funds from a Grantee, or pursue any other remedies available to it by law for failure to comply with all REAP 2.0 Program requirements.
- J. In addition to any other remedies that may be available to the Department in law or equity for breach of this Agreement, the Department may at its discretion, exercise a variety of remedies, including but not limited to:
1. Revoke existing REAP 2.0 award(s), to the Grantee;

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2. Require the return of unexpended REAP 2.0 funds disbursed under this Agreement;
 3. Require repayment of REAP 2.0 Funds disbursed and expended under this Agreement;
 4. Seek a court order for specific performance of the obligation defaulted upon, or the appointment of a receiver to complete the obligations in accordance with the REAP 2.0 Program requirements; and
 5. Other remedies available at law, by and through this Agreement. All remedies available to the Department are cumulative and not exclusive.
 6. The Department may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.
- K. The Grantee may be subject to amendment of this section as a result of subsequent applications and awards.
5. Reporting
- A. At any time during the term of the Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Agreement with emphasis on eligible activities, eligible uses, and expenditures according to timelines and budgets referenced in the Agreement.
 - B. Grantees shall submit a report, in the form and manner prescribed by the Department, to be made publicly available on its website, by April 1 of the year following the receipt of those funds, and annually thereafter until those funds are expended, that contains the following information:
 1. The status of the Proposed Uses and expenditures listed in the Grantee's advance and full applications for funding and progress of each Proposed Use toward all the objectives of the REAP 2.0 program as provided in the Guidelines and explained in the applications.
 2. An explanation and quantification, where appropriate, of the progress achieved toward all of the objectives of the REAP 2.0 program, barriers and solutions for each Proposed Use that is consistent with and incorporates the metrics in the full application, including, but not limited to
 - i. Housing units accelerated,
 - ii. Reductions in Vehicle Miles Traveled Per Capita,
 - iii. Location of investment,
 - iv. Socioeconomic statistics about the impacted geography, and
 - v. Regional impact exploration

The report must identify whether Proposed Uses overlap with other programs that share the same objectives as REAP 2.0. The Grantee shall also identify

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any measures that prevent it from obtaining the information it needs to perform its duties. The Grantee shall make progress made achieving REAP 2.0 Objectives and make adjustments to the extent possible in subsequent reporting years.

3. All status and impact reports shall be categorized based on the eligibility uses specified in Section 50515.08 of the statute.
- C. Grantees shall post, make available, and update, as appropriate, its internet website, land use maps and Vehicle Miles Traveled generation maps produced in the development of its adopted SGS, as applicable.
- ☐ Grantees shall collaborate and share progress, templates, and best practices with the Department and fellow recipients in implementation of HUD's. To the greatest extent practicable, Grantees shall coordinate with other eligible entities in the development of applications, consider potential for joint activities, and seek to coordinate housing and transportation planning across regions.
- E. Upon completion of all deliverables within the Agreement, the Grantee shall submit a final report in a manner and form prescribed by the Department.
 1. Grantee may include a final item for advance payment or reimbursement, as part of its administrative costs, for its final report that is due by June 30, 2026. Funding requests for final reports must be submitted no later than March 31, 2026.

6. Indemnification

Neither the Department nor any officer, employee or designee thereof is responsible for any injury, damage or liability occurring by reason of any negligent act or omission by the Grantee, its officers, employees, agents, its contractors, its sub-recipients or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon the Grantee under this Agreement, Guidelines or statute. It is understood and agreed that the Grantee shall defend, indemnify and save harmless the Department and all of the Department's staff from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, contractors, sub-recipients or subcontractors under this Agreement, Guidelines or statute.

7. Waivers

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of these provisions nor affect the validity of this Agreement or the ability of the Department to enforce these provisions.

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8. Relationship of Parties

It is expressly understood that this Agreement is an agreement executed by and between the San Diego Association of Governments and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, in any other relationship whatsoever other than that of an independent party.

9. Third Party Contracts

- A. All state-government funded procurements must be conducted using a fair and competitive procurement process. The Grantee may use its own procurement procedures as long as they comply with all City of San Diego rules and ordinances governing procurement, and all applicable provisions of California state law.
- B. Any contract entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement and shall be applicable to the Grantee's sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors shall be submitted to the Department's program manager.
- C. The Department does not have a contractual relationship with the Grantee's sub-recipients, contractors, or subcontractors, and the Grantee shall be fully responsible for monitoring and enforcement of those agreements and all work performed thereunder.

10. Compliance with State and Federal Laws, Rules, Guidelines and Regulations

- A. The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the grant, the Grantee, its contractors or subcontractors, and any other grant activity.
- B. During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, ancestry, national origin, sex, gender, gender identity, gender expression, genetic information, age, disability, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-20) and all implementing regulations; and the Age Discrimination Act of 1975 and all implementing regulations.
- C. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements that each of them shall include the nondiscrimination and compliance provisions of this clause in all subcontracts and subcontracts they enter into to perform work under the REAP 2.0 Program.

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- D. The Grantee shall, in the course of performing project Work, fully comply with the applicable provisions of 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.)
- E. The Grantee shall adopt and implement affirmative processes and procedures that provide information, outreach and promotion of opportunities in the REAP project to encourage participation of all persons regardless of race, color, national origin, sex, religion, marital status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and employees hired by minorities and women, as required by 24 GRR 92.351.

Waiver

- A. If any provision in this Agreement, and underlying obligation, is held invalid by a ruling of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim in legal action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or legal action consistent with the terms of this Agreement and the interests of the Department.

Changes in Terms/Amendments

- A. The Grantee may be subject to amendments to this section as a result of subsequent applications and awards.
- B. This Agreement may only be amended or modified by mutual written agreement of both parties.

13. State-Owned Data

A. Definitions

1. Work:

The work to be directly or indirectly produced by the Grantee, its employees, or by and of the Grantee's contractor's, subcontractor's and/or sub-recipients employees under this Agreement.

2. Work/Product:

All deliverables created or produced from Work under this Agreement including, but not limited to, all Work and deliverables created or made or, hereafter

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conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six months after the term of this Agreement, which relates to the Work commissioned or performed under this Agreement, are considered Work Product. Work Product includes all deliverables, inventions, innovations, improvements, or other marks of authorship. Grantee and Grantee's contractors and/or sub-recipient may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.

B. Sharing of Work Product and Rights

All Work Product shall be shared with the Department and its partners for various purposes, including education, outreach, transparency and future planning.

14. Special Conditions

The State reserves the right to add any special conditions to this Agreement it deems necessary to assure that the policy and goals of the Program are achieved.

ATTACHMENT D
PERFORMANCE MEASURES

Grantee must provide sufficient evidence that demonstrates the use of grant funding meets all REAP 2.0 goals and objectives. Grantee agrees to the performance measures included on the next page for the Project.



Housing Acceleration Program (HAP) Performance Measures Reporting

Grantee: City of San Diego

Project: Small Scale Neighborhood Homes (SNNH) Initiative

Part A – Status of Activities

The table below lists the grant program/project's Performance Measures as selected by the grantee and outlined in the grant agreement. This table intends to monitor and assess the benefits achieved by the project for the reporting period. In each quarterly progress report, the grantee is required to provide updates on "Output Indicators" and "Outcome Indicators" for each Performance Measure

Performance Measure	Related REAP 2.0 Category	Quantifiable Measurements or Metrics ¹	Desired Outcome	Baseline Year (2023) ²	Output Indicators ³	Outcome Indicators ⁴
Mix of housing unit types or sizes	Accelerating infill development that facilitates housing supply, choice and affordability	Through the public engagement process, discuss the potential for different types of small-scale neighborhood homes	Hold four public engagement sessions with different stakeholders to determine four types of small-scale neighborhood homes.	The city has not conducted public engagement sessions on small scale neighborhood homes.		
Zoning, streamlined housing production (including permit streamlining), fees, incentives, and other approaches to increase housing choices and affordability	Affirmatively Furthering Fair Housing (AFFH)	Create visualizations and standard designs that could be used to streamline the approval of small-scale neighborhood homes.	Prepare four visualizations/standard designs that can be used to streamline the production of small-scale neighborhood homes and increase the affordability of homes.	The City currently has zero visualizations of small-scale neighborhood homes.		

¹ - The quantifiable measurements or metrics will be used to assess the project's effectiveness in meeting the anticipated REAP goal/objective.

² -The baseline year will be calendar year 2023 and the final project calendar year will be 2025; data will analyze project benefits for to inform the Final Progress Report.

³ - Output indicators are a type of performance indicator that measures the immediate activities, products (including capital investments), or deliverables that result from a program or project.

⁴ - Outcome Indicators are the benefits that a project delivers during this reporting period. They measure the broader changes or benefits that result from the program or project.

Performance Measure	Related REAP 2.0 Category	Quantifiable Measurements or Metrics ¹	Desired Outcome	Baseline Year (2023) ²	Output Indicators ³	Outcome Indicators ⁴
Mix of housing unit types or sizes	Accelerating infill development that facilitates housing supply, choice and affordability	Provide visual representations of small-scale neighborhood homes that are currently not allowed	At least two visualizations/standard designs of small-scale neighborhood homes that would currently not be allowed under existing zoning	The City currently has zero visualizations of small-scale neighborhood homes.		
Number of new affordable housing units	Affirmatively Furthering Fair Housing (AFFH)	Areas where small scale neighborhood homes could be located in high and highest resource areas	Prepare an estimate of where small-scale neighborhood homes could be allowed in high and highest resource areas.	Number of potential sites in high and highest resource areas		
Number of distinct land uses arounds site	Reducing Vehicle Miles Traveled	Areas where small scale neighborhood homes could be located close to transit.	Prepare an estimate of where small-scale neighborhood homes could be allowed in areas close to transit.	Number of sites in transit rich areas		

SANDAG - Signature Request for Contract 6000327 for Small Scale Home Intuitive Reg Program

Final Audit Report

2024-12-04

Created:	2024-12-03
By:	Briana Alvarez (Briana.Alvarez@sandag.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoFRJEpfD2Mq-yGiVhoEIWpTJk5Z1ZLHj

"SANDAG - Signature Request for Contract 6000327 for Small S cale Home Intuitive Reg Program" History

-  Document created by Briana Alvarez (Briana.Alvarez@sandag.org)
2024-12-03 - 4:40:45 PM GMT
-  Document emailed to Casey Smith (cdsmith@sanidiego.gov) for signature
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-  Email viewed by Casey Smith (cdsmith@sanidiego.gov)
2024-12-03 - 5:32:45 PM GMT
-  Document e-signed by Casey Smith (cdsmith@sanidiego.gov)
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-  Document emailed to Susan Huntington (susan.huntington@sandag.org) for signature
2024-12-03 - 6:28:55 PM GMT
-  Document e-signed by Susan Huntington (susan.huntington@sandag.org)
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-  Document emailed to Samantha Foulke (samantha.foulke@sandag.org) for signature
2024-12-04 - 1:02:56 AM GMT
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-  Document e-signed by Samantha Foulke (samantha.foulke@sandag.org)
Signature Date: 2024-12-04 - 1:56:34 AM GMT - Time Source: server

✔ Agreement completed.

2024-12-04 - 1:56:34 AM GMT

ATTACHMENT C
PASS-THROUGH PROVISIONS FROM REAP AGREEMENT

The following pages are labeled as REAP2 Terms and Conditions and are copies of Exhibit D to SANDAG's Agreement with HCD (HCD Agreement). The HCD Agreement requires compliance with the Local Government Planning Support Grant Program (Health & Safety Code §50515.06 et seq.) The REAP Terms and Conditions refer to SANDAG as Grantee. Section 9B of the document requires that if SANDAG enters into any contracts with subrecipients such as Subgrantee as a result of the HCD Agreement, such contract must contain all the provisions in the HCD Agreement.

EXHIBIT D - REAP2 TERMS AND CONDITIONS

1. Accounting and Records

- A. The Grantee, its employees, contractors, and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for payment vouchers and invoices. Grantees may establish and maintain an accounting system and reports, as described above, on behalf of contractors and subcontractors.
- B. The Grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the budget and timeline. Separate bank accounts are not required. As appropriate, Grantees must establish separate ledgers for State General funds and other funds associated with proposed uses not provided by the REAP 2.0 Program.
- C. The Grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- D. The Grantee agrees that the Department or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement.
- E. The Grantee agrees to maintain such records for a possible audit after the final payment for at least five years after all funds have been expended or returned to the State unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- F. Contractors and subcontractors employed by the Grantee and paid with moneys under the terms of this Agreement shall be responsible for maintaining accounting records as specified above.

2. Invoicing

- A. Grant funds cannot be disbursed until the Agreement has been fully executed.
- B. The Grantee will be responsible for compiling and submitting all invoices and reporting documents.
- C. The Grantee must bill the Department based on clear deliverables outlined in the Agreement or budget timeline. Generally, approved and eligible costs incurred for work after execution of the Agreement and completed during the grant term will be reimbursable. However, eligible activities conducted prior to award will be

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reimbursable to July 1, 2021. Approved and eligible costs incurred prior to July 1, 2021, are ineligible.

- D. Grantees who received advance funds shall expend all such funds or demonstrate substantial progress prior to requesting additional advanced funding by submitting an updated project timeline and budget, including expenditure progress for their eligible projects from the application and any supporting documentation.
- E. Project invoices may be submitted to the Department by the Grantee on a quarterly basis or upon completion of a deliverable, subject to the Department's approval.
- F. The Department may consider advance payments or alternative arrangements to reimbursement and payment methods based on demonstrated need. The Department may consider factors such as available funds for eligible activities. Suballocations must request funds in increments, schedule for advance payments or other form approved by the Department, and report progress according to an implementation and expenditure timetable.
- G. Supporting documentation may include, but is not limited to, purchase orders, receipts, progress payments, subcontractor invoices, timecards, reports, or any other documentation as deemed necessary by the Department to support the reimbursement to the Grantee for expenditures incurred.
- H. Invoices must be accompanied by supporting documentation where appropriate. Invoices without supporting documentation will not be paid. The Department may withhold up to 10 percent of the grant until grant terms have been fulfilled, including all required reporting.

3. **Audits**

- A. At any time during the term of the Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the Department's request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The Department has the right to review project documents and conduct audits during project implementation and over the project life.
- B. The Grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement.
- C. The Grantee agrees to provide the Department, or the Department's designee, with any relevant information requested.
- D. The Grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other

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material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, REAP 2.0 Guidelines, and the Agreement.

- E. The Department may request additional information, as needed, to meet other applicable audit requirements.
- F. The Department may monitor expenditures and activities of a Grantee or its designees, contractors or subcontractors, as the Department deems necessary, to ensure compliance with REAP requirements.
- G. Grantees using federal or state transportation planning funds administered through the Overall Work Program (OWP) shall clearly identify the source of funds.
- H. If there are audit findings, the Grantee must submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
- I. The Grantee agrees to maintain such records for possible audit after the final payment for at least five years after all funds have been expended or returned to the State unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- J. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records must be retained by the Grantee and its designees, contractors, and sub-contractors until completion of the action and resolution of all issues which arise from it. In any contract that it enters into in an amount exceeding \$10,000, the Grantee shall include the Department's right to audit the contractor's records and interview their employees.
- K. The Grantee shall comply with and be aware of the requirements and penalties for violations of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.

4. **Remedies and Non-performance**

- A. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the Department's Housing Policy Development Manager, or the Manager's designee, who may consider any written or verbal evidence submitted by the Grantee. The decision of the Department's Housing Policy Development Manager or Designee shall be the Department's final decision regarding the dispute, not subject to appeal.
- B. Neither the pendency of a dispute nor its consideration by the Department will excuse the Grantee from full and timely performance in accordance with the terms of this Agreement.

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- C. In the event that it is determined, at the sole discretion of the Department, that the Grantee is not meeting the terms and conditions of the Agreement, immediately upon receiving a written notice from the Department to stop work, the Grantee shall cease all work under the Agreement. The Department 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 the Agreement.
- D. The Department has the right to terminate the Agreement at any time upon 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 30 days of the early termination notice.
- E. The applicant must demonstrate a clear and significant nexus to REAP 2.0 Program goals and objectives and must carry out provisions to meet the Program goals and objectives and other requirements, including, but not limited to, adoption or completion of activities toward Policy Outcomes and implementation of eligible use activities funded through a suballocation process. Any lack of action or action inconsistent with REAP 2.0 requirements may result in review and could be subject to repayment of the grant.
- F. At any time, if the Department finds the Grantee included false information in the advance or final application or as part of the application review, the Department may require the repayment of funds.
- G. Grantees are responsible for suballocations meeting all REAP 2.0 requirements.
- H. Examples of a breach of this Agreement:
 - 1. Grantee's failure to comply with any term or condition of this Agreement.
 - 2. Use of, or permitting the use of, grant funds provided under this Agreement for any ineligible costs or for any activity not specified and approved under this Agreement.
 - 3. Any failure to comply with the deadlines set forth in this Agreement unless approved by the Program Manager in writing.
- I. The Department may, as it deems appropriate or necessary, require the repayment of funds from a Grantee, or pursue any other remedies available to it by law for failure to comply with all REAP 2.0 Program requirements.
- J. In addition to any other remedies that may be available to the Department in law or equity for breach of this Agreement, the Department may at its discretion, exercise a variety of remedies, including but not limited to:
 - 1. Revoke existing REAP 2.0 award(s) to the Grantee;

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2. Require the return of unexpended REAP 2.0 funds disbursed under this Agreement;
 3. Require repayment of REAP 2.0 Funds disbursed and expended under this Agreement;
 4. Seek a court order for specific performance of the obligation defaulted upon, or the appointment of a receiver to complete the obligations in accordance with the REAP 2.0 Program requirements; and
 5. Other remedies available at law, by and through this Agreement. All remedies available to the Department are cumulative and not exclusive.
 6. The Department may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.
- K. The Grantee may be subject to amendment of this section as a result of subsequent applications and awards.

5. **Reporting**

- A. At any time during the term of the Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Agreement with emphasis on eligible activities, eligible uses, and expenditures according to timelines and budgets referenced in the Agreement.
- B. Grantees shall submit a report, in the form and manner prescribed by the Department, to be made publicly available on its website, by April 1 of the year following the receipt of those funds, and annually thereafter until those funds are expended, that contains the following information:
1. The status of the Proposed Uses and expenditures listed in the Grantee's advance and full applications for funding and progress of each Proposed Use toward all the objectives of the REAP 2.0 program as provided in the Guidelines and explained in the applications.
 2. An explanation and quantification, where appropriate, of the progress achieved toward all of the objectives of the REAP 2.0 program, barriers and solutions for each Proposed Use that is consistent with and incorporates the metrics in the full application, including, but not limited to:
 - i. Housing units accelerated,
 - ii. Reductions in Vehicle Miles Traveled Per Capita,
 - iii. Location of investment,
 - iv. Socioeconomic statistics about the impacted geography, and
 - v. Regional impact explanation

The report must identify whether Proposed Uses overlap with other programs that share the same objectives as REAP 2.0. The Grantee should also identify

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any measurement challenges that persist and highlight any administrative barriers that prevent it from obtaining the information it needs to perform better analysis of progress made achieving REAP 2.0 Objectives and make adjustments to the extent possible in subsequent reporting years.

3. All status and impact reports shall be categorized based on the eligible uses specified in Section 50515.08 of the Statute.
- C. Grantees shall post, make available, and update, as appropriate on its internet website, land use maps and Vehicle Miles Traveled generation maps produced in the development of its adopted SCS, as applicable.
- D. Grantees shall collaborate and share progress, templates, and best practices with the Department and fellow recipients in implementation of funds. To the greatest extent practicable, Grantees shall coordinate with other Eligible Entities in the development of applications, consider potential for joint activities, and seek to coordinate Housing and transportation planning across regions.
- E. Upon completion of all deliverables within the Agreement, the Grantee shall submit a close out report in a manner and form prescribed by the Department.
1. Grantee may include a line item for advance payment or reimbursement, as part of its administrative costs, for its final report that is due by June 30, 2026. Funding requests for final reports must be submitted no later than March 31, 2026.

6. **Indemnification**

Neither the Department nor any officer, employee or designee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted by the Grantee, its officers, employees, agents, its contractors, its sub-recipients or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon the Grantee under this Agreement, Guidelines or Statute. It is understood and agreed that the Grantee shall fully defend, indemnify and save harmless the Department and all of the Department's staff from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, contractors, sub-recipients, or subcontractors under this Agreement, Guidelines or Statute.

7. **Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions.

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8. **Relationship of Parties**

It is expressly understood that this Agreement is an agreement executed by and between two independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

9. **Third Party Contracts**

- A. All state-government funded procurements must be conducted using a fair and competitive procurement process. The Grantee may use its own procurement procedures as long as the procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law.
- B. Any contract entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement and shall be applicable to the Grantee's sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors shall be submitted to the Department's program manager.
- C. The Department does not have a contractual relationship with the Grantee's sub-recipients, contractors, or subcontractors, and the Grantee shall be fully responsible for monitoring and enforcement of those agreements and all work performed thereunder.

10. **Compliance with State and Federal Laws, Rules, Guidelines and Regulations**

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- B. During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, ancestry, national origin, sex, gender, gender identity, gender expression, genetic information, age, disability, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-20) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations.
- C. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements that each of them in turn include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under the REAP 2.0 Program.

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- D. The Grantee shall, in the course of performing project work, fully comply with the applicable provisions of 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.)
- E. The Grantee shall adopt and implement affirmative processes and procedures that provide information, outreach and promotion of opportunities in the REAP project to encourage participation of all persons regardless of race, color, national origin, sex, religion, familial status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, as required by 24 CFR 92.351.

11. Litigation

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim or legal action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or legal action consistent with the terms of this Agreement and the interests of the Department.

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NOFA Date: July 18, 2022

Approved Date: November 10, 2022

Prep. Date: December 14, 2022

conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six months after the termination thereof, which relates to the Work commissioned or performed under this Agreement, are considered Work Product. Work Product includes all deliverables, inventions, innovations, improvements, or other works of authorship Grantee and/or Grantee's contractor subcontractor and/or sub-recipient may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.

B. Sharing of Work Product and Rights

All Work Product shall be shared with the Department and its partners for various purposes, including education, outreach, transparency and future learning.

14. Special Conditions

The State reserves the right to add any special conditions to this Agreement it deems necessary to assure that the policy and goals of the Program are achieved.

Regional Early Action Planning Grants of 2021 (REAP 2.0)
NOFA Date: July 18, 2022
Approved Date: November 10, 2022
Prep. Date: December 14, 2022

EXHIBIT F

GRANT AGREEMENT BETWEEN THE SAN DIEGO ASSOCIATION OF
GOVERNMENTS AND CITY OF SAN DIEGO CITY AFFORDABLE HOME
DEVELOPMENT MASTER PLAN REGIONAL EARLY ACTION PROGRAM 2.0
HOUSING ACCELERATION GRANT PROGRAM – CYCLE 2

SANDAG CONTRACT No. 6000330

**GRANT AGREEMENT BETWEEN
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS AND
CITY OF SAN DIEGO
CITY AFFORDABLE HOME DEVELOPMENT MASTER PLAN REGIONAL EARLY ACTION
PROGRAM 2.0
HOUSING ACCELERATION GRANT PROGRAM – CYCLE 2
SANDAG CONTRACT NO.6000330**

THIS GRANT AGREEMENT (“Agreement”) is made and entered into effective as of the last signature date below, by and between the San Diego Association of Governments (“SANDAG”) and City of San Diego (“Subgrantee”). This Agreement expires on March 31, 2026, unless amended in writing by mutual agreement of the parties.

The following recitals are a substantive part of this Agreement:

- A.** In January 2010, the SANDAG Board of Directors approved Board Policy No. 035: Competitive Grant Program Procedures, which is available in its updated version at <https://www.sandag.org/about/bylaws-and-policies>. This Agreement and the Subgrantee’s performance are subject to Board Policy No. 035, which includes multiple “use it or lose it” provisions.
- B.** In 2019, the state legislature passed Assembly Bill 101, which created state grant fund programs to distribute one-time funding to regional entities to prioritize planning activities that accelerate housing production. Thereafter, the California Department of Housing and Community Development (HCD) established the Regional Early Action Planning grant program (REAP), which allocated \$6.8 million to SANDAG. Using these grant funds, SANDAG established a regional housing incentive program to collaborate on projects with a broader regional impact on housing.
- C.** REAP 2.0 was established as part of the 2021 California Comeback Plan under Assembly Bill 140, and HCD allocated SANDAG \$43 million. REAP 2.0 builds on the success of REAP 1.0 and expands the REAP program focus by addressing housing and climate goals in California through funding planning and capital activities related to the acceleration of housing production within infill areas that affirmatively further fair housing and reduce vehicle miles traveled.
- D.** On October 28, 2022, the SANDAG Board of Directors approved the program eligibility and evaluation criteria for the Housing Acceleration Program (HAP) Cycle 2 Call for Projects, including up to \$16 million in funding from REAP 2.0.
- E.** On May 7, 2023, SANDAG issued a call for projects from local jurisdictions in San Diego County that wish to apply for a portion of the HAP Cycle 2 funds for use on housing planning and capital improvement projects meeting certain criteria.
- F.** On October 13, 2023, the SANDAG Board of Directors approved a list of recommended HAP projects for this competitive grant cycle, and one of those projects is the subject of this Agreement (Project). The Project Scope of Work and Budget, and Project Schedule are included as Attachments A and B, respectively.
- G.** The purpose of this Agreement is to establish the terms and conditions for SANDAG to provide Subgrantee with funding to implement the Project.
- H.** Although SANDAG will provide financial assistance to Subgrantee to support the Project, SANDAG will not take an active role or retain substantial control of the Project. Therefore, this Agreement is characterized as a funding agreement rather than a cooperative agreement.

- I. Subgrantee understands that REAP 2.0 funds were granted from HCD with statutory requirements and a SANDAG expenditure deadline of June 30, 2026. The SANDAG funding commitment to HAP Projects, including this Project, is subject to those statutory requirements and deadlines, which may impact funding availability for this Project.

NOW, THEREFORE, it is agreed as follows:

I. GRANT AWARD

- A. The total amount payable by SANDAG to Subgrantee under this Agreement shall be the proportion of actual Project costs allocated to grant funding in the Project Budget (Attachment A) and shall not exceed the grant award of \$650,000 (Fund Limit).
- B. It is agreed and understood that this Agreement Fund Limit is a ceiling and that SANDAG will only reimburse the allowable cost of services rendered as authorized by SANDAG at or below the Fund Limit.

II. PROJECT BUDGET

The Subgrantee and SANDAG have agreed to a Project Budget outlined in Attachment A. The Subgrantee and third-party contractor(s) will incur obligations to the Project only as authorized by the Project Budget. Subgrantee may, with prior written approval from the HAP Program Manager, reallocate funds between tasks in the Project Budget as long as all of the following conditions are met:

1. The funds to be reallocated do not exceed an aggregate amount of ten percent for any particular task in the Project Budget,
2. The reallocation does not negatively impact the benefits obtained from the Project, and
3. There is no increase to the Fund Limit or decrease to the matching funds.

Any other changes to the Project Budget require the issuance of an amendment to this Agreement.

III. MATCHING FUNDS

Subgrantee agrees to provide matching funds in an amount of \$100,000 of the actual cost of the Project, estimated to be 13.33 percent based on the Project Budget. If the actual cost of the Project exceeds the Project Budget, Subgrantee is responsible for 100 percent of the actual cost greater than the Project Budget.

A. Availability of Grant Funding

Except where expressly allowed in writing herein, credits for matching funds will be made or allowed only for work performed on and after the Agreement effective date and before the termination date of this Agreement, unless expressly permitted by SANDAG in writing.

B. Reduction of Matching Funds

The Subgrantee agrees that no matching funds may be reduced unless a reduction of the proportional share of the grant funding provided by SANDAG under this Agreement is also made.

C. Prompt Payment of Subgrantee's Share of Matching Funds

Subgrantee agrees to complete all actions necessary to provide its share of the Project costs at or before the time the matching funds are needed from Subgrantee to pay for Project costs. The

Subgrantee agrees to provide not less than its cumulative required match amount of Project costs prior to invoicing SANDAG for reimbursement. Each of Subgrantee's invoices must include its matching fund contribution, along with supporting, descriptive and explanatory documentation for the matching funds provided.

IV. PROJECT MANAGER

Subgrantee's Project Manager is Sean McGee.

The HAP Program Manager is Goldy Herbon.

Project Manager continuity and experience are deemed essential in Subgrantee's ability to carry out the Project under the terms of this Agreement. Should the Subgrantee change the Project Manager, it will provide written notice to the HAP Program Manager within ten business days of the change, including contact information for the new Project Manager.

V. NOTICE

All notices required to be given, by either party to the other, shall be deemed fully given when made in writing and received by the parties at their respective addresses:

San Diego Association of Governments
Attention: Grants Program Manager
401 B Street, Suite 800
San Diego, CA 92101

Subgrantee:
City of San Diego
Attention: Sean McGee
202 C Street MS 413
San Diego CA 92101

VI. PROJECT IMPLEMENTATION

A. General

The Subgrantee agrees to carry out the Project as follows:

1. Project Description

Subgrantee agrees to perform the work as described in the Scope of Work included in Attachment A.

2. Subgrantee's Capacity

The Subgrantee agrees to maintain or acquire sufficient legal, financial, technical, and managerial capacity to: (a) plan, manage, and complete the Project as described in Attachment A and provide for the use of any Project property; (b) carry out any safety and security aspects of the Project; and (c) comply with the terms of the Agreement and all applicable laws, regulations, and policies pertaining to the Project and the Subgrantee, including but not limited to the Pass-Through Provisions from REAP Agreement (Attachment C) and Board Policy No. 035.

3. Project Schedule

The Subgrantee agrees to complete the Project according to the Project Schedule included in Attachment B and in compliance with the Pass-Through Provisions from REAP Agreement (Attachment C) and Board Policy No. 035.

4. Project Implementation and Oversight Requirements

Subgrantee agrees to comply with the Performance Measures included in Attachment D.

5. Changes to Project Scope of Work

This Agreement was awarded to Subgrantee based on the application submitted by Subgrantee with the intention that the awarded funds would be used to implement the Project as described in the project application. Any substantive deviation from Subgrantee's Scope of Work during project implementation may require reevaluation or result in loss of funding. If Subgrantee knows or should have known that substantive changes to the Project will occur or have occurred, Subgrantee will immediately notify SANDAG in writing. SANDAG will then determine whether the Project is still consistent with the overall objectives of the grant program and whether the changes would have negatively affected the Project ranking during the competitive grant evaluation process. SANDAG reserves the right to have grant funding withheld from Subgrantee, or refunded to SANDAG, due to Subgrantee's failure to complete the Project satisfactorily or due to substantive changes to the Project not approved in advance by SANDAG.

B. Application of Laws

Should a federal or state law pre-empt or conflict with a local law, policy, or ordinance, the Subgrantee must comply with the federal or state law and implementing regulations. No provision of this Agreement requires the Subgrantee to observe or enforce compliance with any provision, perform any other act, or do any other task in contravention of federal, state, territorial, or local law, regulation, or ordinance. If compliance with any provision of this Agreement violates or would require the Subgrantee to violate any law, the Subgrantee agrees to notify SANDAG immediately in writing. Should this occur, SANDAG and the Subgrantee agree to make appropriate arrangements to proceed with or, if necessary, terminate the Project or affected portions expeditiously.

C. Changes in Project Performance

The Subgrantee agrees to notify SANDAG immediately, in writing, of any change in local law, conditions (including its legal, financial, or technical capacity), or any other event, including a force majeure event, that may adversely affect the Subgrantee's ability to perform the Project under the terms of the Agreement and as required by Board Policy No. 035. The Subgrantee also agrees to notify SANDAG immediately, in writing, of any current or prospective major dispute, breach, default, or litigation that may adversely affect SANDAG's interests in the Project; and agrees to inform SANDAG, also in writing, before naming SANDAG as a party to litigation for any reason, in any forum. At a minimum, the Subgrantee agrees to send each notice to SANDAG required by this subsection to SANDAG's Grants Program Manager.

D. Licenses and Permits

Subgrantee represents and warrants to SANDAG that Subgrantee and its subcontractors will have all necessary licenses, permits, qualifications and approvals of whatever nature that are required to legally practice its profession and perform services under this Agreement at all times during the term of this Agreement.

E. Standard of Care

Subgrantee expressly warrants that the work to be performed under this Agreement shall be performed in accordance with the applicable standard of care. Where approval by SANDAG, its management, or other representative of SANDAG is indicated in the Scope of Work, it is understood to be conceptual approval only and does not relieve the Subgrantee of responsibility for complying with all laws, codes, industry standards, and liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of the Subgrantee or its subcontractors.

F. Third-Party Contracting

Although the Subgrantee may delegate any or almost all Project responsibilities to one or more third-party contractors, the Subgrantee agrees that it, rather than any third-party contractor, is ultimately responsible for compliance with all applicable laws, regulations, and this Agreement. The first invoice utilizing any third-party contractor shall be accompanied by evidence of compliance with the following requirements:

1. Competitive Procurement

Subgrantee shall not award contracts with a cumulative value over \$10,000 based on a noncompetitive procurement for work to be performed under this Agreement without the prior written approval of SANDAG. Contracts awarded by Subgrantee, if intended as local match credit, must meet the requirements outlined in this Agreement regarding local match funds. Upon request by SANDAG, Subgrantee shall submit its Request for Proposals or bid solicitation documents to SANDAG staff for review and comment for consistency with the agreed upon Scope of Work with SANDAG and to ensure a competitive process was used.

If Subgrantee hires a third-party contractor to carry out work funded under this Agreement, Subgrantee shall: prepare a cost estimate prior to soliciting proposals/bids; publicly advertise for competing proposals/bids for the work; for professional services, use cost as a significant evaluation factor in selecting the third-party contractor; document a record of negotiation establishing that the amount paid by Subgrantee for the work is fair and reasonable; and pass through the relevant obligations in this Agreement to the contractor.

2. Debarment

Subgrantee shall execute and cause its third-party contractors to execute debarment and suspension certificates stating they have not been disqualified from doing business with government entities. The documentation showing a lack of debarment shall be obtained from the following two websites:

- Subgrantee will check the System for Award Management (SAM) at www.sam.gov to verify the prime contractor and all of its subcontractors are not currently debarred or suspended by the federal government.
- Entities in the United States are banned from doing business with companies with ownership based in countries such as Cuba, Sudan and China due to United States trade sanctions. A search on the US Treasury's Office of Foreign Assets Control (OFAC) website can ensure Subgrantee will not be doing business with a vendor that is subject to trade sanctions. This can be done at <https://sanctionssearch.ofac.treas.gov/>.

3. Flowdown

Subgrantee agrees to take appropriate measures necessary, including the execution of a subagreement, lease, third-party contract, or other, to ensure that all Project participants, including alternate payees or third-party contractors at any tier, comply with all applicable federal laws, regulations, policies affecting Project implementation and Agreement requirements. In addition, if an entity other than the Subgrantee is expected to fulfill any responsibilities typically performed by the Subgrantee, the Subgrantee agrees to assure that the entity carries out the Subgrantee's responsibilities as outlined in this Agreement, including but not limited to those in Attachment C.

4. No SANDAG Obligations to Third Parties

In connection with the Project, the Subgrantee agrees that SANDAG shall not be subject to any obligations or liabilities to any subcontractor, lessee, third-party contractor at any tier, or other person or entity that is not a party to the Agreement for the Project. Notwithstanding that SANDAG may have concurred in or approved any solicitation, subagreement, lease, alternate payee designation, or third-party contract at any tier, SANDAG has no obligations or liabilities to any entity other than the Subgrantee.

5. Equipment Purchases

Subgrantee shall maintain ownership of any equipment purchased using Agreement funding and shall use such equipment only for the purposes outlined in this Agreement. The parties agree to meet and confer in good faith to ensure the equipment's continued use for the intended purposes, which may include reimbursement to SANDAG when the fair market value of the equipment at Project completion exceeds \$5,000. SANDAG and Subgrantee further agree that Subgrantee shall keep an inventory record for each piece of equipment purchased under this Agreement and maintain each piece of equipment in good operating order consistent with the purposes for which they were intended. SANDAG shall have the right to conduct periodic maintenance inspections to confirm the equipment's existence, condition, and proper maintenance.

VII. ETHICS

A. Subgrantee Code of Conduct/Standards of Conduct

The Subgrantee agrees to maintain a written code of conduct or standards of conduct that shall govern the actions of its officers, employees, council or board members, or agents engaged in the award or administration of subagreements, leases, or third-party contracts supported with the grant funding. The Subgrantee agrees that its code of conduct or standards of conduct shall specify that its officers, employees, council or board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from any present or potential subcontractor, lessee, or third-party contractor at any tier or agent thereof. The Subgrantee may set de minimis rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. The Subgrantee agrees that its code of conduct or standards of conduct shall also prohibit its officers, employees, board members, or agents from using their respective positions in a manner that presents a real or apparent personal or organizational conflict of interest or personal gain. As permitted by state or local law or regulations, the Subgrantee agrees that its code of conduct or standards of conduct shall include penalties, sanctions, or other disciplinary actions for violations by its officers, employees, council or board members, or their agents, or its third-party contractors or subcontractors or their agents.

B. Personal Conflicts of Interest

The Subgrantee agrees that its code of conduct or standards of conduct shall prohibit the Subgrantee's employees, officers, council or board members, or agents from participating in the selection, award, or administration of any third-party contract or subagreement supported by the grant funding if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, board member, or agent, including any member of their immediate family, partner, or organization that employs, or intends to employ, any of the parties listed herein have a financial interest in a firm competing for award.

C. Organizational Conflicts of Interest

The Subgrantee agrees that its code of conduct or standards of conduct shall include procedures for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract or subagreement may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or subcontractor or impair its objectivity in performing the contract work.

D. SANDAG Code of Conduct

SANDAG has established policies concerning potential conflicts of interest. These policies apply to Subgrantee. For all awards by SANDAG, any practices that might result in unlawful activity are prohibited including, but not limited to, rebates, kickbacks, or other unlawful considerations. SANDAG staff members are specifically prohibited from participating in the selection process when those staff have a close personal relationship, family relationship, or past (within the last 12 months), present, or potential business or employment relationship with a person or business entity seeking a contract with SANDAG. It is unlawful for any contract to be made by SANDAG if any individual Board member or staff has a prohibited financial interest in the contract. Staff also are prohibited from soliciting or accepting gratuities from any organization seeking funding from SANDAG. SANDAG's officers, employees, agents, and board members shall not solicit or accept gifts, gratuities, favors, or anything of monetary value from consultants, potential consultants, or parties to subagreements. By signing this Agreement, Subgrantee affirms that it has no knowledge of an ethical violation by SANDAG staff or Subgrantee. If Subgrantee has any reason to believe a conflict of interest exists concerning the Agreement or the Project, it shall notify the SANDAG Office of General Counsel immediately.

E. Bonus or Commission

The Subgrantee affirms that it has not paid, and agrees not to pay, any bonus or commission to obtain approval of its grant funding application for the Project.

F. False or Fraudulent Statements or Claims

The Subgrantee acknowledges and agrees that by executing the Agreement for the Project, the Subgrantee certifies or affirms the truthfulness and accuracy of each statement it has made, it makes, or it may make in connection with the Project, including, but not limited to, the Subgrantee's grant application, progress reports, and invoices.

VIII. PAYMENTS

A. Type of Payment

The payment type for this Agreement will be reimbursement and will be based on actual, substantiated, and allowable costs described herein.

B. Alternate Payee

If the Subgrantee designates a party as an Alternate Payee, Alternate Payee is authorized to submit payment requests directly to SANDAG to receive reimbursement for allowable Project costs. This does not alleviate Subgrantee from all obligations under this Grant Agreement.

C. Invoicing

Subgrantee or Alternate Payee is required to submit invoices quarterly using a template provided by SANDAG. Invoices must be accompanied by a quarterly report (template to be provided by SANDAG). SANDAG will make payments for eligible amounts to Subgrantee or Alternate Payee as promptly as SANDAG fiscal procedures permit upon receipt of Subgrantee's or Alternate Payee's itemized signed invoice(s), backup, deliverables, and confirmation by the HAP Program Manager that Subgrantee is in compliance with the reporting and other requirements in this Agreement. SANDAG shall retain 10 percent from the amounts invoiced until the satisfactory completion of the Project. SANDAG shall promptly pay retention amounts to Subgrantee or Alternate Payee following satisfactory completion of the Scope of Work, including but not limited to receipt of all deliverables, completion of a final site visit, and notification that all labor compliance requirements have been met (for capital projects), the final invoice, and all required documentation.

D. Eligible Costs

The Subgrantee agrees that Project costs eligible for grant funding must comply with the following requirements unless SANDAG determines otherwise in writing. To be eligible for reimbursement, Project costs must be:

1. Consistent with the Project Scope of Work, Schedule, and Project Budget, and other provisions of the Agreement.
2. Necessary to accomplish the Project.
3. Reasonable for the goods or services purchased.
4. Actual net costs to the Subgrantee (i.e., the price paid minus any refunds, rebates, or other items of value received by the Subgrantee that reduces the cost actually incurred, excluding program income). Project-generated revenue realized by the Subgrantee shall be used to support the Project. Project-generated revenue and expenditures, if any, shall be reported at the end of the Agreement period.
5. Incurred for work performed on or after the Agreement effective date and before the termination date, and also must have been paid for by the Subgrantee.
6. Satisfactorily documented with supporting documentation, which will be submitted with each invoice. Copies of invoices are required for goods or services provided by third parties.
7. Treated consistently following generally accepted accounting principles and procedures for the Subgrantee and any third-party contractors and subcontractors, (see Section entitled "Accounting Records").
8. Eligible for grant funding as part of the grant program through which the funds were awarded.

E. Excluded Costs

In determining the amount of REAP funds SANDAG will provide for the Project, SANDAG will exclude the following:

1. Any Project cost incurred by the Subgrantee before the Effective Date of the Agreement or applicable Amendment.
2. Any cost that is not included in the Project Budget.
3. Any cost for Project property or services received in connection with a subagreement, lease, third-party contract, or other arrangement that is required to be, but has not been, concurred in or approved in writing by SANDAG.
4. Any cost ineligible for SANDAG participation as provided by applicable laws, regulations, or policies.
5. Any cost incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved (any indirect cost). Typical indirect costs include facilities and administration costs such as heat/air conditioning, lighting, payroll, and the entity's accounting system. Administrative costs such as clerical and support staff salaries are often treated as indirect costs.

The Subgrantee understands and agrees that payment to the Subgrantee for any Project cost does not constitute SANDAG's final decision about whether that cost is allowable and eligible for payment under the Project and does not constitute a waiver of any violation by the Subgrantee of the terms of this Agreement or Board Policy No. 035. The Subgrantee acknowledges that SANDAG will not make a final determination about the allowability and eligibility of any cost until the final payment has been made on the Project or the results of an audit of the Project requested by SANDAG have been completed, whichever occurs latest. If SANDAG determines that the Subgrantee is not entitled to receive any portion of the grant funding requested or paid, SANDAG will notify the Subgrantee in writing, stating its reasons. The Subgrantee agrees that Project closeout will not alter the Subgrantee's responsibility to return any funds due to SANDAG as a result of later refunds, corrections, performance deficiencies, or other similar actions; nor will Project closeout alter SANDAG's right to disallow costs and recover funds provided for the Project on the basis of a later audit or other review. Upon notification to the Subgrantee that specific amounts are owed to SANDAG, whether for excess payments of grant funding, disallowed costs, or funds recovered from third parties or elsewhere, the Subgrantee agrees to promptly remit to SANDAG the amounts owed, including applicable interest, penalties and administrative charges.

IX. ACCOUNTING, REPORTING, RECORD RETENTION, AND ACCESS

A. Project Accounts

The Subgrantee and Alternate Payee agree to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The Subgrantee and Alternate Payee also agree to maintain documentation of all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents related in whole or in part to the Project so that they may be clearly identified, readily accessible, and available to SANDAG upon request and, to the extent feasible, kept separate from documents not related to the Project.

B. Reports

1. The Subgrantee agrees to submit to SANDAG all reports required by law and regulation, policy, this Agreement, or any other reports SANDAG may specify. SANDAG reserves the right to specify that records be submitted in particular formats. Subgrantee may be required to attend meetings of SANDAG staff and committees, including but not limited to the Regional Planning

Committee and the SANDAG Board of Directors, to report on its progress and respond to questions from Board Members or the public.

2. Subgrantee's performance shall be monitored for consistency with the Scope of Work. SANDAG will utilize Performance Measures (Attachment D) and the SANDAG Grant Monitoring Checklist provided by the HAP Program Manager, to document compliance with this Agreement. Subgrantee's performance will be measured against the Performance Measures during the term of this Agreement. If the Subgrantee does not comply with provisions in this Agreement or achieve minimum performance requirements, SANDAG will issue Subgrantee a written Notice to Complete a Recovery Plan (Notice). Subgrantee's Recovery Plan shall include a detailed description of how Subgrantee intends to come into compliance with the Agreement or Performance Measures. Subgrantee's Recovery Plan must include an implementation schedule that reflects compliance with the Agreement as referenced in the Notice, or achievement of its performance measure minimums within three months following the issue date of the Notice. Subgrantee must submit its Recovery Plan to the HAP Program Manager within 30 calendar days following the issue date of the Notice. If Subgrantee's performance is inconsistent with that proposed in its Recovery Plan, SANDAG, in its sole discretion, may terminate this Agreement.
3. Subgrantee must submit quarterly reports and invoices to SANDAG, detailing accomplishments in the quarter, anticipated progress next quarter, pending issues and actions toward resolution, and status of the Project's budget, schedule, and Performance Measures using templates provided by SANDAG. The Quarterly Progress Report shall be submitted to SANDAG within 30 days after each period close, covering January 1 to March 31; April 1 to June 30; July 1 to September 30; and October 1 to December 31. Subgrantee will not be paid until all reports are completed and provided to SANDAG in the format and with the content SANDAG requires. Furthermore, the Subgrantee agrees to provide project milestone information (such as presentations to community groups, other agencies, and elected officials, groundbreakings, and ribbon-cuttings) to support media and communications efforts. Subgrantee needs to document and track in-kind contributions designated as matching funds as part of project management. Subgrantee must provide all deliverables identified in the Scope of Work in order to receive payment.
4. Press materials shall be provided to SANDAG staff before they are distributed. SANDAG logo(s) should be included in press materials and other project collateral based on logo usage guidelines to be provided by SANDAG. Subgrantee agrees to provide project milestone information to support media and communications efforts.
5. Subgrantee is responsible for the following photo documentation:
 - Existing conditions photos (as applicable), which should illustrate the current conditions of the project site and demonstrate the need for improved facilities
 - Project milestone photos (such as workshops, presentations to community groups, other agencies, and elected officials)
 - Photos should be high resolution (at least 4 inches by 6 inches with a minimum of 300 pixels per inch) and be accompanied by captions with project descriptions, dates, locations, and the names of those featured, if appropriate. Subgrantees must obtain consent of all persons featured in photos (or that of a parent or guardian of persons under the age of 18) by using the SANDAG Photo and Testimonial Release form to be provided by SANDAG, or a similar release form developed by Subgrantee and agreed upon by SANDAG.

C. Record Retention

During the course of the Project and for three years thereafter from the date of transmission of the final invoice, the Subgrantee agrees to maintain, intact and readily accessible, all communications, data, documents, reports, records, contracts, and supporting materials relating to the Project, as SANDAG may require. All communications and information provided to SANDAG become the property of SANDAG and public records, as such, may be subject to public review. Please see SANDAG's Board Policy No. 015: Records Management Policy, which is available at <https://www.sandag.org/about/bylaws-and-policies>, for information regarding the treatment of documents designated as confidential.

D. Meeting Records

Subgrantee shall provide SANDAG with agendas and meeting summaries for all community meetings. SANDAG staff may attend any meetings as appropriate.

E. Access to Records of Subgrantees and Subcontractors

The Subgrantee agrees to permit, and require its subcontractors to permit, SANDAG or its authorized representatives, upon request, to inspect all Project work, materials, payrolls, and other data, and to audit the books, records, and accounts of the Subgrantee and its subcontractors pertaining to the Project.

X. PROJECT COMPLETION, AUDIT, SETTLEMENT, AND CLOSEOUT

A. Project Completion

Within 90 calendar days following Project completion or termination by SANDAG, or by April 30, 2026, whichever occurs first, the Subgrantee agrees to submit a final invoice of Project expenses and final reports, as applicable. All payments made to the Subgrantee shall be subject to review for compliance by SANDAG with the requirements of this Agreement and shall be subject to an audit upon completion of the Project.

B. Project Audit

The Subgrantee agrees to have financial, performance, and compliance audits performed as SANDAG may require. The Subgrantee agrees that Project closeout will not alter the Subgrantee's audit responsibilities. Audit costs are allowable Project costs.

C. Performance Audit

The Subgrantee agrees to cooperate with SANDAG regarding any performance audit performed on the Project.

D. Project Closeout

Project closeout occurs when SANDAG notifies the Subgrantee that SANDAG has closed the Project, and, if applicable, either forwards the final grant funding payment and or acknowledges that the Subgrantee has remitted the proper refund. The Subgrantee agrees that Project closeout by SANDAG does not invalidate any continuing requirements imposed by the Agreement or any unmet requirements outlined in a written notification from SANDAG.

XI. TIMELY PROGRESS AND RIGHT OF SANDAG TO TERMINATE

- A.** Subgrantee shall make diligent and timely progress toward completion of the Project within the timelines outlined in the Project Schedule.
- B.** In the event Subgrantee encounters or anticipates difficulty in meeting the Project Schedule, the Subgrantee shall immediately notify the HAP Program Manager in writing, and shall provide pertinent details, including the reason(s) for the delay in performance and the date by which Subgrantee expects to complete performance or delivery. This notification shall be informational in character only and receipt of it shall not be construed as a waiver by SANDAG of a project delivery schedule or date, or any rights or remedies provided by this Agreement, including Board Policy No. 035 requirements.
- C.** Subgrantee agrees that SANDAG, at its sole discretion, may suspend or terminate all or any part of the grant funding if the Subgrantee fails to make reasonable progress on the Project and/or violates the terms of the Agreement or Board Policy No. 035, or if SANDAG determines that the continuation of grant funding for the Project would not adequately serve the purpose of the laws or policies authorizing the Project.
- D.** In general, termination of grant funding for the Project will not invalidate obligations properly incurred by the Subgrantee before the termination date to the extent those obligations cannot be canceled. If, however, SANDAG determines that the Subgrantee has willfully misused grant funding by failing to make adequate progress or failing to comply with the terms of the Agreement, SANDAG reserves the right to require the Subgrantee to refund to SANDAG the entire amount of grant funding provided for the Project or any lesser amount as SANDAG may determine.
- E.** Expiration of any Project time period established in the Project Schedule will not automatically constitute an expiration or termination of the Agreement for the Project. However, Subgrantee must request, and SANDAG may agree to amend the Agreement in writing if the Project Schedule will not be met. An amendment to the Project Schedule may be made at SANDAG's discretion if Subgrantee's request is consistent with the provisions of Board Policy No. 035 and the REAP 2.0 requirements, including the expenditure deadline set by the state for the REAP 2.0 program.

XII. CIVIL RIGHTS

The Subgrantee agrees to comply with all applicable civil rights laws, regulations and policies and shall include the provisions of this section in each subagreement, lease, third-party contract or other legally binding document to perform work funded by this Agreement. Applicable civil rights laws, regulations and policies include, but are not limited to, the following:

A. Nondiscrimination

SANDAG implements its programs without regard to income level, disability, race, color, and national origin in compliance with the Americans with Disabilities Act and Title VI of the Civil Rights Act. Subgrantee shall prohibit discrimination on these grounds, notify the public of their rights under these laws, and utilize a process for addressing complaints of discrimination. Furthermore, Subgrantee shall make the procedures for filing a complaint available to members of the public and will keep a log of all such complaints. Subgrantee must notify SANDAG immediately if a complaint related to the Project or program funded by this grant is lodged. If Subgrantee receives a Title VI-related or ADA-related complaint, Subgrantee must notify SANDAG in writing within 72 hours of receiving the complaint so that SANDAG can determine whether it needs to carry out its own investigation.

B. Equal Employment Opportunity

During the performance of this Agreement, Subgrantee and all of its subcontractors, if any, shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, denial of pregnancy disability leave, veteran status, or sexual orientation. Subgrantee and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subgrantee and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (California Government Code Section 12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing California Government Code Section 12990 (a-f), outlined in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by this reference and are made a part hereof as if set forth in full. Subgrantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with a collective bargaining or other Agreement.

XIII. DISPUTES AND VENUE

A. Choice of Law

This Agreement shall be interpreted under the laws of the State of California.

B. Dispute Resolution Process

If Subgrantee has a dispute with SANDAG during the performance of this Agreement, Subgrantee shall continue to perform unless SANDAG informs Subgrantee in writing to cease performance. The dispute resolution process for disputes arising under this Agreement shall be as follows:

1. Subgrantee shall submit a statement of the grounds for the dispute, including all pertinent dates, names of persons involved, and supporting documentation, to the HAP Program Manager. The HAP Program Manager and other appropriate SANDAG staff will review the documentation promptly and reply to Subgrantee within 20 calendar days. Upon receipt of an adverse decision by SANDAG, Subgrantee may submit a request for reconsideration to SANDAG's Chief Executive Officer or designee. The request for reconsideration must be received within ten calendar days from the postmark date of SANDAG's reply. The Chief Executive Officer or designee will respond in writing to the request for reconsideration within ten working days.
2. If Subgrantee is dissatisfied with the results following the exhaustion of the above dispute resolution procedures, Subgrantee shall make a written request to SANDAG for appeal to the SANDAG Regional Planning Committee. SANDAG shall respond to a request for mediation within 30 calendar days. The decision of the Regional Planning Committee shall be final.

C. Venue

If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees, litigation and collection expenses, witness fees, and court costs as determined by the court.

XIV. ASSIGNMENT

Subgrantee shall not assign, sublet, or transfer (whether by assignment or novation) this Agreement or any rights under or interest in this Agreement.

XV. INDEMNIFICATION AND HOLD HARMLESS

A. Generally

With regard to any claim, protest, or litigation arising from or related to the Subgrantee's performance in connection with or incidental to the Project or this Agreement, Subgrantee agrees to defend, indemnify, protect, and hold SANDAG and its agents, officers, Board members, and employees harmless from and against any and all claims, including, but not limited to prevailing wage claims against the Project, asserted or established liability for damages or injuries to any person or property, including injury to the Subgrantee's or its subcontractors' employees, agents, or officers, which arise from or are connected with or are caused or claimed to be caused by the negligent, reckless, or willful acts or omissions of the Subgrantee and its subcontractors and their agents, officers, or employees, in performing the work or services herein, and all expenses of investigating and defending against same, including attorney fees and costs; provided, however, that the Subgrantee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of SANDAG, its Board of Directors, agents, officers, or employees.

B. Intellectual Property

Upon request by SANDAG, the Subgrantee agrees to indemnify, save, and hold harmless SANDAG and its Board of Directors, officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Subgrantee of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Project. The Subgrantee shall not be required to indemnify SANDAG for any liability caused solely by the wrongful acts of SANDAG employees or agents.

XVI. INDEPENDENT CONTRACTOR

A. Status of Subgrantee

Subgrantee shall perform the services provided for within this Agreement as an independent contractor, not an employee of SANDAG. Subgrantee shall be under the control of SANDAG as to the result to be accomplished and not the means and shall consult with SANDAG as provided for in the Scope of Work. The payments made to Subgrantee under this Agreement shall be the full compensation to which Subgrantee is entitled. SANDAG shall not make any federal or state tax withholdings on behalf of Subgrantee. SANDAG shall not be required to pay any workers' compensation insurance on behalf of Subgrantee. Subgrantee agrees to indemnify SANDAG for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment which SANDAG may be required to make on behalf of Subgrantee or any employee of Subgrantee for work done under this Agreement.

B. Actions on Behalf of SANDAG

Except as SANDAG may specify in writing, Subgrantee shall have no authority, express or implied, to act on behalf of SANDAG in any capacity whatsoever, as an agent or otherwise. Subgrantee shall have no authority, express or implied, to bind SANDAG or its members, agents, or employees to any obligation whatsoever unless expressly provided for in this Agreement.

XVII. SEVERABILITY AND INTEGRATION

If any provision of the Agreement is determined invalid, the remainder of that Agreement shall not be affected if that remainder continues to conform to the requirements of applicable laws or regulations.

This Agreement, with its attachments and the resolution from Subgrantee's governing body submitted with its application, represents the entire understanding of SANDAG and Subgrantee regarding those matters. No prior oral or written understanding shall be of any force or effect concerning those matters covered herein. This Agreement may not be modified or altered except in writing, signed by SANDAG and the Subgrantee.

XVIII. SIGNATURES

The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signature date below.

SAN DIEGO ASSOCIATION OF
GOVERNMENTS

CITY OF SAN DIEGO

Susan Huntington

03/12/2024

SUSAN HUNTINGTON

Director of Financial Planning, Budgets, and
Grants

CS

03/12/2024

CASEY SMITH

Deputy Chief Operating Officer

APPROVED AS TO FORM:

Sandra P. P. P.

03/12/2024

Office of General Counsel

ATTACHMENT A
SCOPE OF WORK AND PROJECT BUDGET

See following page.

Scope of Work and Budget

Applicant Name: City of San Diego

Project Title: City Affordable Home Master Plan

Part I: Project Overview

Project Location: Citywide

Brief Project Summary: The grant funding and the City's \$300,000 matching funds from GPMF will further the City's ongoing efforts to accelerate home production through the assessment of to-be-determined City-owned sites for home development. With funding provided by SANDAG's Housing Acceleration Program Cycle 1, the Planning Department began studying the viability of utilizing City-owned land for homes by creating a framework for the identification of ideal sites for residential development. An operational needs assessment was then performed to discern which municipal departments would be most affected by residential development on city owned property and to identify any foreseeable issues with redevelopment. Upon completion of this work, the City will have a prioritized list of publicly owned sites best suited for residential development.

The City Affordable Home Master Plan proposal will build upon the progress achieved during Cycle 1 and begin to prepare the prioritized sites for development. The preparation process will include conducting site-specific housing development analyses and the creation of a housing typology capacity framework that addresses market-rate, deed-restricted, permanent supportive, and transitional housing. Additionally, this phase of the project will include developing a facility-focused operational needs-based analysis that will serve as a planning document for the transition of existing City department resources to new locations. Additionally, the City Affordable Home Master Plan will also include an in-depth analysis on developing new facilities for populations experiencing homelessness. This analysis will include identifying potential shelter sites and working with relevant partners to establish new homes and services for the unsheltered. All work associated with this phase of the project will be performed in accordance with the Surplus Land Act (SLA).

Part II: Scope of Work and Budget

[List the Project tasks and corresponding budget. The Total Project Cost column will auto-calculate.]

Task No.	Task Description	Outcome/Output	Deliverables	HAP Grant Amount	Matching Funds Amount	Total Project Cost
Enter Task or Subtask Number (tailor as needed)	Enter task descriptions. Limit sub-tasks to major milestones.	Enter Task Details	Enter deliverables associated with each task.	Enter amount requested	Enter Local Match (non-REAP funds)	Enter cost to complete each task. Sub-tasks should not have an associated cost. The total cost of all tasks should equal the total project cost (grant funds requested + matching funds).
Task Example	RFP for affordable housing consultant: Develop and issue RFP	Please describe the methodology used in preparing the RFP/RFQ and the competitive procedures. (Example: The SANDAG Sustainable Communities On-Call will be used to identify potential firms. The RFP will be provided to those pre-qualified firms and the highest-ranked firm will be selected considering the team's relevant experience, approach to the work, and cost.	Draft RFP; final RFP; signed consultant contract	\$ 5,000.00	\$ -	\$ 5,000.00
Task Example	Public Outreach	Describe the type and number of workshops/mailings/surveys that will be used to reach community stakeholders. (Example: 4 community planning workshops will be held for community participation, a stakeholder	Outreach materials	\$ 25,000.00	\$ 2,000.00	\$ 27,000.00
1	Issue Task Order for Consultant Team	The task order will be issued to a consultant on the Planning Multidisciplinary on-call list. Planning Department staff will review available consultants and select the most qualified team to produce standardized plans.	Draft Task Order; Negotiate Scope; Route Approved Task Order and Scope; Approved Task Order	-		\$ -
2	Public Outreach	City staff will meet with consultant team to determine the best manner to engage and receive input for the Public Engagement Strategy of the Affordable Home Master Plan.	Draft Public Engagement Strategy Plan and materials	\$ 100,000.00	\$ 20,000.00	\$ 120,000.00
3	Housing Typology Framework	The consultant will work with City staff to develop a draft technical memorandum detailing a housing typology framework for market-rate, deed restricted, permanent supportive, and transitional housing for the prioritized sites.	Draft technical memorandum for Housing Typology Framework	\$ 50,000.00	\$ 20,000.00	\$ 70,000.00
6	Potential Shelter Site Analysis	Utilizing the Site Specific Housing Analysis, the consultant will work with City Staff to develop a draft technical memorandum detailing the type of shelter facilities that could be developed upon those sites which were determined to best accommodate shelters.	Draft technical memorandum for Potential Shelter Site Analysis	\$ 50,000.00	\$ 20,000.00	\$ 70,000.00
4	Site Specific Housing Analysis	The consultant will work with City staff to develop a draft technical memorandum detailing a highest and best use analysis for each of the prioritized sites. The memorandum will identify and address any environmental reviews that need to be performed in association with redevelopment of the site.	Draft technical memorandum for Site Specific Housing Analysis	\$ 300,000.00	\$ 20,000.00	\$ 320,000.00

Scope of Work and Budget

Applicant Name: City of San Diego

Project Title: City Affordable Home Master Plan

Part I: Project Overview

Project Location: Citywide

Brief Project Summary: The grant funding and the City's \$300,000 matching funds from GPMF will further the City's ongoing efforts to accelerate home production through the assessment of to-be-determined City-owned sites for home development. With funding provided by SANDAG's Housing Acceleration Program Cycle 1, the Planning Department began studying the viability of utilizing City-owned land for homes by creating a framework for the identification of ideal sites for residential development. An operational needs assessment was then performed to discern which municipal departments would be most affected by residential development on city owned property and to identify any foreseeable issues with redevelopment. Upon completion of this work, the City will have a prioritized list of publicly owned sites best suited for residential development.

The City Affordable Home Master Plan proposal will build upon the progress achieved during Cycle 1 and begin to prepare the prioritized sites for development. The preparation process will include conducting site-specific housing development analyses and the creation of a housing typology capacity framework that addresses market-rate, deed-restricted, permanent supportive, and transitional housing. Additionally, this phase of the project will include developing a facility-focused operational needs-based analysis that will serve as a planning document for the transition of existing City department resources to new locations. Additionally, the City Affordable Home Master Plan will also include an in-depth analysis on developing new facilities for populations experiencing homelessness. This analysis will include identifying potential shelter sites and working with relevant partners to establish new homes and services for the unsheltered. All work associated with this phase of the project will be performed in accordance with the Surplus Land Act (SLA).

5	Facility Focused Operational Needs Analysis	The consultant will work with City staff to develop a draft technical memorandum creating a facility specific relocation plan for each prioritized sites under consideration for redevelopment.	Draft technical memorandum for Facility Focused Operational Needs Analysis	\$ 150,000.00	\$ 20,000.00	\$ 170,000.00
TOTAL PROJECT COST:				\$ 650,000.00	\$ 100,000.00	\$ 750,000.00

Part III: Summary of Funding

Total Project Cost:	\$ 750,000.00
Total Grant Request:	\$ 650,000.00
Total Matching Funds:	\$ 100,000.00

Grant Percentage:	86.67%
Matching Funds Percentage:	13.33%

Part IV: Project Budget and Expenditures Per Fiscal Year

SANDAG staff will use this information for the Regional Transportation Improvement Program (RTIP) if this project receives funding.

Category*	Fiscal Year (FY) 2024 (July 1, 2023 - June 30, 2024)		Fiscal Year (FY) 2025 (July 1, 2024 - June 30, 2025)		Fiscal Year (FY) 2026 (July 1, 2025 - June 30, 2026)		Total Grant Amount	Total Matching Funds	Total Project Cost
	Grant Amount	Match Amount	Grant Amount	Match Amount	Grant Amount	Match Amount			
ENV/ENGR			\$ 225,000.00	\$ 50,000.00	\$ 425,000.00	\$ 50,000.00	\$ 650,000.00	\$ 100,000.00	\$ 750,000.00
ROW							\$ -	\$ -	\$ -
CONSTRUCTION							\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ 225,000.00	\$ 50,000.00	\$ 425,000.00	\$ 50,000.00	\$ 650,000.00	\$ 100,000.00	\$ 750,000.00

*Key

Category	Category Description
ENV/ENGR	Environmental, Engineering, and Planning
ROW	Right-of-Way
CONSTRUCTION	Construction

ATTACHMENT B
PROJECT SCHEDULE

See following page.

Project Schedule

Applicant Name: City of San Diego

Project Title: City Affordable Home Master Plan

Part II: Project Schedule

Propose a timeframe for the Project tasks. The schedule must use the same tasks that are in the Scope of Work and be based on the number of months from the Notice to Proceed (NTP).

Task No.	Task Description	Schedule		
<i>Enter Task or Subtask Number (tailor as needed)</i>	<i>Copy and paste the description from the Scope of Work.</i>	<i>Enter start date as number of months from NTP. Enter whole numbers.</i>	<i>Enter end date as number of months from NTP. Enter whole numbers.</i>	<i>Enter total duration anticipated for task completion. Enter in number of months. Enter whole numbers.</i>
<i>Task Example</i>	<i>RFP for affordable housing consultant: Develop and issue RFP</i>	<i>1</i>	<i>4</i>	<i>3</i>
<i>Task Example</i>	<i>Public Outreach</i>	<i>5</i>	<i>12</i>	<i>7</i>
1	Issue Task Order for Consultant Team	1	2	1
2	Public Outreach	3	6	3
3	Housing Typology Framework	7	10	3
4	Potential Shelter Site Analysis	11	14	3
5	Site Specific Housing Analysis	14	17	3
6	Facility Focused Operational Needs Analysis	14	17	3
Total Project Duration (In Months from NTP):				17

Note: This page starts the Attachment C that contains unreadable text. A clean readable version of this Attachment C is provided at the end of this document.

ATTACHMENT C
PASS-THROUGH PROVISIONS FROM REAP AGREEMENT

The following pages are labeled as REAP2 Terms and Conditions and are copies of Exhibit D to SANDAG's Agreement with HCD (HCD Agreement). The HCD Agreement requires compliance with the Local Government Planning Support Grant Program (Health & Safety Code §50515.06 et seq.) The REAP Terms and Conditions refer to SANDAG as Grantee. Section 9B of the document requires that if SANDAG enters into any contracts with subrecipients such as Subgrantee as a result of the HCD Agreement, such contract must contain all the provisions in the HCD Agreement.

EXHIBIT D - REAP'2 TERMS AND CONDITIONS

1. **Accounting and Records**

- A. The Grantee, its employees, contractors, and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at all times, points of completion, and provide support for payment verification. Grantees may establish and maintain an accounting system and reports, as described above, on behalf of contractors and subcontractors.
- B. The Grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the budget at all times. Separate bank accounts are not required. As appropriate, Grantees must establish separate ledgers for State General funds and other funds associated with proposed uses 110 provided by the RETIP 2.0 Program.
- C. The Grantee shall maintain documentation of its normal procurement and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- ☐ The Grantee agrees that the Department or designated representative shall have the right to review and to copy all records and supporting documentation pertaining to the performance of the Agreement.
- E. The Grantee agrees to maintain such records for a possible audit after the final payment for at least five years after all funds have been expended or returned to the state unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- F. Contractors and subcontractors employed by the Grantee and paid with moneys under the terms of this Agreement shall be responsible for maintaining accounting records as specified above.

2. **Invoicing**

- A. Grant funds cannot be disbursed until the Agreement has been fully executed.
- B. The Grantee will be responsible for compiling and submitting all invoices and reporting documents.
- C. The Grantee must bill the Department based on deliverables outlined in the Agreement monthly. Generally, approved eligible costs incurred for work after execution of the Agreement and completed during the grant term will be reimbursable. However, eligible activities conducted prior to award will be

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reimbursable to July 1, 2021. Approved and eligible costs incurred **prior** to July 11, 2021, are ineligible.

- ☐ Grantees who received advance funds shall expend all such funds or demonstrate substantial progress prior to requesting additional advanced funding by submitting an updated project timeline and budget, including expenditure progress for their eligible projects from the application and any supporting documentation.
- E. Project invoices may be submitted to the Department by the Grantee on a quarterly basis or upon completion of a deliverable, subject to the Department's approval.
- F. The Department may consider advance payments or alternative arrangements to reimbursement and payment methods based on demonstrated need. The Department may consider factors such as availability of funds for eligible activities. Successful requests for funds in increments, schedule for advance payments or other forms approved by the Department, and report progress according to a timeline implementation and expenditure timetable.
- G. Supporting documentation may include, but is not limited to, purchase orders, receipts, progress payments, subcontractor invoices, memos, reports, or any other documentation deemed necessary by the Department to support the reimbursement to the Grantee for expenditures incurred.
- h. Invoices must be accompanied by supporting documentation where appropriate. **Invoices** without supporting documentation **will** not be paid. The Department may withhold up to 10 percent of the grant until grant terms have been fulfilled, including all required reporting.

3. **Audits**

- A. At any time during the term of the Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the Department's request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The Department has the right to review project documents and conduct audits during project implementation and over the project life.
- B. The Grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement.
- C. The Grantee agrees to provide the Department or the Department's designee, with any relevant information requested.
- ☐ The Grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other

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material that may be relevant to a matter under investigation for the purpose of determining compliance with state laws, REAP 2.0 Guidelines, and the Agreement.

- E. The Department may request additional information, as needed, to meet other applicable audit requirements.
- F. The Department may monitor expenditures and activities of a Grantee or its designees, contractors or subcontractors, as the Department deems necessary, to ensure compliance with REAP requirements.
- G. Grantees using federal or state transportation planning funds administered through the Overall Work Program shall identify the source of funds.
- f-1. If there are audit findings, the Grantee must submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
- I. The Grantee agrees to maintain such records for possible audit after the final payment for at least five years after all funds have been expended or returned to the state unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- J. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records must be retained by the Grantee and its designees, contractors, and subcontractors until completion of the action and resolution of all issues which arise from it. In any contract that it enters into in a 12-month period exceeding \$10,000, the Grantee shall include the Department's right to audit the contractor's records and interview their employees.
- K. The Grantee shall comply with and be aware of the requirements and penalties for violations of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.

4. Remedies and Non-performance

- A. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the Department's Housing Policy Development Manager, or the Manager's designee, who may consider any written or verbal evidence submitted by the Grantee. The decision of the Department's Housing Policy Development Manager or Designee shall be the Department's final decision regarding the dispute, not subject to appeal.
- B. Neither the pendency of a dispute nor its consideration by the Department will excuse the Grantee from full and timely performance in accordance with the terms of this Agreement.

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- C. In the event that it is determined, at the sole discretion of the Department, that the Grantee is not meeting the terms and conditions of the Agreement, immediately upon receiving a written notice from the Department to stop work, the Grantee shall cease all work under the Agreement. The Department 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 the Agreement.
- D. The Department has the right to terminate the Agreement at any time upon 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 30 days of the early termination notice.
- E. The applicant must demonstrate a clear and significant use of the REAP 2.0 Program goals and objectives and must carry out provisions to meet the Program goals and objectives and other requirements, including, but not limited to, adoption and completion of activities toward Policy Outcomes and implementation of eligible use activities funded through a suballocation process. Arrivals, lack of action may be inconsistent with REAP 2.0 requirements may result in review and could be subject to repayment of the grant.
- F. At any time, if the Department finds the Grantee included in the information in the advance or final application or as part of the application review, the Department may require the repayment of funds.
- G. Grantees are responsible for suballocations meeting all REAP 2.0 requirements.
- H. Examples of breaches of the Agreement:
1. Grantee's failure to comply with any term or condition of this Agreement.
 2. Use of, or permitting the use of, grant funds provided under this Agreement for any ineligible costs or for any activity not specified and approved under this Agreement.
 3. Any failure to comply with the deadlines set forth in this Agreement unless approved by the Program Manager in writing.
- I. The Department may, as it deems appropriate or necessary, require the repayment of funds from a Grantee, or pursue any other remedies available to it by law for failure to comply with all REAP 2.0 Program requirements.
- J. In addition to any other remedies that may be available to the Department in law or equity for breach of this Agreement, the Department may at its discretion, exercise a variety of remedies, including but not limited to:
1. Revoke existing REAP 2.0 award(s), to the Grantee;

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2. Require the return of unexpended REAP 2.0 funds disbursed under this Agreement;
 3. Require repayment of REAP 2.0 Funds disbursed and expended under this Agreement;
 4. Seek a court order for specific performance of the obligation defaulted upon, or the appointment of a receiver to complete the obligations in accordance with the REAP 2.0 Program requirements; and
 5. Other remedies available at law, by and through this Agreement. All remedies available to the Department are cumulative and not exclusive.
 6. The Department may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.
- K. The Grantee may be subject to amendment of this section as a result of subsequent applications and awards.
5. Reporting
- A. At any time during the term of the Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Agreement with emphasis on eligible activities, eligible uses, and expenditures according to timelines and budgets referenced in the Agreement.
 - B. Grantees shall submit a report, in the form and manner prescribed by the Department, to be made publicly available on its website, by April 1 of the year following the receipt of those funds, and annually thereafter until those funds are expended, that contains the following information:
 1. The status of the Proposed Uses and expenditures listed in the Grantee's advance and full applications for funding and progress of each Proposed Use toward all the objectives of the REAP 2.0 program as provided in the Guidelines and explained in the applications.
 2. An explanation and quantification, where appropriate, of the progress achieved toward all of the objectives of the REAP 2.0 program, barriers and solutions for each Proposed Use that is consistent with and incorporates the metrics in the full application, including, but not limited to
 - i. Housing units accelerated,
 - ii. Reductions in Vehicle Miles Traveled Per Capita,
 - iii. Location of investment,
 - iv. Socioeconomic statistics about the impacted geography, and
 - v. Regional impact exploration

The report must identify whether Proposed Uses overlap with other programs that share the same objectives as REAP 2.0. The Grantee shall also identify

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any measures that prevent it from obtaining the information it needs to perform its duties. The Grantee shall make progress made achieving REAP 2.0 Objectives and make adjustments to the extent possible in subsequent reporting years.

3. All status and impact reports shall be categorized based on the eligibility uses specified in Section 50515.08 of the statute.
- C. Grantees shall post, make available, and update, as appropriate, its internet website, land use maps and Vehicle Miles Traveled generation maps produced in the development of its adopted SGS, as applicable.
- ☐ Grantees shall collaborate and share progress, templates, and best practices with the Department and fellow recipients in implementation of HUD's. To the greatest extent practicable, Grantees shall coordinate with other eligible entities in the development of applications, consider potential for joint activities, and seek to coordinate housing and transportation planning across regions.
- E. Upon completion of all deliverables within the Agreement, the Grantee shall submit a final report in a manner and form prescribed by the Department.
 1. Grantee may include a final item for advance payment or reimbursement, as part of its administrative costs, for its final report that is due by June 30, 2026. Funding requests for final reports must be submitted no later than March 31, 2026.

6. Indemnification

Neither the Department nor any officer, employee or designee thereof is responsible for any injury, damage or liability occurring by reason of any negligent act or omission by the Grantee, its officers, employees, agents, its contractors, its sub-recipients or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon the Grantee under this Agreement, Guidelines or statute. It is understood and agreed that the Grantee shall defend, indemnify and save harmless the Department and all of the Department's staff from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, contractors, sub-recipients or subcontractors under this Agreement, Guidelines or statute.

7. Waivers

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of these provisions nor to affect the validity of this Agreement or the ability of the Department to enforce these provisions.

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NOFA Date: July 14, 2022
Approved Date: November 10, 2022
Prep. Date: December 14, 2022

8. Relationship of Parties

It is expressly understood that this Agreement is an agreement executed by and between the San Diego Association of Governments and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, in any other relationship whatsoever other than that of an independent party.

9. Third Party Contracts

- A. All state-government funded procurements must be conducted using a fair and competitive procurement process. The Grantee may use its own procurement procedures as long as they comply with all City of San Diego rules and ordinances governing procurement, and all applicable provisions of California state law.
- B. Any contract entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement and shall be applicable to the Grantee's sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors shall be submitted to the Department's program manager.
- C. The Department does not have a contractual relationship with the Grantee's sub-recipients, contractors, or subcontractors, and the Grantee shall be fully responsible for monitoring and enforcement of those agreements and all work performed thereunder.

10. Compliance with State and Federal Laws, Rules, Guidelines and Regulations

- A. The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the grant, the Grantee, its contractors or subcontractors, and any other grant activity.
- B. During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, ancestry, national origin, sex, gender, gender identity, gender expression, genetic information, age, disability, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-20) and all implementing regulations; and Title Age Discrimination Act of 1975 and all implementing regulations.
- C. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements that each of them shall include the nondiscrimination and compliance provisions of this clause in all subcontracts and subcontracts they enter into to perform work under the REAP 2.0 Program.

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- D. The Grantee shall, in the course of performing project Work, fully comply with the applicable provisions of 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.)
- E. The Grantee shall adopt and implement affirmative processes and procedures that provide information, outreach and promotion of opportunities in the REAP project to encourage participation of all persons regardless of race, color, national origin, sex, religion, marital status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and employees hired by minorities and women, as required by 24 GRR 92.351.

Waiver

- A. If any provision in this Agreement, and underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim in legal action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or legal action consistent with the terms of this Agreement and the interests of the Department.

Changes in Terms/Amendments

- A. The Grantee may be subject to amendments to this section as a result of subsequent applications and awards.
- B. This Agreement may only be amended or modified by mutual written agreement of both parties.

13. State-Owned Data

A. Definitions

1. Work:

The work to be directly or indirectly produced by the Grantee, its employees, or by and of the Grantee's contractor's, subcontractor's and/or sub-recipients employees under this Agreement.

2. Work/Product:

All deliverables created or produced from Work under this Agreement including, but not limited to, all Work and deliverables created or made or, hereafter

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conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six months after the term of this Agreement, which relates to the Work, commissioned or performed under this Agreement, are considered Work Product. Work Product includes all deliverables, inventions, innovations, improvements, or other marks of authorship. Grantee and Grantee's contractors and/or sub-recipients may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.

B. Sharing of Work Product and Rights

All Work Product shall be shared with the Department and its partners for various purposes, including education, outreach, transparency and future planning.

14. Special Conditions

The State reserves the right to add any special conditions to this Agreement it deems necessary to assure that the policy and goals of the Program are achieved.

ATTACHMENT D
PERFORMANCE MEASURES

Grantee must provide sufficient evidence that demonstrates the use of grant funding meets all REAP 2.0 goals and objectives. Grantee agrees to the performance measures included on the next page for the Project.



Housing Acceleration Program (HAP) Performance Measures Reporting

Grantee: City of San Diego

Project: City Affordable Home Development Master Plan

Part A – Status of Activities

The table below lists the grant program/project's Performance Measures as selected by the grantee and outlined in the grant agreement. This table intends to monitor and assess the benefits achieved by the project for the reporting period. In each quarterly progress report, the grantee is required to provide updates on "Output Indicators" and "Outcome Indicators" for each Performance Measure.

Performance Measure	Related REAP 2.0 Category	Quantifiable Measurements or Metrics ¹	Desired Outcome	Baseline Year (2023) ²	Output Indicators ³	Outcome Indicators ⁴
Mix of Housing unit types or sizes	Reducing Vehicle Miles Traveled	Number of home types on city owned sites that are in transit-rich areas of the city	Identify locations for a variety of homes on city owned sites near transit including homes for families, homes for individuals, affordable homes, and homes for unsheltered people	0 homes		
Increasing land use intensities	Accelerating infill development that facilitates housing supply, choice and affordability	Number of city-owned sites that could accommodate homes	Identify at least 10 sites that allow for housing where does not currently exist.	0 sites	More homes allowed on city owned sites	Increased capacity for homes

¹ - The quantifiable measurements or metrics will be used to assess the project's effectiveness in meeting the anticipated REAP goal/objective.

² -The baseline year will be calendar year 2023 and the final project calendar year will be 2025; data will analyze project benefits for to inform the Final Progress Report.

³ - Output indicators are a type of performance indicator that measures the immediate activities, products (including capital investments), or deliverables that result from a program or project.

⁴ - Outcome Indicators are the benefits that a project delivers during this reporting period. They measure the broader changes or benefits that result from the program or project.

Performance Measure	Related REAP 2.0 Category	Quantifiable Measurements or Metrics ¹	Desired Outcome	Baseline Year (2023) ²	Output Indicators ³	Outcome Indicators ⁴
Number of new affordable housing units in Higher Resource Areas	Affirmatively Furthering Fair Housing (AFFH)	Number of affordable homes allowed on city-owned sites in high and highest resource areas	Identify locations for at least 250 affordable homes on city-owned sites in high or highest resource areas	0 homes		
New or enhanced public services and community assets such as parks, schools, social service programs, active transportation, infrastructure, and other community amenities	Accelerating infill development that facilitates housing supply, choice and affordability	Number of city-owned sites with an existing library that could include homes with the development of a new library	Identify at least 3 sites suitable for potential additional housing development with the development of a library	0 sites		
Count of sites developable for future housing	Accelerating infill development that facilitates housing supply, choice and affordability	A number of city-owned sites that could receive streamlined approvals and utilize housing incentives.	Identify at least 10 sites suitable for additional housing development using streamlined approvals and housing incentive programs	0 sites		

SANDAG - Signature Request for Contract 6000330 Affordable Home Master Plan

Final Audit Report

2024-12-04

Created:	2024-12-03
By:	Briana Alvarez (Briana.Alvarez@sandag.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9fRRGX0lcp3Avlbn83OK8vMwuZfnEXe

"SANDAG - Signature Request for Contract 6000330 Affordable Home Master Plan" History

-  Document created by Briana Alvarez (Briana.Alvarez@sandag.org)
2024-12-03 - 4:45:09 PM GMT
-  Document emailed to Casey Smith (cdsmith@sandiego.gov) for signature
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-  Email viewed by Casey Smith (cdsmith@sandiego.gov)
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-  Document e-signed by Casey Smith (cdsmith@sandiego.gov)
Signature Date: 2024-12-03 - 6:30:34 PM GMT - Time Source: server
-  Document emailed to Susan Huntington (susan.huntington@sandag.org) for signature
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-  Document e-signed by Susan Huntington (susan.huntington@sandag.org)
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-  Document emailed to Samantha Foulke (samantha.foulke@sandag.org) for signature
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2024-12-04 - 1:56:48 AM GMT
-  Document e-signed by Samantha Foulke (samantha.foulke@sandag.org)
Signature Date: 2024-12-04 - 1:57:11 AM GMT - Time Source: server
-  Agreement completed.
2024-12-04 - 1:57:11 AM GMT

ATTACHMENT C
PASS-THROUGH PROVISIONS FROM REAP AGREEMENT

The following pages are labeled as REAP2 Terms and Conditions and are copies of Exhibit D to SANDAG's Agreement with HCD (HCD Agreement). The HCD Agreement requires compliance with the Local Government Planning Support Grant Program (Health & Safety Code §50515.06 et seq.) The REAP Terms and Conditions refer to SANDAG as Grantee. Section 9B of the document requires that if SANDAG enters into any contracts with subrecipients such as Subgrantee as a result of the HCD Agreement, such contract must contain all the provisions in the HCD Agreement.

EXHIBIT D - REAP2 TERMS AND CONDITIONS

1. Accounting and Records

- A. The Grantee, its employees, contractors, and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for payment vouchers and invoices. Grantees may establish and maintain an accounting system and reports, as described above, on behalf of contractors and subcontractors.
- B. The Grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the budget and timeline. Separate bank accounts are not required. As appropriate, Grantees must establish separate ledgers for State General funds and other funds associated with proposed uses not provided by the REAP 2.0 Program.
- C. The Grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- D. The Grantee agrees that the Department or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement.
- E. The Grantee agrees to maintain such records for a possible audit after the final payment for at least five years after all funds have been expended or returned to the State unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- F. Contractors and subcontractors employed by the Grantee and paid with moneys under the terms of this Agreement shall be responsible for maintaining accounting records as specified above.

2. Invoicing

- A. Grant funds cannot be disbursed until the Agreement has been fully executed.
- B. The Grantee will be responsible for compiling and submitting all invoices and reporting documents.
- C. The Grantee must bill the Department based on clear deliverables outlined in the Agreement or budget timeline. Generally, approved and eligible costs incurred for work after execution of the Agreement and completed during the grant term will be reimbursable. However, eligible activities conducted prior to award will be

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reimbursable to July 1, 2021. Approved and eligible costs incurred prior to July 1, 2021, are ineligible.

- D. Grantees who received advance funds shall expend all such funds or demonstrate substantial progress prior to requesting additional advanced funding by submitting an updated project timeline and budget, including expenditure progress for their eligible projects from the application and any supporting documentation.
- E. Project invoices may be submitted to the Department by the Grantee on a quarterly basis or upon completion of a deliverable, subject to the Department's approval.
- F. The Department may consider advance payments or alternative arrangements to reimbursement and payment methods based on demonstrated need. The Department may consider factors such as available funds for eligible activities. Suballocations must request funds in increments, schedule for advance payments or other form approved by the Department, and report progress according to an implementation and expenditure timetable.
- G. Supporting documentation may include, but is not limited to, purchase orders, receipts, progress payments, subcontractor invoices, timecards, reports, or any other documentation as deemed necessary by the Department to support the reimbursement to the Grantee for expenditures incurred.
- H. Invoices must be accompanied by supporting documentation where appropriate. Invoices without supporting documentation will not be paid. The Department may withhold up to 10 percent of the grant until grant terms have been fulfilled, including all required reporting.

3. **Audits**

- A. At any time during the term of the Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the Department's request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The Department has the right to review project documents and conduct audits during project implementation and over the project life.
- B. The Grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement.
- C. The Grantee agrees to provide the Department, or the Department's designee, with any relevant information requested.
- D. The Grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other

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material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, REAP 2.0 Guidelines, and the Agreement.

- E. The Department may request additional information, as needed, to meet other applicable audit requirements.
- F. The Department may monitor expenditures and activities of a Grantee or its designees, contractors or subcontractors, as the Department deems necessary, to ensure compliance with REAP requirements.
- G. Grantees using federal or state transportation planning funds administered through the Overall Work Program (OWP) shall clearly identify the source of funds.
- H. If there are audit findings, the Grantee must submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
- I. The Grantee agrees to maintain such records for possible audit after the final payment for at least five years after all funds have been expended or returned to the State unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- J. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records must be retained by the Grantee and its designees, contractors, and sub-contractors until completion of the action and resolution of all issues which arise from it. In any contract that it enters into in an amount exceeding \$10,000, the Grantee shall include the Department's right to audit the contractor's records and interview their employees.
- K. The Grantee shall comply with and be aware of the requirements and penalties for violations of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.

4. **Remedies and Non-performance**

- A. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the Department's Housing Policy Development Manager, or the Manager's designee, who may consider any written or verbal evidence submitted by the Grantee. The decision of the Department's Housing Policy Development Manager or Designee shall be the Department's final decision regarding the dispute, not subject to appeal.
- B. Neither the pendency of a dispute nor its consideration by the Department will excuse the Grantee from full and timely performance in accordance with the terms of this Agreement.

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- C. In the event that it is determined, at the sole discretion of the Department, that the Grantee is not meeting the terms and conditions of the Agreement, immediately upon receiving a written notice from the Department to stop work, the Grantee shall cease all work under the Agreement. The Department 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 the Agreement.
- D. The Department has the right to terminate the Agreement at any time upon 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 30 days of the early termination notice.
- E. The applicant must demonstrate a clear and significant nexus to REAP 2.0 Program goals and objectives and must carry out provisions to meet the Program goals and objectives and other requirements, including, but not limited to, adoption or completion of activities toward Policy Outcomes and implementation of eligible use activities funded through a suballocation process. Any lack of action or action inconsistent with REAP 2.0 requirements may result in review and could be subject to repayment of the grant.
- F. At any time, if the Department finds the Grantee included false information in the advance or final application or as part of the application review, the Department may require the repayment of funds.
- G. Grantees are responsible for suballocations meeting all REAP 2.0 requirements.
- H. Examples of a breach of this Agreement:
 - 1. Grantee's failure to comply with any term or condition of this Agreement.
 - 2. Use of, or permitting the use of, grant funds provided under this Agreement for any ineligible costs or for any activity not specified and approved under this Agreement.
 - 3. Any failure to comply with the deadlines set forth in this Agreement unless approved by the Program Manager in writing.
- I. The Department may, as it deems appropriate or necessary, require the repayment of funds from a Grantee, or pursue any other remedies available to it by law for failure to comply with all REAP 2.0 Program requirements.
- J. In addition to any other remedies that may be available to the Department in law or equity for breach of this Agreement, the Department may at its discretion, exercise a variety of remedies, including but not limited to:
 - 1. Revoke existing REAP 2.0 award(s) to the Grantee;

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2. Require the return of unexpended REAP 2.0 funds disbursed under this Agreement;
 3. Require repayment of REAP 2.0 Funds disbursed and expended under this Agreement;
 4. Seek a court order for specific performance of the obligation defaulted upon, or the appointment of a receiver to complete the obligations in accordance with the REAP 2.0 Program requirements; and
 5. Other remedies available at law, by and through this Agreement. All remedies available to the Department are cumulative and not exclusive.
 6. The Department may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.
- K. The Grantee may be subject to amendment of this section as a result of subsequent applications and awards.

5. **Reporting**

- A. At any time during the term of the Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Agreement with emphasis on eligible activities, eligible uses, and expenditures according to timelines and budgets referenced in the Agreement.
- B. Grantees shall submit a report, in the form and manner prescribed by the Department, to be made publicly available on its website, by April 1 of the year following the receipt of those funds, and annually thereafter until those funds are expended, that contains the following information:
 1. The status of the Proposed Uses and expenditures listed in the Grantee's advance and full applications for funding and progress of each Proposed Use toward all the objectives of the REAP 2.0 program as provided in the Guidelines and explained in the applications.
 2. An explanation and quantification, where appropriate, of the progress achieved toward all of the objectives of the REAP 2.0 program, barriers and solutions for each Proposed Use that is consistent with and incorporates the metrics in the full application, including, but not limited to:
 - i. Housing units accelerated,
 - ii. Reductions in Vehicle Miles Traveled Per Capita,
 - iii. Location of investment,
 - iv. Socioeconomic statistics about the impacted geography, and
 - v. Regional impact explanation

The report must identify whether Proposed Uses overlap with other programs that share the same objectives as REAP 2.0. The Grantee should also identify

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any measurement challenges that persist and highlight any administrative barriers that prevent it from obtaining the information it needs to perform better analysis of progress made achieving REAP 2.0 Objectives and make adjustments to the extent possible in subsequent reporting years.

3. All status and impact reports shall be categorized based on the eligible uses specified in Section 50515.08 of the Statute.
- C. Grantees shall post, make available, and update, as appropriate on its internet website, land use maps and Vehicle Miles Traveled generation maps produced in the development of its adopted SCS, as applicable.
- D. Grantees shall collaborate and share progress, templates, and best practices with the Department and fellow recipients in implementation of funds. To the greatest extent practicable, Grantees shall coordinate with other Eligible Entities in the development of applications, consider potential for joint activities, and seek to coordinate Housing and transportation planning across regions.
- E. Upon completion of all deliverables within the Agreement, the Grantee shall submit a close out report in a manner and form prescribed by the Department.
1. Grantee may include a line item for advance payment or reimbursement, as part of its administrative costs, for its final report that is due by June 30, 2026. Funding requests for final reports must be submitted no later than March 31, 2026.

6. **Indemnification**

Neither the Department nor any officer, employee or designee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted by the Grantee, its officers, employees, agents, its contractors, its sub-recipients or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon the Grantee under this Agreement, Guidelines or Statute. It is understood and agreed that the Grantee shall fully defend, indemnify and save harmless the Department and all of the Department's staff from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortuous, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, contractors, sub-recipients, or subcontractors under this Agreement, Guidelines or Statute.

7. **Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions.

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8. **Relationship of Parties**

It is expressly understood that this Agreement is an agreement executed by and between two independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

9. **Third Party Contracts**

- A. All state-government funded procurements must be conducted using a fair and competitive procurement process. The Grantee may use its own procurement procedures as long as the procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law.
- B. Any contract entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement and shall be applicable to the Grantee's sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors shall be submitted to the Department's program manager.
- C. The Department does not have a contractual relationship with the Grantee's sub-recipients, contractors, or subcontractors, and the Grantee shall be fully responsible for monitoring and enforcement of those agreements and all work performed thereunder.

10. **Compliance with State and Federal Laws, Rules, Guidelines and Regulations**

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- B. During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, ancestry, national origin, sex, gender, gender identity, gender expression, genetic information, age, disability, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-20) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations.
- C. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements that each of them in turn include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under the REAP 2.0 Program.

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- D. The Grantee shall, in the course of performing project work, fully comply with the applicable provisions of 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.)
- E. The Grantee shall adopt and implement affirmative processes and procedures that provide information, outreach and promotion of opportunities in the REAP project to encourage participation of all persons regardless of race, color, national origin, sex, religion, familial status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, as required by 24 CFR 92.351.

11. Litigation

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim or legal action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or legal action consistent with the terms of this Agreement and the interests of the Department.

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conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six months after the termination thereof, which relates to the Work commissioned or performed under this Agreement, are considered Work Product. Work Product includes all deliverables, inventions, innovations, improvements, or other works of authorship Grantee and/or Grantee's contractor subcontractor and/or sub-recipient may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.

B. Sharing of Work Product and Rights

All Work Product shall be shared with the Department and its partners for various purposes, including education, outreach, transparency and future learning.

14. Special Conditions

The State reserves the right to add any special conditions to this Agreement it deems necessary to assure that the policy and goals of the Program are achieved.

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EXHIBIT G

GRANT AGREEMENT BETWEEN THE SAN DIEGO ASSOCIATION OF
GOVERNMENTS AND CITY OF SAN DIEGO MID-CITY COMMUNITIES PLAN
UPDATE REGIONAL EARLY ACTION PROGRAM 2.0 HOUSING ACCELERATION
GRANT PROGRAM – CYCLE 2

SANDAG CONTRACT No. 6000329

**GRANT AGREEMENT BETWEEN
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS AND
CITY OF SAN DIEGO
MID-CITY COMMUNITIES PLAN UPDATE REGIONAL EARLY ACTION PROGRAM 2.0
HOUSING ACCELERATION GRANT PROGRAM – CYCLE 2**

SANDAG CONTRACT NO. 6000329

THIS GRANT AGREEMENT (“Agreement”) is made and entered into effective as of the last signature date below, by and between the San Diego Association of Governments (“SANDAG”) and City of San Diego (“Subgrantee”). This Agreement expires on March 31, 2026, unless amended in writing by mutual agreement of the parties.

The following recitals are a substantive part of this Agreement:

- A.** In January 2010, the SANDAG Board of Directors approved Board Policy No. 035: Competitive Grant Program Procedures, which is available in its updated version at <https://www.sandag.org/about/bylaws-and-policies>. This Agreement and the Subgrantee’s performance are subject to Board Policy No. 035, which includes multiple “use it or lose it” provisions.
- B.** In 2019, the state legislature passed Assembly Bill 101, which created state grant fund programs to distribute one-time funding to regional entities to prioritize planning activities that accelerate housing production. Thereafter, the California Department of Housing and Community Development (HCD) established the Regional Early Action Planning grant program (REAP), which allocated \$6.8 million to SANDAG. Using these grant funds, SANDAG established a regional housing incentive program to collaborate on projects with a broader regional impact on housing.
- C.** REAP 2.0 was established as part of the 2021 California Comeback Plan under Assembly Bill 140, and HCD allocated SANDAG \$43 million. REAP 2.0 builds on the success of REAP 1.0 and expands the REAP program focus by addressing housing and climate goals in California through funding planning and capital activities related to the acceleration of housing production within infill areas that affirmatively further fair housing and reduce vehicle miles traveled.
- D.** On October 28, 2022, the SANDAG Board of Directors approved the program eligibility and evaluation criteria for the Housing Acceleration Program (HAP) Cycle 2 Call for Projects, including up to \$16 million in funding from REAP 2.0.
- E.** On May 7, 2023, SANDAG issued a call for projects from local jurisdictions in San Diego County that wish to apply for a portion of the HAP Cycle 2 funds for use on housing planning and capital improvement projects meeting certain criteria.
- F.** On October 13, 2023, the SANDAG Board of Directors approved a list of recommended HAP projects for this competitive grant cycle, and one of those projects is the subject of this Agreement (Project). The Project Scope of Work and Budget, and Project Schedule are included as Attachments A and B, respectively.
- G.** The purpose of this Agreement is to establish the terms and conditions for SANDAG to provide Subgrantee with funding to implement the Project.
- H.** Although SANDAG will provide financial assistance to Subgrantee to support the Project, SANDAG will not take an active role or retain substantial control of the Project. Therefore, this Agreement is characterized as a funding agreement rather than a cooperative agreement.

- I. Subgrantee understands that REAP 2.0 funds were granted from HCD with statutory requirements and a SANDAG expenditure deadline of June 30, 2026. The SANDAG funding commitment to HAP Projects, including this Project, is subject to those statutory requirements and deadlines, which may impact funding availability for this Project.

NOW, THEREFORE, it is agreed as follows:

I. GRANT AWARD

- A. The total amount payable by SANDAG to Subgrantee under this Agreement shall be the proportion of actual Project costs allocated to grant funding in the Project Budget (Attachment A) and shall not exceed the grant award of \$650,000 (Fund Limit).
- B. It is agreed and understood that this Agreement Fund Limit is a ceiling and that SANDAG will only reimburse the allowable cost of services rendered as authorized by SANDAG at or below the Fund Limit.

II. PROJECT BUDGET

The Subgrantee and SANDAG have agreed to a Project Budget outlined in Attachment A. The Subgrantee and third-party contractor(s) will incur obligations to the Project only as authorized by the Project Budget. Subgrantee may, with prior written approval from the HAP Program Manager, reallocate funds between tasks in the Project Budget as long as all of the following conditions are met:

1. The funds to be reallocated do not exceed an aggregate amount of ten percent for any particular task in the Project Budget,
2. The reallocation does not negatively impact the benefits obtained from the Project, and
3. There is no increase to the Fund Limit or decrease to the matching funds.

Any other changes to the Project Budget require the issuance of an amendment to this Agreement.

III. MATCHING FUNDS

Subgrantee agrees to provide matching funds in an amount of \$100,000 of the actual cost of the Project, estimated to be 13.33 percent based on the Project Budget. If the actual cost of the Project exceeds the Project Budget, Subgrantee is responsible for 100 percent of the actual cost greater than the Project Budget.

A. Availability of Grant Funding

Except where expressly allowed in writing herein, credits for matching funds will be made or allowed only for work performed on and after the Agreement effective date and before the termination date of this Agreement, unless expressly permitted by SANDAG in writing.

B. Reduction of Matching Funds

The Subgrantee agrees that no matching funds may be reduced unless a reduction of the proportional share of the grant funding provided by SANDAG under this Agreement is also made.

C. Prompt Payment of Subgrantee's Share of Matching Funds

Subgrantee agrees to complete all actions necessary to provide its share of the Project costs at or before the time the matching funds are needed from Subgrantee to pay for Project costs. The

Subgrantee agrees to provide not less than its cumulative required match amount of Project costs prior to invoicing SANDAG for reimbursement. Each of Subgrantee's invoices must include its matching fund contribution, along with supporting, descriptive and explanatory documentation for the matching funds provided.

IV. PROJECT MANAGER

Subgrantee's Project Manager is Alex Frost.

The HAP Program Manager is Goldy Herbon.

Project Manager continuity and experience are deemed essential in Subgrantee's ability to carry out the Project under the terms of this Agreement. Should the Subgrantee change the Project Manager, it will provide written notice to the HAP Program Manager within ten business days of the change, including contact information for the new Project Manager.

V. NOTICE

All notices required to be given, by either party to the other, shall be deemed fully given when made in writing and received by the parties at their respective addresses:

San Diego Association of Governments
Attention: Grants Program Manager
401 B Street, Suite 800
San Diego, CA 92101

Subgrantee:
City of San Diego
Attention: Alex Frost
202 C Street MS 413
San Diego CA 92101

VI. PROJECT IMPLEMENTATION

A. General

The Subgrantee agrees to carry out the Project as follows:

1. Project Description

Subgrantee agrees to perform the work as described in the Scope of Work included in Attachment A.

2. Subgrantee's Capacity

The Subgrantee agrees to maintain or acquire sufficient legal, financial, technical, and managerial capacity to: (a) plan, manage, and complete the Project as described in Attachment A and provide for the use of any Project property; (b) carry out any safety and security aspects of the Project; and (c) comply with the terms of the Agreement and all applicable laws, regulations, and policies pertaining to the Project and the Subgrantee, including but not limited to the Pass-Through Provisions from REAP Agreement (Attachment C) and Board Policy No. 035.

3. Project Schedule

The Subgrantee agrees to complete the Project according to the Project Schedule included in Attachment B and in compliance with the Pass-Through Provisions from REAP Agreement (Attachment C) and Board Policy No. 035.

4. Project Implementation and Oversight Requirements

Subgrantee agrees to comply with the Performance Measures included in Attachment D.

5. Changes to Project Scope of Work

This Agreement was awarded to Subgrantee based on the application submitted by Subgrantee with the intention that the awarded funds would be used to implement the Project as described in the project application. Any substantive deviation from Subgrantee's Scope of Work during project implementation may require reevaluation or result in loss of funding. If Subgrantee knows or should have known that substantive changes to the Project will occur or have occurred, Subgrantee will immediately notify SANDAG in writing. SANDAG will then determine whether the Project is still consistent with the overall objectives of the grant program and whether the changes would have negatively affected the Project ranking during the competitive grant evaluation process. SANDAG reserves the right to have grant funding withheld from Subgrantee, or refunded to SANDAG, due to Subgrantee's failure to complete the Project satisfactorily or due to substantive changes to the Project not approved in advance by SANDAG.

B. Application of Laws

Should a federal or state law pre-empt or conflict with a local law, policy, or ordinance, the Subgrantee must comply with the federal or state law and implementing regulations. No provision of this Agreement requires the Subgrantee to observe or enforce compliance with any provision, perform any other act, or do any other task in contravention of federal, state, territorial, or local law, regulation, or ordinance. If compliance with any provision of this Agreement violates or would require the Subgrantee to violate any law, the Subgrantee agrees to notify SANDAG immediately in writing. Should this occur, SANDAG and the Subgrantee agree to make appropriate arrangements to proceed with or, if necessary, terminate the Project or affected portions expeditiously.

C. Changes in Project Performance

The Subgrantee agrees to notify SANDAG immediately, in writing, of any change in local law, conditions (including its legal, financial, or technical capacity), or any other event, including a force majeure event, that may adversely affect the Subgrantee's ability to perform the Project under the terms of the Agreement and as required by Board Policy No. 035. The Subgrantee also agrees to notify SANDAG immediately, in writing, of any current or prospective major dispute, breach, default, or litigation that may adversely affect SANDAG's interests in the Project; and agrees to inform SANDAG, also in writing, before naming SANDAG as a party to litigation for any reason, in any forum. At a minimum, the Subgrantee agrees to send each notice to SANDAG required by this subsection to SANDAG's Grants Program Manager.

D. Licenses and Permits

Subgrantee represents and warrants to SANDAG that Subgrantee and its subcontractors will have all necessary licenses, permits, qualifications and approvals of whatever nature that are required to legally practice its profession and perform services under this Agreement at all times during the term of this Agreement.

E. Standard of Care

Subgrantee expressly warrants that the work to be performed under this Agreement shall be performed in accordance with the applicable standard of care. Where approval by SANDAG, its management, or other representative of SANDAG is indicated in the Scope of Work, it is understood to be conceptual approval only and does not relieve the Subgrantee of responsibility for complying with all laws, codes, industry standards, and liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of the Subgrantee or its subcontractors.

F. Third-Party Contracting

Although the Subgrantee may delegate any or almost all Project responsibilities to one or more third-party contractors, the Subgrantee agrees that it, rather than any third-party contractor, is ultimately responsible for compliance with all applicable laws, regulations, and this Agreement. The first invoice utilizing any third-party contractor shall be accompanied by evidence of compliance with the following requirements:

1. Competitive Procurement

Subgrantee shall not award contracts with a cumulative value over \$10,000 based on a noncompetitive procurement for work to be performed under this Agreement without the prior written approval of SANDAG. Contracts awarded by Subgrantee, if intended as local match credit, must meet the requirements outlined in this Agreement regarding local match funds. Upon request by SANDAG, Subgrantee shall submit its Request for Proposals or bid solicitation documents to SANDAG staff for review and comment for consistency with the agreed upon Scope of Work with SANDAG and to ensure a competitive process was used.

If Subgrantee hires a third-party contractor to carry out work funded under this Agreement, Subgrantee shall: prepare a cost estimate prior to soliciting proposals/bids; publicly advertise for competing proposals/bids for the work; for professional services, use cost as a significant evaluation factor in selecting the third-party contractor; document a record of negotiation establishing that the amount paid by Subgrantee for the work is fair and reasonable; and pass through the relevant obligations in this Agreement to the contractor.

2. Debarment

Subgrantee shall execute and cause its third-party contractors to execute debarment and suspension certificates stating they have not been disqualified from doing business with government entities. The documentation showing a lack of debarment shall be obtained from the following two websites:

- Subgrantee will check the System for Award Management (SAM) at www.sam.gov to verify the prime contractor and all of its subcontractors are not currently debarred or suspended by the federal government.
- Entities in the United States are banned from doing business with companies with ownership based in countries such as Cuba, Sudan and China due to United States trade sanctions. A search on the US Treasury's Office of Foreign Assets Control (OFAC) website can ensure Subgrantee will not be doing business with a vendor that is subject to trade sanctions. This can be done at <https://sanctionssearch.ofac.treas.gov/>.

3. Flowdown

Subgrantee agrees to take appropriate measures necessary, including the execution of a subagreement, lease, third-party contract, or other, to ensure that all Project participants, including alternate payees or third-party contractors at any tier, comply with all applicable federal laws, regulations, policies affecting Project implementation and Agreement requirements. In addition, if an entity other than the Subgrantee is expected to fulfill any responsibilities typically performed by the Subgrantee, the Subgrantee agrees to assure that the entity carries out the Subgrantee's responsibilities as outlined in this Agreement, including but not limited to those in Attachment C.

4. No SANDAG Obligations to Third Parties

In connection with the Project, the Subgrantee agrees that SANDAG shall not be subject to any obligations or liabilities to any subcontractor, lessee, third-party contractor at any tier, or other person or entity that is not a party to the Agreement for the Project. Notwithstanding that SANDAG may have concurred in or approved any solicitation, subagreement, lease, alternate payee designation, or third-party contract at any tier, SANDAG has no obligations or liabilities to any entity other than the Subgrantee.

5. Equipment Purchases

Subgrantee shall maintain ownership of any equipment purchased using Agreement funding and shall use such equipment only for the purposes outlined in this Agreement. The parties agree to meet and confer in good faith to ensure the equipment's continued use for the intended purposes, which may include reimbursement to SANDAG when the fair market value of the equipment at Project completion exceeds \$5,000. SANDAG and Subgrantee further agree that Subgrantee shall keep an inventory record for each piece of equipment purchased under this Agreement and maintain each piece of equipment in good operating order consistent with the purposes for which they were intended. SANDAG shall have the right to conduct periodic maintenance inspections to confirm the equipment's existence, condition, and proper maintenance.

VII. ETHICS

A. Subgrantee Code of Conduct/Standards of Conduct

The Subgrantee agrees to maintain a written code of conduct or standards of conduct that shall govern the actions of its officers, employees, council or board members, or agents engaged in the award or administration of subagreements, leases, or third-party contracts supported with the grant funding. The Subgrantee agrees that its code of conduct or standards of conduct shall specify that its officers, employees, council or board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from any present or potential subcontractor, lessee, or third-party contractor at any tier or agent thereof. The Subgrantee may set de minimis rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. The Subgrantee agrees that its code of conduct or standards of conduct shall also prohibit its officers, employees, board members, or agents from using their respective positions in a manner that presents a real or apparent personal or organizational conflict of interest or personal gain. As permitted by state or local law or regulations, the Subgrantee agrees that its code of conduct or standards of conduct shall include penalties, sanctions, or other disciplinary actions for violations by its officers, employees, council or board members, or their agents, or its third-party contractors or subcontractors or their agents.

B. Personal Conflicts of Interest

The Subgrantee agrees that its code of conduct or standards of conduct shall prohibit the Subgrantee's employees, officers, council or board members, or agents from participating in the selection, award, or administration of any third-party contract or subagreement supported by the grant funding if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, board member, or agent, including any member of their immediate family, partner, or organization that employs, or intends to employ, any of the parties listed herein have a financial interest in a firm competing for award.

C. Organizational Conflicts of Interest

The Subgrantee agrees that its code of conduct or standards of conduct shall include procedures for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract or subagreement may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or subcontractor or impair its objectivity in performing the contract work.

D. SANDAG Code of Conduct

SANDAG has established policies concerning potential conflicts of interest. These policies apply to Subgrantee. For all awards by SANDAG, any practices that might result in unlawful activity are prohibited including, but not limited to, rebates, kickbacks, or other unlawful considerations. SANDAG staff members are specifically prohibited from participating in the selection process when those staff have a close personal relationship, family relationship, or past (within the last 12 months), present, or potential business or employment relationship with a person or business entity seeking a contract with SANDAG. It is unlawful for any contract to be made by SANDAG if any individual Board member or staff has a prohibited financial interest in the contract. Staff also are prohibited from soliciting or accepting gratuities from any organization seeking funding from SANDAG. SANDAG's officers, employees, agents, and board members shall not solicit or accept gifts, gratuities, favors, or anything of monetary value from consultants, potential consultants, or parties to subagreements. By signing this Agreement, Subgrantee affirms that it has no knowledge of an ethical violation by SANDAG staff or Subgrantee. If Subgrantee has any reason to believe a conflict of interest exists concerning the Agreement or the Project, it shall notify the SANDAG Office of General Counsel immediately.

E. Bonus or Commission

The Subgrantee affirms that it has not paid, and agrees not to pay, any bonus or commission to obtain approval of its grant funding application for the Project.

F. False or Fraudulent Statements or Claims

The Subgrantee acknowledges and agrees that by executing the Agreement for the Project, the Subgrantee certifies or affirms the truthfulness and accuracy of each statement it has made, it makes, or it may make in connection with the Project, including, but not limited to, the Subgrantee's grant application, progress reports, and invoices.

VIII. PAYMENTS

A. Type of Payment

The payment type for this Agreement will be reimbursement and will be based on actual, substantiated, and allowable costs described herein.

B. Alternate Payee

If the Subgrantee designates a party as an Alternate Payee, Alternate Payee is authorized to submit payment requests directly to SANDAG to receive reimbursement for allowable Project costs. This does not alleviate Subgrantee from all obligations under this Grant Agreement.

C. Invoicing

Subgrantee or Alternate Payee is required to submit invoices quarterly using a template provided by SANDAG. Invoices must be accompanied by a quarterly report (template to be provided by SANDAG). SANDAG will make payments for eligible amounts to Subgrantee or Alternate Payee as promptly as SANDAG fiscal procedures permit upon receipt of Subgrantee's or Alternate Payee's itemized signed invoice(s), backup, deliverables, and confirmation by the HAP Program Manager that Subgrantee is in compliance with the reporting and other requirements in this Agreement. SANDAG shall retain 10 percent from the amounts invoiced until the satisfactory completion of the Project. SANDAG shall promptly pay retention amounts to Subgrantee or Alternate Payee following satisfactory completion of the Scope of Work, including but not limited to receipt of all deliverables, completion of a final site visit, and notification that all labor compliance requirements have been met (for capital projects), the final invoice, and all required documentation.

D. Eligible Costs

The Subgrantee agrees that Project costs eligible for grant funding must comply with the following requirements unless SANDAG determines otherwise in writing. To be eligible for reimbursement, Project costs must be:

1. Consistent with the Project Scope of Work, Schedule, and Project Budget, and other provisions of the Agreement.
2. Necessary to accomplish the Project.
3. Reasonable for the goods or services purchased.
4. Actual net costs to the Subgrantee (i.e., the price paid minus any refunds, rebates, or other items of value received by the Subgrantee that reduces the cost actually incurred, excluding program income). Project-generated revenue realized by the Subgrantee shall be used to support the Project. Project-generated revenue and expenditures, if any, shall be reported at the end of the Agreement period.
5. Incurred for work performed on or after the Agreement effective date and before the termination date, and also must have been paid for by the Subgrantee.
6. Satisfactorily documented with supporting documentation, which will be submitted with each invoice. Copies of invoices are required for goods or services provided by third parties.
7. Treated consistently following generally accepted accounting principles and procedures for the Subgrantee and any third-party contractors and subcontractors, (see Section entitled "Accounting Records").
8. Eligible for grant funding as part of the grant program through which the funds were awarded.

E. Excluded Costs

In determining the amount of REAP funds SANDAG will provide for the Project, SANDAG will exclude the following:

1. Any Project cost incurred by the Subgrantee before the Effective Date of the Agreement or applicable Amendment.
2. Any cost that is not included in the Project Budget.
3. Any cost for Project property or services received in connection with a subagreement, lease, third-party contract, or other arrangement that is required to be, but has not been, concurred in or approved in writing by SANDAG.
4. Any cost ineligible for SANDAG participation as provided by applicable laws, regulations, or policies.
5. Any cost incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved (any indirect cost). Typical indirect costs include facilities and administration costs such as heat/air conditioning, lighting, payroll, and the entity's accounting system. Administrative costs such as clerical and support staff salaries are often treated as indirect costs.

The Subgrantee understands and agrees that payment to the Subgrantee for any Project cost does not constitute SANDAG's final decision about whether that cost is allowable and eligible for payment under the Project and does not constitute a waiver of any violation by the Subgrantee of the terms of this Agreement or Board Policy No. 035. The Subgrantee acknowledges that SANDAG will not make a final determination about the allowability and eligibility of any cost until the final payment has been made on the Project or the results of an audit of the Project requested by SANDAG have been completed, whichever occurs latest. If SANDAG determines that the Subgrantee is not entitled to receive any portion of the grant funding requested or paid, SANDAG will notify the Subgrantee in writing, stating its reasons. The Subgrantee agrees that Project closeout will not alter the Subgrantee's responsibility to return any funds due to SANDAG as a result of later refunds, corrections, performance deficiencies, or other similar actions; nor will Project closeout alter SANDAG's right to disallow costs and recover funds provided for the Project on the basis of a later audit or other review. Upon notification to the Subgrantee that specific amounts are owed to SANDAG, whether for excess payments of grant funding, disallowed costs, or funds recovered from third parties or elsewhere, the Subgrantee agrees to promptly remit to SANDAG the amounts owed, including applicable interest, penalties and administrative charges.

IX. ACCOUNTING, REPORTING, RECORD RETENTION, AND ACCESS

A. Project Accounts

The Subgrantee and Alternate Payee agree to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The Subgrantee and Alternate Payee also agree to maintain documentation of all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents related in whole or in part to the Project so that they may be clearly identified, readily accessible, and available to SANDAG upon request and, to the extent feasible, kept separate from documents not related to the Project.

B. Reports

1. The Subgrantee agrees to submit to SANDAG all reports required by law and regulation, policy, this Agreement, or any other reports SANDAG may specify. SANDAG reserves the right to specify that records be submitted in particular formats. Subgrantee may be required to attend meetings of SANDAG staff and committees, including but not limited to the Regional Planning

Committee and the SANDAG Board of Directors, to report on its progress and respond to questions from Board Members or the public.

2. Subgrantee's performance shall be monitored for consistency with the Scope of Work. SANDAG will utilize Performance Measures (Attachment D) and the SANDAG Grant Monitoring Checklist provided by the HAP Program Manager, to document compliance with this Agreement. Subgrantee's performance will be measured against the Performance Measures during the term of this Agreement. If the Subgrantee does not comply with provisions in this Agreement or achieve minimum performance requirements, SANDAG will issue Subgrantee a written Notice to Complete a Recovery Plan (Notice). Subgrantee's Recovery Plan shall include a detailed description of how Subgrantee intends to come into compliance with the Agreement or Performance Measures. Subgrantee's Recovery Plan must include an implementation schedule that reflects compliance with the Agreement as referenced in the Notice, or achievement of its performance measure minimums within three months following the issue date of the Notice. Subgrantee must submit its Recovery Plan to the HAP Program Manager within 30 calendar days following the issue date of the Notice. If Subgrantee's performance is inconsistent with that proposed in its Recovery Plan, SANDAG, in its sole discretion, may terminate this Agreement.
3. Subgrantee must submit quarterly reports and invoices to SANDAG, detailing accomplishments in the quarter, anticipated progress next quarter, pending issues and actions toward resolution, and status of the Project's budget, schedule, and Performance Measures using templates provided by SANDAG. The Quarterly Progress Report shall be submitted to SANDAG within 30 days after each period close, covering January 1 to March 31; April 1 to June 30; July 1 to September 30; and October 1 to December 31. Subgrantee will not be paid until all reports are completed and provided to SANDAG in the format and with the content SANDAG requires. Furthermore, the Subgrantee agrees to provide project milestone information (such as presentations to community groups, other agencies, and elected officials, groundbreakings, and ribbon-cuttings) to support media and communications efforts. Subgrantee needs to document and track in-kind contributions designated as matching funds as part of project management. Subgrantee must provide all deliverables identified in the Scope of Work in order to receive payment.
4. Press materials shall be provided to SANDAG staff before they are distributed. SANDAG logo(s) should be included in press materials and other project collateral based on logo usage guidelines to be provided by SANDAG. Subgrantee agrees to provide project milestone information to support media and communications efforts.
5. Subgrantee is responsible for the following photo documentation:
 - Existing conditions photos (as applicable), which should illustrate the current conditions of the project site and demonstrate the need for improved facilities
 - Project milestone photos (such as workshops, presentations to community groups, other agencies, and elected officials)
 - Photos should be high resolution (at least 4 inches by 6 inches with a minimum of 300 pixels per inch) and be accompanied by captions with project descriptions, dates, locations, and the names of those featured, if appropriate. Subgrantees must obtain consent of all persons featured in photos (or that of a parent or guardian of persons under the age of 18) by using the SANDAG Photo and Testimonial Release form to be provided by SANDAG, or a similar release form developed by Subgrantee and agreed upon by SANDAG.

C. Record Retention

During the course of the Project and for three years thereafter from the date of transmission of the final invoice, the Subgrantee agrees to maintain, intact and readily accessible, all communications, data, documents, reports, records, contracts, and supporting materials relating to the Project, as SANDAG may require. All communications and information provided to SANDAG become the property of SANDAG and public records, as such, may be subject to public review. Please see SANDAG's Board Policy No. 015: Records Management Policy, which is available at <https://www.sandag.org/about/bylaws-and-policies>, for information regarding the treatment of documents designated as confidential.

D. Meeting Records

Subgrantee shall provide SANDAG with agendas and meeting summaries for all community meetings. SANDAG staff may attend any meetings as appropriate.

E. Access to Records of Subgrantees and Subcontractors

The Subgrantee agrees to permit, and require its subcontractors to permit, SANDAG or its authorized representatives, upon request, to inspect all Project work, materials, payrolls, and other data, and to audit the books, records, and accounts of the Subgrantee and its subcontractors pertaining to the Project.

X. PROJECT COMPLETION, AUDIT, SETTLEMENT, AND CLOSEOUT

A. Project Completion

Within 90 calendar days following Project completion or termination by SANDAG, or by April 30, 2026, whichever occurs first, the Subgrantee agrees to submit a final invoice of Project expenses and final reports, as applicable. All payments made to the Subgrantee shall be subject to review for compliance by SANDAG with the requirements of this Agreement and shall be subject to an audit upon completion of the Project.

B. Project Audit

The Subgrantee agrees to have financial, performance, and compliance audits performed as SANDAG may require. The Subgrantee agrees that Project closeout will not alter the Subgrantee's audit responsibilities. Audit costs are allowable Project costs.

C. Performance Audit

The Subgrantee agrees to cooperate with SANDAG regarding any performance audit performed on the Project.

D. Project Closeout

Project closeout occurs when SANDAG notifies the Subgrantee that SANDAG has closed the Project, and, if applicable, either forwards the final grant funding payment and or acknowledges that the Subgrantee has remitted the proper refund. The Subgrantee agrees that Project closeout by SANDAG does not invalidate any continuing requirements imposed by the Agreement or any unmet requirements outlined in a written notification from SANDAG.

XI. TIMELY PROGRESS AND RIGHT OF SANDAG TO TERMINATE

- A.** Subgrantee shall make diligent and timely progress toward completion of the Project within the timelines outlined in the Project Schedule.
- B.** In the event Subgrantee encounters or anticipates difficulty in meeting the Project Schedule, the Subgrantee shall immediately notify the HAP Program Manager in writing, and shall provide pertinent details, including the reason(s) for the delay in performance and the date by which Subgrantee expects to complete performance or delivery. This notification shall be informational in character only and receipt of it shall not be construed as a waiver by SANDAG of a project delivery schedule or date, or any rights or remedies provided by this Agreement, including Board Policy No. 035 requirements.
- C.** Subgrantee agrees that SANDAG, at its sole discretion, may suspend or terminate all or any part of the grant funding if the Subgrantee fails to make reasonable progress on the Project and/or violates the terms of the Agreement or Board Policy No. 035, or if SANDAG determines that the continuation of grant funding for the Project would not adequately serve the purpose of the laws or policies authorizing the Project.
- D.** In general, termination of grant funding for the Project will not invalidate obligations properly incurred by the Subgrantee before the termination date to the extent those obligations cannot be canceled. If, however, SANDAG determines that the Subgrantee has willfully misused grant funding by failing to make adequate progress or failing to comply with the terms of the Agreement, SANDAG reserves the right to require the Subgrantee to refund to SANDAG the entire amount of grant funding provided for the Project or any lesser amount as SANDAG may determine.
- E.** Expiration of any Project time period established in the Project Schedule will not automatically constitute an expiration or termination of the Agreement for the Project. However, Subgrantee must request, and SANDAG may agree to amend the Agreement in writing if the Project Schedule will not be met. An amendment to the Project Schedule may be made at SANDAG's discretion if Subgrantee's request is consistent with the provisions of Board Policy No. 035 and the REAP 2.0 requirements, including the expenditure deadline set by the state for the REAP 2.0 program.

XII. CIVIL RIGHTS

The Subgrantee agrees to comply with all applicable civil rights laws, regulations and policies and shall include the provisions of this section in each subagreement, lease, third-party contract or other legally binding document to perform work funded by this Agreement. Applicable civil rights laws, regulations and policies include, but are not limited to, the following:

A. Nondiscrimination

SANDAG implements its programs without regard to income level, disability, race, color, and national origin in compliance with the Americans with Disabilities Act and Title VI of the Civil Rights Act. Subgrantee shall prohibit discrimination on these grounds, notify the public of their rights under these laws, and utilize a process for addressing complaints of discrimination. Furthermore, Subgrantee shall make the procedures for filing a complaint available to members of the public and will keep a log of all such complaints. Subgrantee must notify SANDAG immediately if a complaint related to the Project or program funded by this grant is lodged. If Subgrantee receives a Title VI-related or ADA-related complaint, Subgrantee must notify SANDAG in writing within 72 hours of receiving the complaint so that SANDAG can determine whether it needs to carry out its own investigation.

B. Equal Employment Opportunity

During the performance of this Agreement, Subgrantee and all of its subcontractors, if any, shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, denial of pregnancy disability leave, veteran status, or sexual orientation. Subgrantee and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subgrantee and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (California Government Code Section 12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing California Government Code Section 12990 (a-f), outlined in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by this reference and are made a part hereof as if set forth in full. Subgrantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with a collective bargaining or other Agreement.

XIII. DISPUTES AND VENUE

A. Choice of Law

This Agreement shall be interpreted under the laws of the State of California.

B. Dispute Resolution Process

If Subgrantee has a dispute with SANDAG during the performance of this Agreement, Subgrantee shall continue to perform unless SANDAG informs Subgrantee in writing to cease performance. The dispute resolution process for disputes arising under this Agreement shall be as follows:

1. Subgrantee shall submit a statement of the grounds for the dispute, including all pertinent dates, names of persons involved, and supporting documentation, to the HAP Program Manager. The HAP Program Manager and other appropriate SANDAG staff will review the documentation promptly and reply to Subgrantee within 20 calendar days. Upon receipt of an adverse decision by SANDAG, Subgrantee may submit a request for reconsideration to SANDAG's Chief Executive Officer or designee. The request for reconsideration must be received within ten calendar days from the postmark date of SANDAG's reply. The Chief Executive Officer or designee will respond in writing to the request for reconsideration within ten working days.
2. If Subgrantee is dissatisfied with the results following the exhaustion of the above dispute resolution procedures, Subgrantee shall make a written request to SANDAG for appeal to the SANDAG Regional Planning Committee. SANDAG shall respond to a request for mediation within 30 calendar days. The decision of the Regional Planning Committee shall be final.

C. Venue

If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees, litigation and collection expenses, witness fees, and court costs as determined by the court.

XIV. ASSIGNMENT

Subgrantee shall not assign, sublet, or transfer (whether by assignment or novation) this Agreement or any rights under or interest in this Agreement.

XV. INDEMNIFICATION AND HOLD HARMLESS

A. Generally

With regard to any claim, protest, or litigation arising from or related to the Subgrantee's performance in connection with or incidental to the Project or this Agreement, Subgrantee agrees to defend, indemnify, protect, and hold SANDAG and its agents, officers, Board members, and employees harmless from and against any and all claims, including, but not limited to prevailing wage claims against the Project, asserted or established liability for damages or injuries to any person or property, including injury to the Subgrantee's or its subcontractors' employees, agents, or officers, which arise from or are connected with or are caused or claimed to be caused by the negligent, reckless, or willful acts or omissions of the Subgrantee and its subcontractors and their agents, officers, or employees, in performing the work or services herein, and all expenses of investigating and defending against same, including attorney fees and costs; provided, however, that the Subgrantee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of SANDAG, its Board of Directors, agents, officers, or employees.

B. Intellectual Property

Upon request by SANDAG, the Subgrantee agrees to indemnify, save, and hold harmless SANDAG and its Board of Directors, officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Subgrantee of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Project. The Subgrantee shall not be required to indemnify SANDAG for any liability caused solely by the wrongful acts of SANDAG employees or agents.

XVI. INDEPENDENT CONTRACTOR

A. Status of Subgrantee

Subgrantee shall perform the services provided for within this Agreement as an independent contractor, not an employee of SANDAG. Subgrantee shall be under the control of SANDAG as to the result to be accomplished and not the means and shall consult with SANDAG as provided for in the Scope of Work. The payments made to Subgrantee under this Agreement shall be the full compensation to which Subgrantee is entitled. SANDAG shall not make any federal or state tax withholdings on behalf of Subgrantee. SANDAG shall not be required to pay any workers' compensation insurance on behalf of Subgrantee. Subgrantee agrees to indemnify SANDAG for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment which SANDAG may be required to make on behalf of Subgrantee or any employee of Subgrantee for work done under this Agreement.

B. Actions on Behalf of SANDAG

Except as SANDAG may specify in writing, Subgrantee shall have no authority, express or implied, to act on behalf of SANDAG in any capacity whatsoever, as an agent or otherwise. Subgrantee shall have no authority, express or implied, to bind SANDAG or its members, agents, or employees to any obligation whatsoever unless expressly provided for in this Agreement.

XVII. SEVERABILITY AND INTEGRATION

If any provision of the Agreement is determined invalid, the remainder of that Agreement shall not be affected if that remainder continues to conform to the requirements of applicable laws or regulations.

This Agreement, with its attachments and the resolution from Subgrantee's governing body submitted with its application, represents the entire understanding of SANDAG and Subgrantee regarding those matters. No prior oral or written understanding shall be of any force or effect concerning those matters covered herein. This Agreement may not be modified or altered except in writing, signed by SANDAG and the Subgrantee.

XVIII. SIGNATURES

The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signature date below.

SAN DIEGO ASSOCIATION OF
GOVERNMENTS

CITY OF SAN DIEGO

Susan Huntington

06/12/2024

SUSAN HUNTINGTON
Director of Financial Planning, Budgets,
and Grants

CS

06/12/2024

CASEY SMITH
Deputy Chief Operating Officer

APPROVED AS TO FORM:

Sara L. Piller

06/12/2024

Office of General Counsel

ATTACHMENT A
SCOPE OF WORK AND PROJECT BUDGET

See following page.

Scope of Work and Budget

Applicant Name: City of San Diego

Project Title: Mid-City Communities Plan Update

Part I: Project Overview

Project Location: The study area covers the Mid-City Communities in the City of San Diego, including Normal Heights, Kensington-Talmadge, City Heights, and Eastern Area and major east-west and north-south corridors that provide transit connections within communities and the City. Most of this area is within a half-mile of an existing or planned major transit stop and included in the plans for Next Gen Rapid and Commuter Rail.

Brief Project Summary: The project aims to deliver a new land use plan that increases opportunities for infill development in transit-rich communities of Mid-City San Diego. Our focus is on promoting fair housing, expanding capacities for new homes in mobility hubs, and fostering a healthier, more sustainable community through robust public engagement with the support of community-based organizations.

Part II: Scope of Work and Budget

Task No.	Task Description	Outcome/Output	Deliverables	HAP Grant Amount	Matching Funds Amount	Total Project Cost
1	Project Management	Task Orders, project status meetings, meeting agendas/minutes, status reports/invoices, interagency coordination	Draft Task Orders and Final Task Orders	\$ 75,000.00	\$ 12,500.00	\$ 87,500.00
2	Public Engagement	Over a dozen Community Conversations and public forums (pop-up, focus group, stakeholder interviews, youth engagement activities, Mid-City working group, workshops, and open office hours)	Engagement Summary Report	\$ 100,000.00	\$ 25,000.00	\$ 125,000.00
3	Technical Studies	Preparation of key technical studies related to land use, urban design, economic, historic & cultural resources, public spaces, and mobility.	Technical Studies	\$ 300,000.00	\$ 25,000.00	\$ 325,000.00
4	Land Use Options	A First Draft of Land Use Options and Alternatives to inform the First Draft Community Plan	Options and Alternatives Report	\$ 100,000.00	\$ 13,000.00	\$ 113,000.00
5	First Draft Community Plan	A Draft Community Plan	First Draft Community Plan	\$ 60,000.00	\$ 12,000.00	\$ 72,000.00
6	Proposed Zoning	A Proposed Zoning Map to Implement the updated Community Plan	Draft Zoning Map	\$ 15,000.00	\$ 12,500.00	\$ 27,500.00
TOTAL PROJECT COST:				\$ 650,000.00	\$ 100,000.00	\$ 750,000.00

Part III: Summary of Funding

Total Project Cost:	\$ 750,000.00
Total Grant Request:	\$ 650,000.00
Total Matching Funds:	\$ 100,000.00 in Kind

Grant Percentage:	86.67%
Matching Funds Percentage:	13.33%

ATTACHMENT B
PROJECT SCHEDULE

See following page.

Project Schedule

Applicant Name: City of San Diego

Project Title: Mid-City Communities Plan Update

Part II: Project Schedule

Task No.	Task Description	Start Date	End Date	Duration
1	Issue Task Order for Consultant Team	1	17	17
2	Public Outreach	3	17	14
3	Technical Studies	3	17	14
4	Land Use Options	1	17	17
5	First Draft Community Plan	11	17	6
6	Proposed Zoning	13	17	4
Total Project Duration (In Months from NTP):				17

Note: This page starts the Attachment C that contains unreadable text. A clean readable version of this Attachment C is provided at the end of this document.

ATTACHMENT C
PASS-THROUGH PROVISIONS FROM REAP AGREEMENT

The following pages are labeled as REAP2 Terms and Conditions and are copies of Exhibit D to SANDAG's Agreement with HCD (HCD Agreement). The HCD Agreement requires compliance with the Local Government Planning Support Grant Program (Health & Safety Code §50515.06 et seq.) The REAP Terms and Conditions refer to SANDAG as Grantee. Section 9B of the document requires that if SANDAG enters into any contracts with subrecipients such as Subgrantee as a result of the HCD Agreement, such contract must contain all the provisions in the HCD Agreement.

EXHIBIT D - REAP'2 TERMS AND CONDITIONS

1. **Accounting and Records**

- A. The Grantee, its employees, contractors, and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at the time of completion, and provide support for payment verification. Grantees may establish and maintain an accounting system and reports, as described above, on behalf of contractors and subcontractors.
- B. The Grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the budget at all times. Separate bank accounts are not required. As appropriate, Grantees must establish separate ledgers for State General funds and other funds associated with proposed uses 110 provided by the RETIP 2.0 Program.
- C. The Grantee shall maintain documentation of its normal procurement and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- ☐ D. The Grantee agrees that the Department or designated representative shall have the right to review and to copy all records and supporting documentation pertaining to the performance of the Agreement.
- E. The Grantee agrees to maintain such records for a possible audit after the final payment for at least five years after all funds have been expended or returned to the state unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- F. Contractors and subcontractors employed by the Grantee and paid with moneys under the terms of this Agreement shall be responsible for maintaining accounting records as specified above.

2. **Invoicing**

- A. Grant funds cannot be disbursed until the Agreement has been fully executed.
- B. The Grantee will be responsible for compiling and submitting all invoices and reporting documents.
- C. The Grantee must bill the Department based on deliverables outlined in the Agreement monthly. Generally, approved eligible costs incurred for work after execution of the Agreement and completed during the grant term will be reimbursable. However, eligible activities conducted prior to award will be

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reimbursable to July 1, 2021. Approved and eligible costs incurred **prior** to July 11, 2021, are ineligible.

- ☐ Grantees who received advance funds shall expend all such funds or demonstrate substantial progress prior to requesting additional advanced funding by submitting an updated project timeline and budget, including expenditure progress for their eligible projects from the application and any supporting documentation.
- E. Project invoices may be submitted to the Department by the Grantee on a quarterly basis or upon completion of a deliverable, subject to the Department's approval.
- F. The Department may consider advance payments or alternative arrangements to reimbursement and payment methods based on demonstrated need. The Department may consider factors such as availability of funds for eligible activities. Suballocations may request funds in increments, schedule for advance payments or other forms approved by the Department, and report progress according to a timeline implementation and expenditure timetable.
- G. Supporting documentation may include, but is not limited to, purchase orders, receipts, progress payments, subcontractor invoices, memos, reports, or any other documentation deemed necessary by the Department to support the reimbursement to the Grantee for expenditures incurred.
- h. Invoices must be accompanied by supporting documentation where appropriate. **Invoices** without supporting documentation **will** not be paid. The Department may withhold up to 10 percent of the grant until grant terms have been fulfilled, including all required reporting.

3. **Audits**

- A. At any time during the term of the Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the Department's request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The Department shall be the right to review project documents and conduct audits during project implementation and over the project life.
- B. The Grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement.
- C. The Grantee agrees to provide the Department or the Department's designee, with any relevant information requested.
- ☐ The Grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other

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material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, REAP 2.0 Guidelines, and the Agreement.

- E. The Department may request additional information, as needed, to meet other applicable audit requirements.
- F. The Department may monitor expenditures and activities of a Grantee or its designees, contractors or subcontractors, as the Department deems necessary, to ensure compliance with REAP requirements.
- G. Grantees using federal or state transportation planning funds administered through the Overall Work Program shall identify the source of funds.
- f-1. If there are audit findings, the Grantee must submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
- I. The Grantee agrees to maintain such records for possible audit after the final payment for at least five years after all funds have been expended or returned to the state unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- J. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records must be retained by the Grantee and its designees, contractors, and subcontractors until completion of the action and resolution of all issues which arise from it. In any contract that it enters into in a amount exceeding \$10,000, the Grantee shall include the Department's right to audit the contractor's records and interview their employees.
- K. The Grantee shall comply with and be aware of the requirements and penalties for violations of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.

4. Remedies and Non-performance

- A. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the Department's Housing Policy Development Manager, or the Manager's designee, who may consider any written or verbal evidence submitted by the Grantee. The decision of the Department's Housing Policy Development Manager or Designee shall be the Department's final decision regarding the dispute, not subject to appeal.
- B. Neither the pendency of a dispute nor its consideration by the Department will excuse the Grantee from full and timely performance in accordance with the terms of this Agreement.

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- C. In the event that it is determined, at the sole discretion of the Department, that the Grantee is not meeting the terms and conditions of the Agreement, immediately upon receiving a written notice from the Department to stop work, the Grantee shall cease all work under the Agreement. The Department 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 the Agreement.
- D. The Department has the right to terminate the Agreement at any time upon 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 30 days of the early termination notice.
- E. The applicant must demonstrate a clear and significant use of the REAP 2.0 Program goals and objectives and must carry out provisions to meet the Program goals and objectives and other requirements, including, but not limited to, adoption and completion of activities toward Policy Outcomes and implementation of eligible use activities funded through a suballocation process. Arriving late or lack of action may be inconsistent with REAP 2.0 requirements and may result in review and could be subject to repayment of the grant.
- F. At any time, if the Department finds the Grantee included in the information in the advance or final application or as part of the application review, the Department may require the repayment of funds.
- G. Grantees are responsible for suballocations meeting all REAP 2.0 requirements.
- H. Examples of breaches of the Agreement:
1. Grantee's failure to comply with any term or condition of this Agreement.
 2. Use of, or permitting the use of, grant funds provided under this Agreement for any ineligible costs or for any activity not specified and approved under this Agreement.
 3. Any failure to comply with the deadlines set forth in this Agreement unless approved by the Program Manager in writing.
- I. The Department may, as it deems appropriate or necessary, require the repayment of funds from a Grantee, or pursue any other remedies available to it by law for failure to comply with all REAP 2.0 Program requirements.
- J. In addition to any other remedies that may be available to the Department in law or equity for breach of this Agreement, the Department may at its discretion, exercise a variety of remedies, including but not limited to:
1. Revoke existing REAP 2.0 award(s), to the Grantee;

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2. Require the return of unexpended REAP 2.0 funds disbursed under this Agreement;
 3. Require repayment of REAP 2.0 Funds disbursed and expended under this Agreement;
 4. Seek a court order for specific performance of the obligation defaulted upon, or the appointment of a receiver to complete the obligations in accordance with the REAP 2.0 Program requirements; and
 5. Other remedies available at law, by and through this Agreement. All remedies available to the Department are cumulative and not exclusive.
 6. The Department may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.
- K. The Grantee may be subject to amendment of this section as a result of subsequent applications and awards.
5. Reporting
- A. At any time during the term of the Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Agreement with emphasis on eligible activities, eligible uses, and expenditures according to timelines and budgets referenced in the Agreement.
 - B. Grantees shall submit a report, in the form and manner prescribed by the Department, to be made publicly available on its website, by April 1 of the year following the receipt of those funds, and annually thereafter until those funds are expended, that contains the following information:
 1. The status of the Proposed Uses and expenditures listed in the Grantee's advance and full applications for funding and progress of each Proposed Use toward all the objectives of the REAP 2.0 program as provided in the Guidelines and explained in the applications.
 2. An explanation and quantification, where appropriate, of the progress achieved toward all of the objectives of the REAP 2.0 program, barriers and solutions for each Proposed Use that is consistent with and incorporates the metrics in the full application, including, but not limited to
 - i. Housing units accelerated,
 - ii. Reductions in Vehicle Miles Traveled Per Capita,
 - iii. Location of investment,
 - iv. Socioeconomic statistics about the impacted geography, and
 - v. Regional impact evaluation

The report must identify whether Proposed Uses overlap with other programs that share the same objectives as REAP 2.0. The Grantee shall also identify

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any measures that prevent it from obtaining the information it needs to perform its duties. The Grantee shall make progress made achieving REAP 2.0 Objectives and make adjustments to the extent possible in subsequent reporting years.

3. All status and impact reports shall be categorized based on the eligibility uses specified in Section 50515.08 of the statute.
- C. Grantees shall post, make available, and update, as appropriate, on its internet website, land use maps and Vehicle Miles Traveled generation maps produced in the development of its adopted SGS, as applicable.
- ☐ Grantees shall collaborate and share progress, templates, and best practices with the Department and fellow recipients in the implementation of HUD's. To the greatest extent practicable, Grantees shall coordinate with other eligible entities in the development of applications, consider potential for joint activities, and seek to coordinate and transportation planning across regions.
- E. Upon completion of all deliverables within the Agreement, the Grantee shall submit a final report in a manner and form prescribed by the Department.
 1. Grantee may include a final item for advance payment or reimbursement, as part of its administrative costs, for its final report that is due by June 30, 2026. Funding requests for final reports must be submitted no later than March 31, 2026.

6. Indemnification

Neither the Department nor any officer, employee or designee thereof is responsible for any injury, damage or liability occurring by reason of any negligent act or omission by the Grantee, its officers, employees, agents, its contractors, its sub-recipients or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon the Grantee under this Agreement, Guidelines or statute. It is understood and agreed that the Grantee shall defend, indemnify and save harmless the Department and all of the Department's staff from all claims, suits or actions of every nature and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, contractors, sub-recipients or subcontractors under this Agreement, Guidelines or statute.

7. Waivers

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of these provisions nor to affect the validity of this Agreement or the ability of the Department to enforce these provisions.

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8. Relationship of Parties

It is expressly understood that this Agreement is an agreement executed by and between the San Diego Association of Governments and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, in any other relationship whatsoever other than that of an independent party.

9. Third Party Contracts

- A. All state-government funded procurements must be conducted using a fair and competitive procurement process. The Grantee may use its own procurement procedures as long as they comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law.
- B. Any contract entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement and shall be applicable to the Grantee's sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors shall be submitted to the Department's program manager.
- C. The Department does not have a contractual relationship with the Grantee's sub-recipients, contractors, or subcontractors, and the Grantee shall be fully responsible for monitoring and enforcement of those agreements and all work performed thereunder.

10. Compliance with State and Federal Laws, Rules, Guidelines and Regulations

- A. The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the grant, the Grantee, its contractors or subcontractors, and any other grant activity.
- B. During the performance of this Agreement, the Grantee assures that no other person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, ancestry, national origin, sex, gender, gender identity, gender expression, genetic information, age, disability, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-20) and all implementing regulations; and Title Age Discrimination Act of 1975 and all implementing regulations.
- C. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all agreements with sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements that each of them shall include the nondiscrimination and compliance provisions of this clause in all subcontracts and subcontracts they enter into to perform work under the REAP 2.0 Program.

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- D. The Grantee shall, in the course of performing project Work, fully comply with the applicable provisions of 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.)
- E. The Grantee shall adopt and implement affirmative processes and procedures that provide information, outreach and promotion of opportunities in the REAP project to encourage participation of all persons regardless of race, color, national origin, sex, religion, marital status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and minorities involved by minorities and women, as required by 24 GRR 92.351.

Waiver

- A. If any provision in this Agreement, and underlying obligation, is held invalid by a ruling of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of the Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim in legal action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or legal action consistent with the terms of this Agreement and the interests of the Department.

Changes in Terms/Amendments

- A. The Grantee may be subject to amendments to this section as a result of subsequent applications and awards.
- B. This Agreement may only be amended or modified by mutual written agreement of both parties.

13. State-Owned Data

A. Definitions

1. Work:

The work to be directly or indirectly produced by the Grantee, its employees, or by and of the Grantee's contractor's, subcontractor's and/or subcontractor's employees under this Agreement.

2. Work Product:

All deliverables created or produced from Work under this Agreement including, but not limited to, all Work and deliverables created or made or, hereafter

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conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six months after the term of this Agreement, which relates to the Work commissioned or performed under this Agreement, are considered Work Product. Work Product includes all deliverables, inventions, innovations, improvements, or other marks of authorship. Grantee and Grantee's contractors and/or sub-recipients may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.

B. Sharing of Work Product and Rights

All Work Product shall be shared with the Department and its partners for various purposes, including education, outreach, transparency and future planning.

14. Special Conditions

The State reserves the right to add any special conditions to this Agreement it deems necessary to assure that the policy and goals of the Program are achieved.

ATTACHMENT D
PERFORMANCE MEASURES

Grantee must provide sufficient evidence that demonstrates the use of grant funding meets all REAP 2.0 goals and objectives. Grantee agrees to the performance measures included on the next page for the Project.



Housing Acceleration Program (HAP) Performance Measures Reporting

Grantee: City of San Diego
Project: Mid-City Communities Plan Update

Part A – Status of Activities

The table below lists the grant program/project's Performance Measures as selected by the grantee and outlined in the grant agreement. This table intends to monitor and assess the benefits achieved by the project for the reporting period. In each quarterly progress report, the grantee is required to provide updates on "Output Indicators" and "Outcome Indicators" for each Performance Measure.

Performance Measure	Related REAP 2.0 Category	Quantifiable Measurements or Metrics ¹	Desired Outcome	Baseline Year (2023) ²	Output Indicators ³	Outcome Indicators ⁴
Increasing land use intensities	Accelerating infill development that facilitates housing supply, choice and affordability	Number of new homes above baseline as determined by proposed land use updates	To be determined, estimated 20,000 additional homes	52,453 Homes	Planned Land Use Map	Create opportunity for more homes.
Zoning, streamlined housing production (including permit streamlining), fees, incentives, and other approaches to increase housing choices and affordability	Affirmatively Furthering Fair Housing (AFFH)	Number of acres Rezoned to citywide zones	Replace the planned district ordinance with citywide zones that allow for more housing choices.	685 acres zoned within the Central Urbanized Planned District	Proposed Rezone Map	Streamline housing production and encourage job growth.

¹ - The quantifiable measurements or metrics will be used to assess the project's effectiveness in meeting the anticipated REAP goal/objective.

² -The baseline year will be calendar year 2023 and the final project calendar year will be 2025; data will analyze project benefits for to inform the Final Progress Report.

³ - Output indicators are a type of performance indicator that measures the immediate activities, products (including capital investments), or deliverables that result from a program or project.

⁴ - Outcome Indicators are the benefits that a project delivers during this reporting period. They measure the broader changes or benefits that result from the program or project.

Performance Measure	Related REAP 2.0 Category	Quantifiable Measurements or Metrics ¹	Desired Outcome	Baseline Year (2023) ²	Output Indicators ³	Outcome Indicators ⁴
New or enhanced public services and community assets such as parks, schools, social service programs, active transportation, infrastructure, and other community amenities	Affirmatively Furthering Fair Housing (AFFH)	Number of new Recreation Value Points above baseline (existing value count)	To be determined, estimated additional 5,000 points	7,020 recreation value points	Existing and Planned Parks and Recreation Facilities Inventory	Create opportunity for new public spaces.
Estimates for Planned VMT per capita and VMT per employee reductions	Reducing Vehicle Miles Traveled	VMT Per Capita (Residents) VMT Per Employee below baseline	To be determined, estimated 10% reduction	14.7 (resident) (2016) 13.8 (employee) (2016)	Mobility Analysis, ABM model outputs	Reduce driving distances and encourage active transportation.
New pedestrian or bicycle pathways	Reducing Vehicle Miles Traveled	Number of new planned miles of bicycle facilities above baseline	To be determined, estimated 90% increase in Class I, II, IV, and Bike Boulevard bicycle facilities	Existing Total= 34 miles Total Class I, II, IV, Bike Blvd=19.2 mi Class I – 1.62 miles Class II – 16.4 miles Class III – 14.8 miles Class IV – 0.09 mile Bike Boulevard – 0 (included under Class II if also have bike lanes)	Planned Bicycle Network	Encourage active transportation.

Note: The Mid-City Communities Plan Update is in the first phase of its preparation and these metrics are an estimate of what the potential outcome may be. The metric number is based on the existing condition today, within the Community, not the current community plan full buildout. Further extensive engagement is required with the community before a draft plan will become available with variations of these potential metrics.

SANDAG - Signature Request for Contract 6000329 Mid-City CPU Housing Acceleration

Final Audit Report

2024-12-06

Created:	2024-12-06
By:	Briana Alvarez (Briana.Alvarez@sandag.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAiX2NOAMqo-zyQ19p52CGe_-NzDOH5Eqp

"SANDAG - Signature Request for Contract 6000329 Mid-City CPU Housing Acceleration" History

-  Document created by Briana Alvarez (Briana.Alvarez@sandag.org)
2024-12-06 - 0:50:35 AM GMT
-  Document emailed to Casey Smith (cdsmith@sandiego.gov) for signature
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✔ Agreement completed.

2024-12-06 - 6:53:25 PM GMT



Adobe Acrobat Sign

ATTACHMENT C
PASS-THROUGH PROVISIONS FROM REAP AGREEMENT

The following pages are labeled as REAP2 Terms and Conditions and are copies of Exhibit D to SANDAG's Agreement with HCD (HCD Agreement). The HCD Agreement requires compliance with the Local Government Planning Support Grant Program (Health & Safety Code §50515.06 et seq.) The REAP Terms and Conditions refer to SANDAG as Grantee. Section 9B of the document requires that if SANDAG enters into any contracts with subrecipients such as Subgrantee as a result of the HCD Agreement, such contract must contain all the provisions in the HCD Agreement.

EXHIBIT D - REAP2 TERMS AND CONDITIONS

1. Accounting and Records

- A. The Grantee, its employees, contractors, and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for payment vouchers and invoices. Grantees may establish and maintain an accounting system and reports, as described above, on behalf of contractors and subcontractors.
- B. The Grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the budget and timeline. Separate bank accounts are not required. As appropriate, Grantees must establish separate ledgers for State General funds and other funds associated with proposed uses not provided by the REAP 2.0 Program.
- C. The Grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- D. The Grantee agrees that the Department or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement.
- E. The Grantee agrees to maintain such records for a possible audit after the final payment for at least five years after all funds have been expended or returned to the State unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- F. Contractors and subcontractors employed by the Grantee and paid with moneys under the terms of this Agreement shall be responsible for maintaining accounting records as specified above.

2. Invoicing

- A. Grant funds cannot be disbursed until the Agreement has been fully executed.
- B. The Grantee will be responsible for compiling and submitting all invoices and reporting documents.
- C. The Grantee must bill the Department based on clear deliverables outlined in the Agreement or budget timeline. Generally, approved and eligible costs incurred for work after execution of the Agreement and completed during the grant term will be reimbursable. However, eligible activities conducted prior to award will be

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reimbursable to July 1, 2021. Approved and eligible costs incurred prior to July 1, 2021, are ineligible.

- D. Grantees who received advance funds shall expend all such funds or demonstrate substantial progress prior to requesting additional advanced funding by submitting an updated project timeline and budget, including expenditure progress for their eligible projects from the application and any supporting documentation.
- E. Project invoices may be submitted to the Department by the Grantee on a quarterly basis or upon completion of a deliverable, subject to the Department's approval.
- F. The Department may consider advance payments or alternative arrangements to reimbursement and payment methods based on demonstrated need. The Department may consider factors such as available funds for eligible activities. Suballocations must request funds in increments, schedule for advance payments or other form approved by the Department, and report progress according to an implementation and expenditure timetable.
- G. Supporting documentation may include, but is not limited to, purchase orders, receipts, progress payments, subcontractor invoices, timecards, reports, or any other documentation as deemed necessary by the Department to support the reimbursement to the Grantee for expenditures incurred.
- H. Invoices must be accompanied by supporting documentation where appropriate. Invoices without supporting documentation will not be paid. The Department may withhold up to 10 percent of the grant until grant terms have been fulfilled, including all required reporting.

3. **Audits**

- A. At any time during the term of the Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the Department's request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The Department has the right to review project documents and conduct audits during project implementation and over the project life.
- B. The Grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement.
- C. The Grantee agrees to provide the Department, or the Department's designee, with any relevant information requested.
- D. The Grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other

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material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, REAP 2.0 Guidelines, and the Agreement.

- E. The Department may request additional information, as needed, to meet other applicable audit requirements.
- F. The Department may monitor expenditures and activities of a Grantee or its designees, contractors or subcontractors, as the Department deems necessary, to ensure compliance with REAP requirements.
- G. Grantees using federal or state transportation planning funds administered through the Overall Work Program (OWP) shall clearly identify the source of funds.
- H. If there are audit findings, the Grantee must submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
- I. The Grantee agrees to maintain such records for possible audit after the final payment for at least five years after all funds have been expended or returned to the State unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- J. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records must be retained by the Grantee and its designees, contractors, and sub-contractors until completion of the action and resolution of all issues which arise from it. In any contract that it enters into in an amount exceeding \$10,000, the Grantee shall include the Department's right to audit the contractor's records and interview their employees.
- K. The Grantee shall comply with and be aware of the requirements and penalties for violations of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.

4. **Remedies and Non-performance**

- A. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the Department's Housing Policy Development Manager, or the Manager's designee, who may consider any written or verbal evidence submitted by the Grantee. The decision of the Department's Housing Policy Development Manager or Designee shall be the Department's final decision regarding the dispute, not subject to appeal.
- B. Neither the pendency of a dispute nor its consideration by the Department will excuse the Grantee from full and timely performance in accordance with the terms of this Agreement.

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- C. In the event that it is determined, at the sole discretion of the Department, that the Grantee is not meeting the terms and conditions of the Agreement, immediately upon receiving a written notice from the Department to stop work, the Grantee shall cease all work under the Agreement. The Department 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 the Agreement.
- D. The Department has the right to terminate the Agreement at any time upon 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 30 days of the early termination notice.
- E. The applicant must demonstrate a clear and significant nexus to REAP 2.0 Program goals and objectives and must carry out provisions to meet the Program goals and objectives and other requirements, including, but not limited to, adoption or completion of activities toward Policy Outcomes and implementation of eligible use activities funded through a suballocation process. Any lack of action or action inconsistent with REAP 2.0 requirements may result in review and could be subject to repayment of the grant.
- F. At any time, if the Department finds the Grantee included false information in the advance or final application or as part of the application review, the Department may require the repayment of funds.
- G. Grantees are responsible for suballocations meeting all REAP 2.0 requirements.
- H. Examples of a breach of this Agreement:
 - 1. Grantee's failure to comply with any term or condition of this Agreement.
 - 2. Use of, or permitting the use of, grant funds provided under this Agreement for any ineligible costs or for any activity not specified and approved under this Agreement.
 - 3. Any failure to comply with the deadlines set forth in this Agreement unless approved by the Program Manager in writing.
- I. The Department may, as it deems appropriate or necessary, require the repayment of funds from a Grantee, or pursue any other remedies available to it by law for failure to comply with all REAP 2.0 Program requirements.
- J. In addition to any other remedies that may be available to the Department in law or equity for breach of this Agreement, the Department may at its discretion, exercise a variety of remedies, including but not limited to:
 - 1. Revoke existing REAP 2.0 award(s) to the Grantee;

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2. Require the return of unexpended REAP 2.0 funds disbursed under this Agreement;
 3. Require repayment of REAP 2.0 Funds disbursed and expended under this Agreement;
 4. Seek a court order for specific performance of the obligation defaulted upon, or the appointment of a receiver to complete the obligations in accordance with the REAP 2.0 Program requirements; and
 5. Other remedies available at law, by and through this Agreement. All remedies available to the Department are cumulative and not exclusive.
 6. The Department may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.
- K. The Grantee may be subject to amendment of this section as a result of subsequent applications and awards.

5. **Reporting**

- A. At any time during the term of the Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Agreement with emphasis on eligible activities, eligible uses, and expenditures according to timelines and budgets referenced in the Agreement.
- B. Grantees shall submit a report, in the form and manner prescribed by the Department, to be made publicly available on its website, by April 1 of the year following the receipt of those funds, and annually thereafter until those funds are expended, that contains the following information:
1. The status of the Proposed Uses and expenditures listed in the Grantee's advance and full applications for funding and progress of each Proposed Use toward all the objectives of the REAP 2.0 program as provided in the Guidelines and explained in the applications.
 2. An explanation and quantification, where appropriate, of the progress achieved toward all of the objectives of the REAP 2.0 program, barriers and solutions for each Proposed Use that is consistent with and incorporates the metrics in the full application, including, but not limited to:
 - i. Housing units accelerated,
 - ii. Reductions in Vehicle Miles Traveled Per Capita,
 - iii. Location of investment,
 - iv. Socioeconomic statistics about the impacted geography, and
 - v. Regional impact explanation

The report must identify whether Proposed Uses overlap with other programs that share the same objectives as REAP 2.0. The Grantee should also identify

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any measurement challenges that persist and highlight any administrative barriers that prevent it from obtaining the information it needs to perform better analysis of progress made achieving REAP 2.0 Objectives and make adjustments to the extent possible in subsequent reporting years.

3. All status and impact reports shall be categorized based on the eligible uses specified in Section 50515.08 of the Statute.
- C. Grantees shall post, make available, and update, as appropriate on its internet website, land use maps and Vehicle Miles Traveled generation maps produced in the development of its adopted SCS, as applicable.
- D. Grantees shall collaborate and share progress, templates, and best practices with the Department and fellow recipients in implementation of funds. To the greatest extent practicable, Grantees shall coordinate with other Eligible Entities in the development of applications, consider potential for joint activities, and seek to coordinate Housing and transportation planning across regions.
- E. Upon completion of all deliverables within the Agreement, the Grantee shall submit a close out report in a manner and form prescribed by the Department.
1. Grantee may include a line item for advance payment or reimbursement, as part of its administrative costs, for its final report that is due by June 30, 2026. Funding requests for final reports must be submitted no later than March 31, 2026.

6. **Indemnification**

Neither the Department nor any officer, employee or designee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted by the Grantee, its officers, employees, agents, its contractors, its sub-recipients or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon the Grantee under this Agreement, Guidelines or Statute. It is understood and agreed that the Grantee shall fully defend, indemnify and save harmless the Department and all of the Department's staff from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, contractors, sub-recipients, or subcontractors under this Agreement, Guidelines or Statute.

7. **Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions.

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8. **Relationship of Parties**

It is expressly understood that this Agreement is an agreement executed by and between two independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

9. **Third Party Contracts**

- A. All state-government funded procurements must be conducted using a fair and competitive procurement process. The Grantee may use its own procurement procedures as long as the procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law.
- B. Any contract entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement and shall be applicable to the Grantee's sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors shall be submitted to the Department's program manager.
- C. The Department does not have a contractual relationship with the Grantee's sub-recipients, contractors, or subcontractors, and the Grantee shall be fully responsible for monitoring and enforcement of those agreements and all work performed thereunder.

10. **Compliance with State and Federal Laws, Rules, Guidelines and Regulations**

- A. The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the grant, the Grantee, its contractors or subcontractors, and any other grant activity.
- B. During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, ancestry, national origin, sex, gender, gender identity, gender expression, genetic information, age, disability, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-20) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations.
- C. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements that each of them in turn include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under the REAP 2.0 Program.

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- D. The Grantee shall, in the course of performing project work, fully comply with the applicable provisions of 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.)
- E. The Grantee shall adopt and implement affirmative processes and procedures that provide information, outreach and promotion of opportunities in the REAP project to encourage participation of all persons regardless of race, color, national origin, sex, religion, familial status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, as required by 24 CFR 92.351.

11. Litigation

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim or legal action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or legal action consistent with the terms of this Agreement and the interests of the Department.

12. Changes in Terms/Amendments

- A. The Grantee may be subject to amendments to this section as a result of subsequent applications and awards.
- B. This Agreement may only be amended or modified by mutual written agreement of both parties.

13. State-Owned Data

A. Definitions

1. Work:

The work to be directly or indirectly produced by the Grantee, its employees, or by and of the Grantee's contractor's, subcontractor's and/or sub-recipient's employees under this Agreement.

2. Work Product:

All deliverables created or produced from Work under this Agreement including, but not limited to, all Work and deliverables conceived or made or, hereafter

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conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six months after the termination thereof, which relates to the Work commissioned or performed under this Agreement, are considered Work Product. Work Product includes all deliverables, inventions, innovations, improvements, or other works of authorship Grantee and/or Grantee's contractor subcontractor and/or sub-recipient may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.

B. Sharing of Work Product and Rights

All Work Product shall be shared with the Department and its partners for various purposes, including education, outreach, transparency and future learning.

14. Special Conditions

The State reserves the right to add any special conditions to this Agreement it deems necessary to assure that the policy and goals of the Program are achieved.

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EXHIBIT H

GRANT AGREEMENT BETWEEN THE SAN DIEGO ASSOCIATION OF
GOVERNMENTS AND CITY OF SAN DIEGO PLANNING DEPARTMENT
REGARDING MID-CITY COMMUNITIES SMART GROWTH STUDY AREAS
TRANSNET SMART GROWTH INCENTIVE PROGRAM – PLANNING CYCLE 5
SANDAG CONTRACT No. S1021763

**GRANT AGREEMENT BETWEEN
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS AND
CITY OF SAN DIEGO PLANNING DEPARTMENT
REGARDING MID-CITY COMMUNITIES SMART GROWTH STUDY AREAS
TRANSNET SMART GROWTH INCENTIVE PROGRAM – PLANNING CYCLE 5
SANDAG CONTRACT NO. S1021763**

THIS GRANT AGREEMENT ("Agreement") is made and entered into effective as of the last signature date, by and between the San Diego Association of Governments ("SANDAG"), 401 B Street, Suite 800, San Diego, California, and City of San Diego, ("Grantee"), 9485 Aero Drive, MS 413, San Diego, California. This Agreement expires three years after the effective date, unless amended in writing by mutual agreement of the parties.

The following recitals are a substantive part of this Agreement:

- A. The SANDAG Board of Directors allocates funds under the *TransNet* local sales tax program to support local transportation-related infrastructure projects in the San Diego region through a competitive process.
- B. The *TransNet* Extension Ordinance contains provisions to fund the Smart Growth Incentive Program (SGIP) for which funding began on April 1, 2008. The SGIP encompasses projects that better integrate transportation and land use and recognizes the comprehensive effort to integrate smart growth place making, access to transit, and environmental justice.
- C. In January 2010, the SANDAG Board of Directors approved Board Policy No. 035: Competitive Grant Program Procedures, which is available in its updated version at www.sandag.org/legal. This Agreement and the Grantee's performance hereunder are subject to Board Policy No. 035, which includes multiple "use it or lose it" provisions.
- D. On November 19, 2021, SANDAG issued a call for projects from local jurisdictions in San Diego County wishing to apply for a portion of the *TransNet* SGIP funds for use on planning projects meeting certain criteria, and authorizing up to \$3 million from the SGIP to be used for planning projects.
- E. On May 13, 2022, the SANDAG Board of Directors approved a list of recommended SGIP projects for the fifth competitive grant cycle, and one of those projects is the subject of this Agreement (Project). The Project Scope of Work, Schedule, and Budget are included as Attachment A.
- F. The purpose of this Agreement is to establish the terms and conditions for SANDAG to provide Grantee with funding to implement the Project.
- G. Although SANDAG will be providing financial assistance to Grantee to support the Project, SANDAG will not take an active role or retain substantial control of the Project. Therefore, this Agreement is characterized as a funding agreement rather than a cooperative agreement.

NOW, THEREFORE, it is agreed as follows:

I. GRANT AWARD

- A.** The total amount payable by SANDAG to Grantee pursuant to this Agreement shall be the proportion of actual Project costs allocated to grant funding in Attachment A and shall not exceed the grant award of \$500,000 (Fund Limit).
- B.** It is agreed and understood that this Agreement Fund Limit is a ceiling and that SANDAG will only reimburse the allowable cost of services actually rendered as authorized by SANDAG at or below the Fund Limit. Notwithstanding the foregoing, Grantee understands that *TransNet* funds derive from retail transactions and use tax revenues, which fluctuate. The SANDAG funding commitment to SGIP Projects, including this Project, is subject to these fluctuations, which may impact funding availability for this Project.
- C.** Grantee's is included in the Regional Transportation Improvement Plan (RTIP). The *TransNet* MPO ID for the Project is SD267.

II. PROJECT BUDGET

Except to the extent that SANDAG determines otherwise in writing, the Grantee agrees as follows: The Grantee and SANDAG have agreed to a Project Budget that is set forth in Attachment A. The Grantee and/or third-party contractor(s) will incur obligations to the Project only as authorized by the Project Budget. An amendment to the Project Budget requires the issuance of a formal amendment to the Agreement per Board Policy No. 035, unless the re-allocation of funds among budget items or fiscal years does not increase the Fund Limit, does not exceed an aggregate of ten percent for any particular task in Attachment A, does not negatively impact the benefits obtained from the Project, and is consistent with applicable laws, regulations, and policies. Prior written SANDAG Grants Program Manager approval is required for transfers of funds between tasks in Attachment A that meet these eligibility criteria for an administrative amendment by SANDAG staff. All other amendments are subject to approval by a SANDAG Policy Advisory Committee or the SANDAG Board of Directors.

III. MATCHING FUNDS

Grantee agrees to provide matching funds in an amount of \$340,000 of the actual cost of the Project, estimated to be 40.48 percent based on the Project Budget. If the actual cost of the Project exceeds the Project Budget, Grantee is responsible for 100 percent of the actual cost greater than the Project Budget.

A. Availability of Grant Funding

Except where expressly allowed in writing herein, credits for matching funds will be made or allowed only for work performed on and after the Notice to Proceed date and prior to the termination date of this Agreement, unless expressly permitted by SANDAG in writing.

B. Reduction of Matching Funds

The Grantee agrees that no reduction in the amount of matching funds may be made unless a reduction of the proportional share of the grant funding provided by SANDAG under this Agreement also is made.

C. Prompt Payment of Grantee's Share of Matching Funds

Grantee agrees to complete all actions necessary to provide its share of the Project costs at or before the time the matching funds are needed from Grantee to pay for Project costs. The Grantee agrees to provide not less than its cumulative required match amount of Project costs prior to invoicing SANDAG for reimbursement. Each of Grantee's invoices must include its matching fund

contribution, along with supporting, descriptive and/or explanatory documentation for the matching funds provided.

IV. PROJECT MANAGER

Grantee's Project Manager is Nancy Graham.

The SANDAG SGIP Program Manager is Tracy Ferchaw.

Project Manager continuity and experience is deemed essential in Grantee's ability to carry out the Project in accordance with the terms of this Agreement. Grantee shall not change the Project Manager without first providing written notice to SANDAG. Grantee shall provide SANDAG with updated contact information in a timely manner if there are any changes to its Project Manager.

V. NOTICE

All notices required to be given, by either party to the other, shall be deemed fully given when made in writing and received by the parties at their respective addresses:

San Diego Association of Governments
Attention: Grants Program Manager
401 B Street, Suite 800
San Diego, CA 92101

Grantee:
City of San Diego Planning Department
Attention: Nancy Graham
945 Aero Drive, MS 413
San Diego, CA 92123

VI. PROJECT IMPLEMENTATION

A. General

The Grantee agrees to carry out the Project as follows:

1. Project Description

Grantee agrees to perform the work as described in the Scope of Work included in Attachment A.

2. Grantee's Capacity

The Grantee agrees to maintain or acquire sufficient legal, financial, technical, and managerial capacity to: (a) plan, manage, and complete the Project as described in Attachment A and provide for the use of any Project property; (b) carry out any safety and security aspects of the Project; and (c) comply with the terms of the Agreement and all applicable laws, regulations, and policies pertaining to the Project and the Grantee, including but not limited to the *TransNet* Extension Ordinance and Board Policy No. 035.

3. Project Schedule

The Grantee agrees to complete the Project according to the Project Schedule included in Attachment A and in compliance with Board Policy No. 035.

4. Project Implementation and Oversight Requirements

Grantee agrees to comply with the Performance Measures included in Attachment B.

5. Changes to Project Scope of Work

This Agreement was awarded to Grantee based on the application submitted by Grantee with the intention that the awarded funds would be used to implement the Project as described in the project application. Any substantive deviation from Grantee's Scope of Work during project implementation may require reevaluation or result in loss of funding. If Grantee knows or should have known that substantive changes to the Project will occur or have occurred, Grantee will immediately notify SANDAG in writing. SANDAG will then determine whether the Project is still consistent with the overall objectives of the grant program and whether the changes would have negatively affected the Project ranking during the competitive grant evaluation process. SANDAG reserves the right to have grant funding withheld from Grantee, or refunded to SANDAG, due to Grantee's failure to satisfactorily complete the Project or due to substantive changes to the Project not approved in advance by SANDAG.

B. Application of Laws

Should a federal or state law pre-empt or conflict with a local law, policy, or the *TransNet* Extension Ordinance, the Grantee must comply with the federal or state law and implementing regulations. No provision of this Agreement requires the Grantee to observe or enforce compliance with any provision, perform any other act, or do any other task in contravention of federal, state, territorial, or local law, regulation, or ordinance. If compliance with any provision of this Agreement violates or would require the Grantee to violate any law, the Grantee agrees to notify SANDAG immediately in writing. Should this occur, SANDAG and the Grantee agree that they will make appropriate arrangements to proceed with or, if necessary, terminate the Project or affected portions thereof expeditiously.

C. Changes in Project Performance

The Grantee agrees to notify SANDAG immediately, in writing, of any change in local law, conditions (including its legal, financial, or technical capacity), or any other event, including a force majeure event, that may adversely affect the Grantee's ability to perform the Project in accordance with the terms of the Agreement and as required by Board Policy No. 035. The Grantee also agrees to notify SANDAG immediately, in writing, of any current or prospective major dispute, breach, default, or litigation that may adversely affect SANDAG's interests in the Project; and agrees to inform SANDAG, also in writing, before naming SANDAG as a party to litigation for any reason, in any forum. At a minimum, the Grantee agrees to send each notice to SANDAG required by this subsection to SANDAG's Grants Program Manager.

D. Compliance Information System (CIS)

If Grantee will utilize persons other than its own employees to carry out work, Grantee and all of its third party contractors and/or subcontractors (hereinafter "subcontractors") shall report payment details using the SANDAG web-based CIS by the 15th of each month following receipt of payment by SANDAG. CIS allows SANDAG to monitor promptness of payment to subcontractors and will allow Grantee and its subcontractors to manage their own records, maintain accurate contract information, and report payment details online. CIS is mandatory for Grantee and subcontractors to use unless SANDAG instructs otherwise. After execution of this Agreement, Grantee will receive instructions on how to set up its account and enter required subcontractor data into CIS via an internet browser. Grantee must require each of its subcontractors to enter required payment information into CIS. Failure of Grantee or its subcontractors to enter required information and confirm payments on a timely basis will result in delay of payment by SANDAG to Grantee until

Grantee has cured any defects or provided the missing information. Should Grantee fail to provide the required information, SANDAG shall have sole discretion regarding whether to withhold payment or terminate this Agreement.

E. Licenses and Permits

Grantee represents and warrants to SANDAG that Grantee and its subcontractors will have all necessary licenses, permits, qualifications and approvals of whatever nature that are required to legally practice its profession and/or perform services under this Agreement at all times during the term of this Agreement.

F. Standard of Care

Grantee expressly warrants that the work to be performed pursuant to this Agreement shall be performed in accordance with the applicable standard of care. Where approval by SANDAG, its management, or other representative of SANDAG is indicated in the Scope of Work, it is understood to be conceptual approval only and does not relieve the Grantee of responsibility for complying with all laws, codes, industry standards, and liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of the Grantee or its subcontractors.

G. Third-Party Contracting

Although the Grantee may delegate any or almost all Project responsibilities to one or more third-party contractors, the Grantee agrees that it, rather than any third-party contractor, is ultimately responsible for compliance with all applicable laws, regulations, and this Agreement. The first invoice utilizing any third-party contractor shall be accompanied by evidence of compliance with the following requirements:

1. Competitive Procurement

Grantee shall not award contracts over \$10,000 on the basis of a noncompetitive procurement for work to be performed under this Agreement without the prior written approval of SANDAG. Contracts awarded by Grantee, if intended as local match credit, must meet the requirements set forth in this Agreement regarding local match funds. Upon request by SANDAG, Grantee shall submit its Request for Proposals or bid solicitation documents to SANDAG staff for review and comment for consistency with the agreed upon Scope of Work with SANDAG and to ensure a competitive process was used.

If Grantee hires a third-party contractor to carry out work funded under this Agreement, Grantee shall: prepare an Independent Cost Estimate prior to soliciting proposals/bids; publicly advertise for competing proposals/bids for the work; for professional services, use cost as a significant evaluation factor in selecting the third-party contractor; document a record of negotiation establishing that the amount paid by Grantee for the work is fair and reasonable; and pass through the relevant obligations in this Agreement to the contractor.

2. Debarment

Grantee shall execute and cause its third-party contractors to execute debarment and suspension certificates stating they have not been disqualified from doing business with government entities. The documentation showing lack of debarment shall be obtained from the following two websites:

- Grantee will check the System for Award Management (SAM) at www.sam.gov to verify the prime contractor and all of its subcontractors are not currently debarred or suspended by the federal government.
- Entities in the United States are banned from doing business with companies with ownership based in countries such as Cuba, Sudan and China due to United States trade sanctions. A search on the US Treasury's Office of Foreign Assets Control (OFAC) website can ensure Grantee will not be doing business with a vendor that is subject to trade sanctions. This can be done at <https://sanctionssearch.ofac.treas.gov/>.

3. Flowdown

Grantee agrees to take appropriate measures necessary, including the execution of a subagreement, lease, third-party contract, or other, to ensure that all Project participants, including alternate payees or third-party contractors at any tier, comply with all applicable federal laws, regulations, policies affecting Project implementation and Agreement requirements. In addition, if an entity other than the Grantee is expected to fulfill any responsibilities typically performed by the Grantee, the Grantee agrees to assure that the entity carries out the Grantee's responsibilities as set forth in this Agreement.

4. No SANDAG Obligations to Third Parties

In connection with the Project, the Grantee agrees that SANDAG shall not be subject to any obligations or liabilities to any subcontractor, lessee, third-party contractor at any tier or other person or entity that is not a party to the Agreement for the Project. Notwithstanding that SANDAG may have concurred in or approved any solicitation, subagreement, lease, alternate payee designation, or third-party contract at any tier, SANDAG has no obligations or liabilities to any entity other than the Grantee.

5. Equipment Purchases

Grantee shall maintain ownership of any equipment purchased using Agreement funding and shall use such equipment only for the purposes set forth in this Agreement. The parties agree to meet and confer in good faith to ensure the continued use of the equipment for the purposes intended, which may include reimbursement to SANDAG when the fair market value of the equipment at Project completion exceeds \$5,000. SANDAG and Grantee further agree that Grantee shall keep an inventory record for each piece of equipment purchased under this Agreement and maintain each piece of equipment in good operating order consistent with the purposes for which they were intended. SANDAG shall have the right to conduct periodic maintenance inspections for the purpose of confirming the existence, condition, and proper maintenance of the equipment.

VII. ETHICS

A. Grantee Code of Conduct/Standards of Conduct

The Grantee agrees to maintain a written code of conduct or standards of conduct that shall govern the actions of its officers, employees, council or board members, or agents engaged in the award or administration of subagreements, leases, or third-party contracts supported with the grant funding. The Grantee agrees that its code of conduct or standards of conduct shall specify that its officers, employees, council or board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from any present or potential subcontractor, lessee, or third-party contractor at any tier or agent thereof. The Grantee may set de minimis rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. The Grantee agrees that its code of conduct or standards of conduct shall also prohibit its officers, employees,

board members, or agents from using their respective positions in a manner that presents a real or apparent personal or organizational conflict of interest or personal gain. As permitted by state or local law or regulations, the Grantee agrees that its code of conduct or standards of conduct shall include penalties, sanctions, or other disciplinary actions for violations by its officers, employees, council or board members, or their agents, or its third-party contractors or subcontractors or their agents.

B. Personal Conflicts of Interest

The Grantee agrees that its code of conduct or standards of conduct shall prohibit the Grantee's employees, officers, council or board members, or agents from participating in the selection, award, or administration of any third-party contract or subagreement supported by the grant funding if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, board member, or agent, including any member of his or her immediate family, partner, or organization that employs, or intends to employ, any of the parties listed herein has a financial interest in a firm competing for award.

C. Organizational Conflicts of Interest

The Grantee agrees that its code of conduct or standards of conduct shall include procedures for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract or subagreement may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or subcontractor or impair its objectivity in performing the contract work.

D. SANDAG Code of Conduct

SANDAG has established policies concerning potential conflicts of interest. These policies apply to Grantee. For all awards by SANDAG, any practices which might result in unlawful activity are prohibited including, but not limited to, rebates, kickbacks, or other unlawful considerations. SANDAG staff members are specifically prohibited from participating in the selection process when those staff have a close personal relationship, family relationship, or past (within the last 12 months), present, or potential business or employment relationship with a person or business entity seeking a contract with SANDAG. It is unlawful for any contract to be made by SANDAG if any individual Board member or staff has a prohibited financial interest in the contract. Staff also are prohibited from soliciting or accepting gratuities from any organization seeking funding from SANDAG. SANDAG's officers, employees, agents, and board members shall not solicit or accept gifts, gratuities, favors, or anything of monetary value from consultants, potential consultants, or parties to subagreements. By signing this Agreement, Grantee affirms that it has no knowledge of an ethical violation by SANDAG staff or Grantee. If Grantee has any reason to believe a conflict of interest exists with regard to the Agreement or the Project, it shall notify the SANDAG Office of General Counsel immediately.

E. Bonus or Commission

The Grantee affirms that it has not paid, and agrees not to pay, any bonus or commission to obtain approval of its grant funding application for the Project.

F. False or Fraudulent Statements or Claims

The Grantee acknowledges and agrees that by executing the Agreement for the Project, the Grantee certifies or affirms the truthfulness and accuracy of each statement it has made, it makes, or it may make in connection with the Project, including, but not limited to, the Grantee's grant application, progress reports and invoices.

VIII. PAYMENTS

A. Method of Payment

The method of payment for this Agreement will be based upon actual, substantiated, and allowable costs described herein.

B. Alternate Payee

If the Grantee designates a party as an Alternate Payee, Alternate Payee is authorized to submit payment requests directly to SANDAG to receive reimbursement for allowable Project costs. This does not alleviate Grantee from all obligations under this Grant Agreement.

C. Invoicing

Grantee or Alternate Payee is required to submit invoices quarterly. Invoices must be accompanied by a quarterly report (template to be provided by SANDAG). SANDAG will make payments for eligible amounts to Grantee or Alternate Payee as promptly as SANDAG fiscal procedures permit upon receipt of Grantee's or Alternate Payee's itemized signed invoice(s) and confirmation by the SGIP Program Manager that Grantee is in compliance with the reporting and other requirements in this Agreement. SANDAG shall retain 10 percent from the amounts invoiced until satisfactory completion of the Project. SANDAG shall promptly pay retention amounts to Grantee or Alternate Payee following satisfactory completion of work, receipt of final invoice, and all required documentation.

D. Eligible Costs

The Grantee agrees that Project costs eligible for grant funding must comply with the following requirements, unless SANDAG determines otherwise in writing. To be eligible for reimbursement, Project costs must be:

1. Consistent with the Project Scope of Work, Schedule and Project Budget, and other provisions of the Agreement.
2. Necessary in order to accomplish the Project.
3. Reasonable for the goods or services purchased.
4. Actual net costs to the Grantee (i.e., the price paid minus any refunds, rebates, or other items of value received by the Grantee that have the effect of reducing the cost actually incurred, excluding program income). Project generated revenue realized by the Grantee shall be used in support of the Project. Project generated revenue and expenditures, if any, shall be reported at the end of the Agreement period.
5. Incurred for work performed on or after the SANDAG Notice to Proceed date, and before the termination date, and also must have been paid for by the Grantee.
6. Satisfactorily documented with supporting documentation, which is to be submitted with each invoice. Copies of invoices are required for goods or services provided by third parties.
7. Treated consistently in accordance with generally accepted accounting principles and procedures for the Grantee and any third-party contractors and subcontractors, (see Section entitled "Accounting Records").
8. Eligible for grant funding as part of the grant program through which the funds were awarded.

9. Indirect Costs are only allowable with prior SANDAG approval. Grantee must submit the following documentation as part of the grant application materials: (1) an indirect cost allocation audit approved by a qualified independent auditor or (2) the applicant's proposed method for allocating indirect costs in accordance with federal guidelines. Indirect cost allocation plans must be reviewed and renewed annually.

E. Excluded Costs

In determining the amount of *TransNet* Ordinance Assistance SANDAG will provide for the Project, SANDAG will exclude:

1. Any Project cost incurred by the Grantee before the Effective Date of the Agreement or applicable Amendment thereto
2. Any cost that is not included in the Project Budget
3. Any cost for Project property or services received in connection with a subagreement, lease, third-party contract, or other arrangement that is required to be, but has not been, concurred in or approved in writing by SANDAG
4. Any cost ineligible for SANDAG participation as provided by applicable laws, regulations, or policies
5. Any cost incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved (any indirect cost). Typical indirect costs include facilities and administration costs such as heat/air conditioning, lighting, payroll, and the entity's accounting system. Administrative costs such as clerical and support staff salaries also are most often treated as indirect costs.

The Grantee understands and agrees that payment to the Grantee for any Project cost does not constitute SANDAG's final decision about whether that cost is allowable and eligible for payment under the Project and does not constitute a waiver of any violation by the Grantee of the terms of this Agreement or Board Policy No. 035. The Grantee acknowledges that SANDAG will not make a final determination about the allowability and eligibility of any cost until the final payment has been made on the Project or the results of an audit of the Project requested by SANDAG or its Independent Taxpayers' Oversight Committee (ITOC) has been completed, whichever occurs latest. If SANDAG determines that the Grantee is not entitled to receive any portion of the grant funding requested or paid, SANDAG will notify the Grantee in writing, stating its reasons. The Grantee agrees that Project closeout will not alter the Grantee's responsibility to return any funds due to SANDAG as a result of later refunds, corrections, performance deficiencies, or other similar actions; nor will Project closeout alter SANDAG's right to disallow costs and recover funds provided for the Project on the basis of a later audit or other review. Upon notification to the Grantee that specific amounts are owed to SANDAG, whether for excess payments of grant funding, disallowed costs, or funds recovered from third parties or elsewhere, the Grantee agrees to promptly remit to SANDAG the amounts owed, including applicable interest, penalties and administrative charges.

IX. ACCOUNTING, REPORTING, RECORD RETENTION, AND ACCESS

A. Project Accounts

The Grantee and/or Alternate Payee agree to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The Grantee and/or Alternate Payee also agree to maintain documentation of all checks, payrolls, invoices, contracts, vouchers, orders, or other

accounting documents related in whole or in part to the Project so that they may be clearly identified, readily accessible, and available to SANDAG upon request and, to the extent feasible, kept separate from documents not related to the Project.

B. Reports

1. The Grantee agrees to submit to SANDAG all reports required by law and regulation, policy, this Agreement, or any other reports SANDAG may specify. SANDAG reserves the right to specify that records be submitted in particular formats. Grantee may be required to attend meetings of SANDAG staff and committees, including but not limited to the Regional Planning Committee and the SANDAG Board of Directors, to report on its progress and respond to questions from Board Members or the public.
2. Grantee's performance shall be monitored for consistency with the Scope of Work. SANDAG will utilize the SGIP Monitoring Checklist (Attachment C) and Performance Measures (Attachment B), to document compliance with this Agreement. Grantee's performance will be measured against the Performance Measures during the term of this Agreement. If the Grantee does not comply with provisions in this Agreement or achieve minimum performance requirements, SANDAG will issue Grantee a written Notice to Complete a Recovery Plan. Grantee's Recovery Plan shall include a detailed description of how Grantee intends to come into compliance with the Performance Measures or provisions in this Agreement. Grantee's Recovery Plan must include an implementation schedule that reflects achievement of its performance measure minimums or provisions in this Agreement within three months following the issue date of the SANDAG Notice to Complete a Recovery Plan. Grantee must submit its Recovery Plan to the SGIP Program Manager within 30 calendar days following the issue date of the SANDAG Notice to Complete a Recovery Plan. If Grantee's performance is inconsistent with that proposed in its Recovery Plan, SANDAG in its sole discretion may terminate this Agreement.
3. Grantee must submit quarterly reports and invoices to SANDAG, detailing accomplishments in the quarter, anticipated progress next quarter, pending issues and actions toward resolution, and status of budget, schedule, and Performance Measures. Grantee will not be paid until all reports are completed and provided to SANDAG in the format SANDAG requires. Furthermore, the Grantee agrees to provide project milestone information (such as presentations to community groups, other agencies, and elected officials, groundbreakings, and ribbon-cuttings) to support media and communications efforts. Grantee needs to document and track in-kind contributions designated as matching funds as part of project management. Grantee must provide all deliverables identified in the Scope of Work.
4. Press materials shall be provided to SANDAG staff before they are distributed. SANDAG logo(s) should be included in press materials and other project collateral based on logo usage guidelines to be provided by SANDAG. Grantee agrees to provide project milestone information to support media and communications efforts.
5. Grantees are responsible for the following photo documentation:
 - Existing conditions photos (as applicable), which should illustrate the current conditions of the project site and demonstrate the need for improved facilities
 - Project milestone photos (such as workshops, presentations to community groups, other agencies, and elected officials)
 - Photos should be high resolution (at least 4 inches by 6 inches with a minimum of 300 pixels per inch) and contain captions with project descriptions, dates, locations, and the

names of those featured, if appropriate. Grantees must obtain consent of all persons featured in photos (or that of a parent or guardian of persons under the age of 18) by using the SANDAG Photo and Testimonial Release form to be provided by SANDAG, or a similar release form developed by Grantee and agreed upon by SANDAG.

C. Record Retention

During the course of the Project and for three years thereafter from the date of transmission of the final invoice, the Grantee agrees to maintain, intact and readily accessible, all communications, data, documents, reports, records, contracts, and supporting materials relating to the Project, as SANDAG may require. All communications and information provided to SANDAG become the property of SANDAG and public records, as such, may be subject to public review. Please see SANDAG's Board Policy No. 015: Records Management Policy, which is available at www.sandag.org/legal, for information regarding the treatment of documents designated as confidential.

D. Meeting Records

Grantee shall provide SANDAG with agendas and meeting summaries for all community meetings. SANDAG staff may attend any meetings as appropriate.

E. Access to Records of Grantees and Subcontractors

The Grantee agrees to permit, and require its subcontractors to permit, SANDAG or its authorized representatives, upon request, to inspect all Project work, materials, payrolls, and other data, and to audit the books, records, and accounts of the Grantee and its subcontractors pertaining to the Project.

F. Communities Served Data and Reporting

If requested, Grantee shall provide SANDAG with data regarding how the Project's benefits and burdens were equitably distributed among socio and economic populations in the area affected by the Project, and associated smart growth data, and/or any other relevant information.

X. PROJECT COMPLETION, AUDIT, SETTLEMENT, AND CLOSEOUT

A. Project Completion

Within 90 calendar days following Project completion or termination by SANDAG, the Grantee agrees to submit a final invoice of Project expenses and final reports, as applicable. All payments made to the Grantee shall be subject to review for compliance by SANDAG with the requirements of this Agreement and shall be subject to an audit upon completion of the Project.

B. Project Audit

The Grantee agrees to have financial, performance, and compliance audits performed as SANDAG may require. The Grantee agrees that Project closeout will not alter the Grantee's audit responsibilities. Audit costs are allowable Project costs.

C. Performance Audit

The Grantee agrees to cooperate with SANDAG or ITOC with regard to any performance audit that is performed on the Project.

D. Project Closeout

Project closeout occurs when SANDAG notifies the Grantee that SANDAG has closed the Project, and, if applicable, either forwards the final grant funding payment and or acknowledges that the Grantee has remitted the proper refund. The Grantee agrees that Project closeout by SANDAG does not invalidate any continuing requirements imposed by the Agreement or any unmet requirements set forth in a written notification from SANDAG.

XI. TIMELY PROGRESS AND RIGHT OF SANDAG TO TERMINATE

- A.** Grantee shall make diligent and timely progress toward completion of the Project within the timelines set forth in the Project Schedule, and consistent with Board Policy No. 035 and any policy amendments thereto.
- B.** In the event Grantee encounters or anticipates difficulty in meeting the Project Schedule, the Grantee shall immediately notify the SGIP Program Manager in writing, and shall provide pertinent details, including the reason(s) for the delay in performance and the date by which Grantee expects to complete performance or delivery. This notification shall be informational in character only and receipt of it shall not be construed as a waiver by SANDAG of a project delivery schedule or date, or any rights or remedies provided by this Agreement, including Board Policy No. 035 requirements.
- C.** Grantee agrees that SANDAG, at its sole discretion, may suspend or terminate all or any part of the grant funding if the Grantee fails to make reasonable progress on the Project and/or violates the terms of the Agreement or Board Policy No. 035, or if SANDAG determines that the purpose of the laws or policies authorizing the Project would not be adequately served by the continuation of grant funding for the Project.
- D.** In general, termination of grant funding for the Project will not invalidate obligations properly incurred by the Grantee before the termination date to the extent those obligations cannot be canceled. If, however, SANDAG determines that the Grantee has willfully misused grant funding by failing to make adequate progress, or failing to comply with the terms of the Agreement, SANDAG reserves the right to require the Grantee to refund to SANDAG the entire amount of grant funding provided for the Project or any lesser amount as SANDAG may determine.
- E.** Expiration of any Project time period established in the Project Schedule will not, by itself, automatically constitute an expiration or termination of the Agreement for the Project, however, Grantee must request and SANDAG may agree to amend the Agreement in writing if the Project Schedule will not be met. An amendment to the Project Schedule may be made at SANDAG's discretion if Grantee's request is consistent with the provisions of Board Policy No. 035.

XII. CIVIL RIGHTS

The Grantee agrees to comply with all applicable civil rights laws, regulations and policies and shall include the provisions of this section in each subagreement, lease, third-party contract or other legally binding document to perform work funded by this Agreement. Applicable civil rights laws, regulations and policies include, but are not limited to, the following:

A. Nondiscrimination

SANDAG implements its programs without regard to income level, disability, race, color, and national origin in compliance with the Americans with Disabilities Act and Title VI of the Civil Rights Act. Grantee shall prohibit discrimination on these grounds, notify the public of their rights under these laws, and utilize a process for addressing complaints of discrimination. Furthermore, Grantee shall make the procedures for filing a complaint available to members of the public and will keep a log of all such complaints. Grantee must notify SANDAG immediately if a complaint is lodged that

relates to the Project or program funded by this grant. If Grantee receives a Title VI-related or ADA-related complaint, Grantee must notify SANDAG in writing within 72 hours of receiving the complaint so that SANDAG can determine whether it needs to carry out its own investigation.

B. Equal Employment Opportunity

During the performance of this Agreement, Grantee and all of its subcontractors, if any, shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, denial of pregnancy disability leave, veteran status, or sexual orientation. 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 its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (California Government Code Section 12900, *et seq.*) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0, *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing California 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 Agreement by this reference and are 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 agreement.

XIV. DISPUTES AND VENUE

A. Choice of Law

This Agreement shall be interpreted in accordance with the laws of the State of California.

B. Dispute Resolution Process

In the event Grantee has a dispute with SANDAG during the performance of this Agreement, Grantee shall continue to perform unless SANDAG informs Grantee in writing to cease performance. The dispute resolution process for disputes arising under this Agreement shall be as follows:

1. Grantee shall submit a statement of the grounds for the dispute, including all pertinent dates, names of persons involved, and supporting documentation, to the SGIP Program Manager. The SGIP Program Manager and other appropriate SANDAG staff will review the documentation in a timely manner and reply to Grantee within 20 calendar days. Upon receipt of an adverse decision by SANDAG, Grantee may submit a request for reconsideration to SANDAG's Chief Executive Officer or designee. The request for reconsideration must be received within ten calendar days from the postmark date of SANDAG's reply. The Chief Executive Officer or designee will respond in writing to the request for reconsideration within ten working days.
2. If Grantee is dissatisfied with the results following exhaustion of the above dispute resolution procedures, Grantee shall make a written request to SANDAG for appeal to the SANDAG Regional Planning Committee. SANDAG shall respond to a request for mediation within 30 calendar days. The decision of the Regional Planning Committee shall be final.

C. Venue

If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all

reasonable costs incurred, including reasonable attorney's fees, litigation and collection expenses, witness fees, and court costs as determined by the court.

XV. ASSIGNMENT

Grantee shall not assign, sublet, or transfer (whether by assignment or novation) this Agreement or any rights under or interest in this Agreement.

XVII. INDEMNIFICATION AND HOLD HARMLESS

A. Generally

With regard to any claim, protest, or litigation arising from or related to the Grantee's performance in connection with or incidental to the Project or this Agreement, Grantee agrees to defend, indemnify, protect, and hold SANDAG and its agents, officers, Board members, and employees harmless from and against any and all claims, including, but not limited to prevailing wage claims against the Project, asserted or established liability for damages or injuries to any person or property, including injury to the Grantee's or its subcontractors' employees, agents, or officers, which arise from or are connected with or are caused or claimed to be caused by the negligent, reckless, or willful acts or omissions of the Grantee and its subcontractors and their agents, officers, or employees, in performing the work or services herein, and all expenses of investigating and defending against same, including attorney fees and costs; provided, however, that the Grantee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of SANDAG, its Board of Directors, agents, officers, or employees.

B. Intellectual Property

Upon request by SANDAG, the Grantee agrees to indemnify, save, and hold harmless SANDAG and its Board of Directors, officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Grantee of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Project. The Grantee shall not be required to indemnify SANDAG for any such liability caused solely by the wrongful acts of SANDAG employees or agents.

XVIII. INDEPENDENT CONTRACTOR

A. Status of Grantee

Grantee shall perform the services provided for within this Agreement as an independent contractor, and not as an employee of SANDAG. Grantee shall be under the control of SANDAG as to the result to be accomplished and not the means, and shall consult with SANDAG as provided for in the Scope of Work. The payments made to Grantee pursuant to this Agreement shall be the full and complete compensation to which Grantee is entitled. SANDAG shall not make any federal or state tax withholdings on behalf of Grantee. SANDAG shall not be required to pay any workers' compensation insurance on behalf of Grantee. Grantee agrees to indemnify SANDAG for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment which SANDAG may be required to make on behalf of Grantee or any employee of Grantee for work done under this Agreement.

B. Actions on Behalf of SANDAG

Except as SANDAG may specify in writing, Grantee shall have no authority, express or implied, to act on behalf of SANDAG in any capacity whatsoever, as an agent or otherwise. Grantee shall have

no authority, express or implied, to bind SANDAG or its members, agents, or employees, to any obligation whatsoever, unless expressly provided for in this Agreement.

XIX. SEVERABILITY AND INTEGRATION

If any provision of the Agreement is determined invalid, the remainder of that Agreement shall not be affected if that remainder would continue to conform to the requirements of applicable laws or regulations. This Agreement with its attachments and the resolution from Grantee's governing body submitted with its application, represents the entire understanding of SANDAG and Grantee as to those matters contained in it. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. This Agreement may not be modified or altered except in writing, signed by SANDAG and the Grantee.

XX. SIGNATURES

The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signature date.

SAN DIEGO ASSOCIATION OF
GOVERNMENTS

E-SIGNED by Susan Huntington
on 2022-10-27 22:26:25 GMT

SUSAN HUNTINGTON DATE
Director of Financial Planning, Budgets,
and Grants

APPROVED AS TO FORM:

E-SIGNED by Samantha Foulke
on 2022-10-27 22:22:56 GMT

Office of General Counsel DATE

CITY OF SAN DIEGO, PLANNING
DEPARTMENT

Kris McFadden 09/29/2022

KRIS MCFADDEN DATE
Deputy Chief
Operating Officer

APPROVED AS TO FORM:

Priscilla H. Sebastian 02/01/2023
Office of the City Attorney DATE

ATTACHMENT A

SCOPE OF WORK, SCHEDULE, AND PROJECT BUDGET

Scope of Work, Schedule, and Budget

Scope of Work, Schedule, and Budget Worksheet

Applicant Name: City of San Diego

Project Title: Mid-City Communities Smart Growth Areas

Part I: Project Overview

Project Limit: The study area covers the Mid-City Communities in the City of San Diego and includes a large Smart Growth Opportunity Area along University Avenue and El Cajon Boulevard (SD-CH-1), Mixed-Use Transit Corridors along Fairmount Avenue (SD-CH-2), University Avenue (SD-EA-3), and El Cajon Boulevard (SD-CO-4) and two Community Centers near Federal and Euclid (SD-EA-2) and the east end of College Grove Drive (SD-EA-1). In addition, the study area includes a Tier 4 Employment Center.

Project Summary: The Project will perform a study of existing/planned smart growth and employment areas to increase housing and mobility options in the Mid-City Communities in the City of San Diego. The study will include a public outreach program and recommendations on opportunities for growth and transit-supportive densities in combination with corridor enhancements. The Smart Growth study will serve as a critical first step to facilitate a land use plan to support a healthier, more sustainable community.

Part II: Scope of Work, Schedule, and Budget

Propose tasks, deliverables, a timeframe, and a budget for implementing the project. The project schedule must be based on "Months from Notice to Proceed" (NTP). The Total Project Cost column will auto-calculate.

Task No.	Task Description	Deliverables	Start Date	Completion Date	Total Project Cost
<i>Enter Task or Subtask Number (tailor as needed)</i>	<i>Enter task descriptions. Limit sub-tasks to major milestones.</i>	<i>Enter deliverables associated with each task.</i>	<i>Enter start date as number of months from NTP. Enter whole numbers.</i>	<i>Enter end date as number of months from NTP. Enter whole numbers.</i>	<i>Enter cost to complete each task. Sub-tasks should not have an associated cost. The total cost of all tasks should equal the total project cost (grant funds requested + matching funds).</i>
1	Project Management	Project status meetings, meeting agendas/minutes, status reports/invoices, interagency coordination	NTP	36	\$ 50,000.00
2	Public Engagement Materials	Video, fact sheets, infographics, website content, including translation services	NTP	36	\$ 80,000.00
2a	Outreach Program	Outreach, relationship building, meeting preparation and execution, follow-up, documentation	6	36	\$ 80,000.00
2b	Public Workshops	Planning/preparation, meeting facilitation, input summaries, refreshments/supplies	6	36	\$ 80,000.00
3	Land Use, Sustainability, and Mobility	Map atlas with existing conditions maps and information; identification of land use and mobility needs, community resources and vulnerabilities	NTP	18	\$ 250,000.00
4	Smart Growth Study Recommendations	Issues & Opportunities document detailing development/economic feasibility testing, mobility corridor recommendations/options, policy and sustainability strategy testing	18	36	\$ 300,000.00
TOTAL PROJECT COST (grant request funds + matching funds):					\$ 840,000.00

Seasonal Constraints

As applicable, identify any seasonal constraints that may require the overall project, or specific tasks, to begin or be completed by a specific date:

Part III: Summary of Funding

Total project cost:

Total grant amount requested from SANDAG:

Total match amount that will be contributed:

SANDAG grant % contribution:

Match % contribution:

Will the matching fund sources include funds from the TransNet Local Street and Road program?

\$840,000.00
\$ 500,000.00
\$ 340,000.00

0.595238095
0.404761905

No

ATTACHMENT B

PERFORMANCE MEASURES

Instructions

In 2020, the San Diego region permitted 10,883 units of housing. The goal of the SGIP is to fund planning activities that facilitate compact, mixed-use, transit-oriented development, and increase housing and transportation choices. The following form is to be used for satisfying the quarterly reporting requirements and performance measures of the SGIP funded by *TransNet*. Pursuant to the terms of the Grant Agreement, Grantees will be required to provide quarterly reports and a more detailed Final Progress Report at the end of the grant term. The quarterly report utilizing this form must be submitted to SANDAG within 30 days following receipt of funds and thereafter each quarter until the expiration of the grant. A Grantee will not be eligible for reimbursement from SANDAG unless it has submitted its reports by the timelines required by SANDAG.

Performance Period	Quarterly Report Due Date
April-June 2022	July 15, 2022
July-September 2022	October 15, 2022
October-December 2022	January 15, 2023
January-March 2023	April 15, 2023
April-June 2023	July 15, 2023
July-September 2023	October 15, 2023
October-December 2023	January 15, 2024
January-March 2024	April 15, 2024
April-June 2024	July 15, 2024
July-September 2024	October 15, 2024
October-December 2024	January 15, 2025
January-March 2025	April 15, 2025
April-June 2025	July 15, 2025

Unless SANDAG directs otherwise, Grantee must submit its quarterly report to SANDAG using a form that will be sent to Grantees each quarter. This document will show the information that will be required in the quarterly reports from each Grantee and will be followed by the list of performance measures that will be used for the Final Progress Report. This cycle of SGIP grants is focused on planning activities rather than construction, however, the performance measure information in the Final Progress Report will serve as a baseline for future SGIP grant cycles to align with the 2021 Regional Plan and other SANDAG grant programs.

Overview

Provide an overview of the project, including challenges, limiting factors, opportunities and solutions unique to the jurisdiction. The section should also discuss the overall approach, goals and high-level summary of the status of the project.

Project Highlights, Accomplishments and Best Practices

Provide highlights regarding the overall project from the last quarter and any accomplishments resulting from the efforts in implementing the project. This section also may list and explain some of the best practices occurring through the project. This section can highlight the Grantee's efforts and can include a wide-ranging variety of efforts that facilitate smart growth and transit-oriented development and greenhouse gas reduction such as comprehensive planning efforts, smaller-scale neighborhood planning activities, Complete Streets Design Manuals, Financing Tools, Smart Growth studies, Transit Oriented Development Overlay Zones and Concept Plans, and Mobility Hub plans.

Status of Activities

This section will provide a description of each of the major activities in the Grantee's project. Based on the description of the activities Grantee committed to perform in its Grant Agreement, Grantee will provide status reports describing progress on milestones and deliverables completed.

- Column 1 of the status table is entitled Activity Category. This column will be completed with the relevant activity category (i.e., relationship to regional transit, further planning to support regional mobility hub implementation strategy, Smart Growth policy implementation, smart growth equity, partnerships (if applicable), and sustainability).
- Column 2 will include a brief description of the milestone or deliverable completed.
- Columns 3 and 4 will report the amount of money allocated to each activity and how much has been expended per activity as of the end of the quarter.
- Column 5 will describe the overall timing of the project with beginning and anticipated completion dates.
- Column 6 will include a general status (i.e., not yet started, in progress, complete) and anticipated upcoming milestones.
- Column 7 will qualitatively and quantitatively, where possible, describe the impact on housing as a result of the activity. Qualitative data should be based on the performance measure metrics that Grantee will be required to report on at the end of grant term in the Final Progress Report

Summary of Work Completed in Prior Quarter

1	2	3	4	5	6	7
Activity Category	Description of Milestone or Deliverable Completed	Dollar Amount Allocated to Activity	Dollar Amount Expended Thus Far	Anticipated Completion Date	Status	Description of How Milestone or Deliverable Achieves Progress on a Performance Measure

Summary of Smart Growth Indicators

Provide a narrative overview of smart growth indicators and a summary of efforts, activities, studies, and/or other deliverables, as applicable. Grantees may add other smart growth indicators and numerical outcomes and may also discuss any anticipated changes and limiting or confounding factors potentially impacting the effectiveness of the activities. The information collected in this grant cycle may be used as a baseline or context for indicating smart growth implementation at a jurisdictional scale. Baseline year will be the 2021 calendar year and current year will be 2022 for purposes of the Final Progress Report. Grantees may add any anticipated changes and limiting or confounding factors potentially impacting the effectiveness of the activities. Additionally, Grantees may discuss other indicators of smart growth implementation and numerical outcomes that are based on the performance measure metrics that Grantee will be required to report on at the end of grant term in the Final Progress Report.

Performance Measures Metrics to Be Provided in Final Progress Report

Below are examples that could be used, depending on the type of project funded through the SGIP.

- Number of improvements to the mix of land use types (multifamily, single-family, and non-residential) in jurisdiction
- Number of acres Grantee avoided converting from agricultural, natural, or working lands to land eligible for development
- Number of projects providing new or enhanced connectivity to the non-automotive transportation network during the grant term
- Number of improved neighborhood projects with safety features to promote active mobility completed during the grant term
- Number of new linkages to transit and/or pedestrian and bicycle infrastructure created during the grant term
- VMT reduction per capita within the jurisdiction during the grant term
- Number of new non-automotive trips generated (total, per capita, or other) during the grant term
- Greenhouse gas reduction (total, per capita, or other) achieved by jurisdiction during the grant term
- Number of new infrastructure services created in areas of concentrated poverty or similar areas during the grant term
- Number of new housing units created during the grant term in Smart Growth Opportunity Areas and employment centers
- Number of individual persons reached by Grantee using direct engagement with community stakeholders concerning smart growth during the grant term
- Number of housing units located on an infill site surrounded by urban uses such as shopping, restaurants, and jobs available to rent or own

Additional Information

Provide any applicable information as necessary to demonstrate the status and impacts of the overall project.

ATTACHMENT C
SGIP MONITORING CHECKLIST

See following pages.



Smart Growth Incentive Program Monitoring Checklist

The San Diego Association of Governments (SANDAG) has developed a Monitoring Checklist to assist in monitoring each recipient of *TransNet* Smart Growth Incentive Program (SGIP) funds, referred to as a "Grantee." The Monitoring Checklist is used to assess the performance of the Grantee in providing the project included in the original grant application, and the Grantee's compliance with the terms of the Grant Agreement. The Monitoring Checklist will be completed by the SGIP Program Manager annually and upon project completion. SANDAG will send a final version of the completed Monitoring Checklist within one week of the date of the review.

I. GRANT AGREEMENT INFORMATION

Agreement No.	[Enter grant agreement number]
Grantee Name	[Enter Grantee Name]
Project Name	[Enter Project Name]
Project Type	Choose an item.
Notice to Proceed Date	Click or tap to enter a date.
Agreement Expiration Date	Click or tap to enter a date.
Grantee Project Manager Name	[Enter Grantee Project Manager Name]
SANDAG Program Manager Name	[Enter SANDAG Program Manager Name]

II. REVIEW DETAILS

Date of Review	Click or tap to enter a date.
Type of Review	Choose an item.
Review Period	Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

III. COMPLIANCE ASSESSMENT

Each question below is derived from the Grant Agreement and therefore, a question marked "No" indicates the Grantee is out of compliance with the terms of the Grant Agreement.

Topic or Question	Response
Project Changes	
1. Did the Grantee notify SANDAG in writing if substantive changes to the Project would have or did occur?	Choose an item.
2. If the Grantee encountered or anticipated difficulty in meeting the Project Schedule, did the Grantee notify SANDAG in writing? Did the notification include the reason(s) for the delay in performance and the date by which Grantee expected to complete performance or delivery?	Choose an item.
3. Was prior written approval obtained for transfers of funds between tasks in the Scope of Work?	Choose an item.

4. If there were any changes to the Grantee's Project Manager, did the Grantee provide SANDAG with updated contact information in a timely manner?	Choose an item.
Compliance Information System (CIS)	
5. Did the Grantee report payment details using the SANDAG web-based CIS by the 15th of each month following receipt of payment by SANDAG?	Choose an item.
6. Did the Grantee ensure its third party contractors and/or subcontractors consistently reported payments or confirmed receipt of payment in the CIS?	Choose an item.
Third-Party Contracting	
7. Did the Grantee provide evidence of a competitive procurement or obtain prior written approval of SANDAG to utilize a noncompetitive procurement for each third party contract over \$10,000?	Choose an item.
Payments/Invoicing	
8. Did the Grantee submit an invoice each quarter in the required format and on time?	Choose an item.
9. Were the invoices filled out correctly and free of errors?	Choose an item.
10. Were all items included in Grantee invoices eligible under the Grant Agreement?	Choose an item.
11. Were sufficient backup materials including required documentation consistently provided with each invoice packet?	Choose an item.
12. If the Grantee invoiced for indirect costs, were they consistent with the Grantee's indirect cost allocation plan in effect at the time of invoice?	Choose an item.
13. Did the Grantee's invoices include its matching fund contribution, along with supporting, descriptive and/or explanatory documentation for the matching funds provided?	Choose an item.
Reports	
14. Did the Grantee submit quarterly reports in the required format and on time?	Choose an item.
15. Were report forms filled out correctly and free of errors?	Choose an item.
16. Did the reports sufficiently detail accomplishments in the quarter, anticipated progress next quarter, pending issues and actions toward resolution, and status of budget, schedule, and Performance Measures?	Choose an item.
17. Did the Grantee provide project milestone information such as presentations to community groups, other agencies, and elected officials, groundbreakings, and ribbon-cuttings to support media and communications efforts?	Choose an item.
18. Did the Grantee provide with its reports photo documentation required by the Grant Agreement, including existing conditions photos and project milestone photos?	Choose an item.
19. Did the Grantee provide SANDAG with agendas and meeting summaries for all community meetings?	Choose an item.

Project Completion and Closeout	
20. Did the Grantee complete the Project according to the Project Schedule included in the Grant Agreement?	Choose an item.
21. Did the Grantee meet the Performance Measures included in the Grant Agreement?	Choose an item.
22. Did the Grantee provide all deliverables identified in the Scope of Work?	Choose an item.
23. Did the Grantee provide a final invoice of project expenses and final reports within 90 calendar days following Project completion or termination by SANDAG?	Choose an item.
24. Did the Grantee provide adequate match contributions?	Choose an item.
25. Did the Grantee meet the project completion deadline required in Board Policy No. 035? Or otherwise obtain approval for a time extension amendment consistent with the Policy?	Choose an item.

IV. SUMMARY AND IDENTIFICATION OF DEFICIENCIES

SANDAG staff reviews any "No" responses to the Compliance Assessment questions, which indicates an area in which the Grantee is deficient in meeting its obligations under the Grant Agreement. Following identification of any deficiency and for projects that are not yet complete, SANDAG will issue Grantee a written Notice to Complete a Recovery Plan. The Grant Agreement contains additional details on the Notice to Complete a Recovery Plan process.

Question No.	Explanation

V. GRANTEE SIGNATURES

By signing below, I confirm receipt of this completed Monitoring Checklist.

Project Manager Name (Print)	Signature	Date

EXHIBIT I

AGREEMENT WITH CITY OF SAN DIEGO FOR HEALTHY CITIES, HEALTHY
RESIDENTS: COMPLETE STREETS – CALFRESH HEALTHY LIVING PROGRAM

COUNTY CONTRACT No. 571567

COUNTY CONTRACT NUMBER 571567
AGREEMENT WITH CITY OF SAN DIEGO FOR
HEALTHY CITIES, HEALTHY RESIDENTS: COMPLETE STREETS – CALFRESH HEALTHY LIVING
PROGRAM

This agreement (“Agreement”) is made and entered into effective as of the date of the last signature on the signature page by and between the County of San Diego, a political subdivision of the State of California (“County”) and City of San Diego, a government entity, located at 202 C Street, Floor 5, San Diego, CA 92101 (“Contractor”), with reference to the following facts:

RECITALS

- A. Pursuant to the San Diego County Administrative Code section 401, the County’s Director of the Department of Purchasing and Contracting is authorized to award a contract for Healthy Cities, Healthy Residents: Complete Streets – CalFresh Healthy Living Program.
- B. Contractor is specially trained and possesses certain skills, experience, education, and competency to perform these services.
- C. The Chief Administrative Officer made a determination that Contractor can perform the services more economically and efficiently than the County, pursuant to section 703.10 of the County Charter.
- D. The Agreement shall consist of this document, Exhibit A Statement of Work, Exhibit B Insurance Requirements, Exhibit C Payment Schedule, and Exhibit D Additional Provisions. In the event of a conflict between any provisions of this Agreement, the following order of precedence shall govern: First (1st) this document; Second (2nd) Exhibit B; Third (3rd) Exhibit A; Fourth (4th) Exhibit C, and Fifth (5th) Exhibit D.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 1
PERFORMANCE OF WORK

- 1.1 Standard of Performance. Contractor shall, in good and workmanlike manner and in accordance with the highest professional standards, at its own cost and expense, furnish all of the labor, technical, administrative, professional and all other personnel, all supplies and materials, equipment, printing, transportation, training, facilities, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by County, necessary or proper to perform and complete the work and provide the services required of Contractor by this Agreement.
- 1.2 Contractor’s Representative. The person identified on the signature page (“Contractor’s Representative”) shall ensure that Contractor’s duties under this Agreement shall be performed on behalf of the Contractor by qualified personnel; Contractor represents and warrants that (1) Contractor has fulfilled all applicable requirements of the laws of the State of California to perform the services under this Agreement and (2) Contractor’s Representative has full authority to act for Contractor hereunder. Contractor and County recognize that the services to be provided by Contractor’s Representative pursuant to this Agreement are unique: accordingly, Contractor’s Representative shall not be changed during the Term of the Agreement without County’s written consent. County reserves the right to terminate this Agreement pursuant to section 7.1 “Termination for Default” if Contractor’s Representative should leave Contractor’s employ, or if, in County’s judgment, the work hereunder is not being performed by Contractor’s Representative.
- 1.3 Contractor as Independent Contractor. Contractor is, for all purposes of this Agreement, an independent contractor, and neither Contractor nor Contractor’s employees or subcontractors shall be deemed to be employees of the County. Contractor shall perform its obligations under this Agreement according to the Contractor’s own means and methods of work, which shall be in the exclusive charge and under the control of the Contractor, and which shall not be subject to control or supervision by County except as to the results of the work. County hereby delegates to Contractor any and all responsibility for the safety of Contractor’s employees, which shall include inspection of property to identify potential hazards. Neither Contractor nor Contractor’s employees or subcontractors shall be entitled to any benefits to which County employees are entitled, including without limitation, overtime, retirement benefits, workers’ compensation benefits and injury leave.
- 1.4 Contractor’s Agents and Employees or Subcontractors. Contractor shall obtain, at Contractor’s expense, all agents, employees, subcontractors, and consultants required for Contractor to perform its duties under this Agreement, and all such services shall be performed by Contractor’s Representative, or under Contractor’s Representatives’ supervision, by persons authorized by law to perform such services. Retention by Contractor of any agent, employee, subcontractor, or consultant shall be at Contractor’s sole cost and expense, and County shall have no obligation to pay Contractor’s agents, employees subcontractors, or consultants; to support any such person’s or entity’s claim against the Contractor; or to defend Contractor against any such claim.

In the event any subcontractor or consultant is utilized by Contractor for any portion of the project, Contractor retains the prime responsibility for carrying out all the terms of this Agreement, including the responsibility for performance and ensuring the availability and retention of records of subcontractors and consultants in accordance with this Agreement.

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PROGRAM

- 1.4.1 “Related Subcontract” means an agreement to furnish, or the furnishing of, supplies, materials, equipment, or services of any kind to Contractor or any higher tier subcontractor in the performance of some or all of the work in this Agreement. Related Subcontracts includes consultant agreements, which are defined as agreements for services rendered, or the rendering of services, by persons who are members of a particular profession or possess as special skill and who are not officers or employees of the Contractor. Examples include those services acquired by Contractor or a subcontractor in order to enhance their legal, economic, financial, or technical positions. Professional and consultant services are generally acquired to obtain information, advice, opinions, alternatives, conclusions, recommendations, training, or direct assistance, such as studies, analyses, evaluations, liaison with government officials, or other forms or representation. Related Subcontracts shall not include agreements for ancillary goods or services, or consulting services intended to support Contractor in a general manner not specific to the work performed under this Agreement. “Related Subcontractor” means an individual or entity holding or performing a Related Subcontract.
- 1.4.2 Required Subcontract Provisions: Contractor shall notify all Related Subcontractors of Contractor’s relationship to County. Contractor shall include in its Related Subcontracts and require Related Subcontractors’ compliance with the provisions of Articles 3, 7, 8, 9, 10, 11, 13, 14 and 16, and section 4.6.1 of Article 4, hereunder except altered as necessary for proper identification of the contracting parties.
- 1.4.3 Contractor shall provide COR with copies of all Related Subcontracts entered into by Contractor within thirty (30) days after the effective date of the Related Subcontract, or within thirty (30) days of the effective date of this Agreement if such Related Subcontract is already in existence at that time.
- 1.4.4 County Approval: Any Related Subcontract that is in excess of fifty thousand dollars (\$50,000) or twenty five percent (25%) of the value of this Agreement, whichever is less; or a combination of Related Subcontracts to the same individual or firm for the Agreement period, the aggregate of which exceeds fifty thousand dollars (\$50,000) or twenty five percent (25%) of the value of this Agreement, whichever is less; or any Related Subcontract for professional medical or mental health services, regardless of value, must have prior concurrence of the COR.
- 1.5 Offshore Prohibition. Except where Contractor obtains the County’s prior written approval, Contractor shall perform the work of this Agreement only from or at locations within the United States. Any County approval for the performance of work outside of the United States shall be limited to the specific instance and scope of such written approval, including the types of work and locations involved. Notwithstanding the foregoing, this section shall not restrict the country or countries of origin of any assets purchased to provide the work hereunder; provided that when such assets are used to provide the work, such assets shall be used only from or at locations within the geographic boundaries of the United States.
- 1.6 DVB Participation. If this Agreement resulted from a solicitation containing Disabled Veteran Business (“DVB”) requirements and forms, such requirements and Contractor’s submitted forms are incorporated herein by reference to the extent not included as an Exhibit to this Agreement. Contractor shall make all commercially reasonable efforts to comply with all such DVB requirements, including meeting the DVB Percent of Utilization on Contractor’s DVB Subcontractor Participation Plan. Contractor shall maintain a rate of DVB utilization throughout the term of this Agreement that is reasonably in alignment with the progress of the Agreement (e.g., term, utilization, deliverables). Contractor shall provide to County, upon request, documentation sufficient to verify Contractor’s compliance with such requirements.
- If in County’s determination, Contractor is not in compliance with all DVB requirements, County may take corrective action, which may include (i) requiring Contractor to submit a corrective action plan acceptable to County detailing actions the Contractor will take to fulfill its DVB requirements and/or (ii) withholding of payments to Contractor equivalent to the amount of DVB underutilization. Such corrective actions shall be in addition to any other remedies the County may have under this Agreement or at law or equity.
- 1.7 Preferred Vendor. If this Agreement resulted from a solicitation where Contractor claimed Preferred Vendor status in its response per section 405 of the San Diego County Administrative Code, Contractor shall perform a commercially useful function (as that term is defined in California Military and Veterans Code § 999 or successor statute) throughout the term of this Agreement.

ARTICLE 2
SCOPE OF WORK

- 2.1 Statement of Work. Contractor shall perform the work described in the “Statement of Work” attached as Exhibit A to this Agreement, and by this reference incorporated herein, except for any work therein designated to be performed by County.
- 2.1.1 Evaluation Studies. Contractor shall participate as requested by the County in research and/or evaluative studies designed to show the effectiveness and/or efficiency of Contractor services or to provide information about Contractor’s project.

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HEALTHY CITIES, HEALTHY RESIDENTS: COMPLETE STREETS – CALFRESH HEALTHY LIVING
PROGRAM

- 2.1.2 Health Insurance. If Contractor provides direct services to the public under this Agreement, Contractor shall ask if clients and any minor(s) for whom clients are responsible have health insurance coverage. If the response is “no” for client or minor(s) the Contractor shall refer the client to Covered California at <https://www.coveredca.com/> or to 1-800-300-1506.
- 2.1.3 Behavioral Health Services Funding Source Requirements. Contractor shall adhere to all Behavioral Health Services policies and requirements, and any modifications thereof, applicable to the type of work performed and funding source(s) involved. The terms of this Agreement shall take precedence over any conflicting terms in such policies and requirements, and Contractor shall promptly notify the COR upon discovery of any such conflict. Such policies and requirements can be found at <https://optumsandiego.com/> and include, but are not limited to, the following:
- 2.1.3.1 Mental Health Services
 - 2.1.3.1.1 Organizational Provider Operations Handbook (OPOH)
 - 2.1.3.1.2 Financial Eligibility and Billing Procedures – Organizational Providers Manual
 - 2.1.3.2 Substance Use Disorder Services (Alcohol and Drug Services)
 - 2.1.3.2.1 Substance Use Disorder Provider Operations Handbook
 - 2.1.3.2.2 Drug Medi-Cal Billing Manual
- 2.2 Right to Acquire Equipment and Services. Nothing in this Agreement shall prohibit the County from acquiring the same type or equivalent equipment and/or service from other sources, when deemed by the County to be in its best interest.
- 2.3 Responsibility for Equipment. County shall not be responsible nor be held liable for any damage to persons or property consequent upon the use, misuse, or failure of any equipment used by Contractor or any of Contractor’s employees, even though such equipment may be furnished, rented, or loaned to Contractor by County. The acceptance or use of any such equipment by Contractor or Contractor’s employees shall be construed to mean that Contractor accepts full responsibility for and agrees to exonerate, indemnify, and hold harmless County from and against any and all claims for any damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such damage be to the employee or property of Contractor, other Contractors, County, or other persons. Equipment includes, but is not limited to material, computer hardware and software, tools, or other things.
- 2.3.1 Contractor shall repair or replace, at Contractor’s expense, all County equipment or fixed assets that are damaged or lost as a result of Contractor negligence.
- 2.4 Non-Expendable Property Acquisition. County retains title to all non-expendable property provided to Contractor by County, or which Contractor may acquire with funds from this Agreement if payment is on a cost reimbursement basis, including property acquired by lease purchase Agreement. Contractor may not expend funds under this Agreement for the acquisition of non-expendable property having a unit cost of \$5,000 or more and a normal life expectancy of more than one year without the prior written approval of COR. Contractor shall maintain an inventory of non-expendable equipment, including dates of purchase and disposition of the property. Inventory records on non-expendable equipment shall be retained, and shall be made available to the County upon request, for at least three years following date of disposition. Non-expendable property that has value at the end of the Agreement (e.g. has not been depreciated so that its value is zero), and to which the County may retain title under this paragraph, shall be disposed of at the end of the Agreement as follows: At County’s option, it may: 1) have Contractor deliver to another County contractor or have another County contractor pick up the non-expendable property; 2) allow Contractor to retain the non-expendable property provided that Contractor submits to the County a written statement in the format directed by the County of how the non-expendable property will be used for the public good; or 3) direct the Contractor to return to the County the non-expendable property.

ARTICLE 3
DISENTANGLEMENT

3.1 General Obligations.

Upon the expiration or termination of all or a portion of the services provided hereunder (“Transitioning Services,”), the County may elect to have such services, substantially similar services, or follow-on services (“Disentangled Services”) performed by County or one or more separate contractors (“Replacement Provider”). Contractor shall take all actions necessary to accomplish a complete and timely transition of the Disentangled Services (“Disentanglement”) without any material impact on the services. Contractor shall cooperate with County and otherwise take all steps reasonably required to assist County in effecting a complete and timely Disentanglement. Contractor shall provide Replacement Provider with all information regarding the services and any other information needed for Disentanglement.

Contractor shall provide for the prompt and orderly conclusion of all work required under this Agreement, as County may direct, including completion or partial completion of projects, documentation of work in process, and other measures to assure an orderly Disentanglement.

3.2 Disentanglement Process.

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Contractor and County shall discuss in good faith a plan for Contractor's Disentanglement that shall not lessen in any respect Contractor's Disentanglement obligations.

If County requires the provision of Transitioning Services after expiration or termination of the Agreement or Disentanglement work not otherwise required under this Agreement, for which additional compensation will be due, such services shall be compensated at: (i) the applicable rates in Agreement or a reasonable pro-rata of those prices, or (ii) if no applicable rates apply, no more than Contractor's costs. Such work must be approved in writing by County approval of a written Disentanglement plan or separately in writing and is subject to the Compensation clause on the signature page.

Contractor's obligation to provide Disentanglement services shall not cease until all Disentanglement obligations are completed to County's reasonable satisfaction, including the performance by Contractor of all Specific Obligations of Contractor. County shall not require Contractor to perform Transitioning Services beyond 12 months after expiration or termination, provided that Contractor meets all Disentanglement obligations and other obligations under Agreement.

3.3 Specific Obligations.

The Disentanglement shall include the performance of the following specific obligations ("Specific Obligations"):

3.3.1 No Interruption or Adverse Impact

Contractor shall cooperate with County and Replacement Provider to ensure a smooth Disentanglement, with no interruption of or adverse impact to Disentangled Services, Transitioning Services, other work required under the Agreement, or services provided by third parties.

3.3.2 Client Authorizations.

Contractor shall obtain from clients served by Contractor all client consents or authorizations legally necessary to transfer client data to Replacement Provider.

3.3.3 Leases, Licenses, and Third-Party Agreements.

Contractor shall procure at no charge to County all authorizations necessary to grant Replacement Provider the use and benefit of any third-party agreements pending their conveyance or assignment to Replacement Provider.

Contractor, at its expense, shall convey or assign to Replacement Provider leases, licenses, and other third-party agreements procured under this Agreement, subject to written approval of the Replacement Provider (and County, if Replacement Provider is other than County).

Without limiting any other provision of this Agreement, Contractor shall reimburse County for any losses resulting from Contractor's failure to comply with any terms of any third-party agreements prior to the date of conveyance or assignment.

3.3.4 Return, Transfer, and Removal of Assets.

Contractor shall return to County all County assets in Contractor's possession, pursuant to section 2.4 of this Agreement.

County shall be entitled to purchase at net book value Contractor assets used primarily for the provision of Disentangled Services to or for County, other than those assets expressly identified as not being subject to this provision. Contractor shall promptly remove from County's site any Contractor assets that County, or its designee, chooses not to purchase under this provision.

3.3.5 Delivery of Documentation.

Notwithstanding section 13.5 of this Agreement, and without limiting Contractor's obligations thereunder, Contractor shall deliver to Replacement Provider (and/or County, if Replacement Provider is other than County), all documentation and data necessary for Disentanglement.

ARTICLE 4
COMPENSATION

County will pay Contractor in accordance with Exhibit C Payment Schedule and this Article 4, for the work specified in Exhibit A Statement of Work (SOW), not to exceed the maximum compensation as set forth on signature page. Contractor shall employ and maintain an accounting and financial system to effectively monitor and control costs and assure accurate invoicing and performance under this Agreement.

4.1 General Principles. Contractor shall comply with generally accepted accounting principles, good business practices, San Diego County Code of Administrative Ordinances section 472, and the cost principles published by the federal Office of

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Management and Budget (OMB), including 2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS “The Uniform Guidance,” which can be viewed at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Contractor shall comply with all applicable federal, State, and other funding source requirements, Contractor shall, at its own expense, furnish all cost items associated with this Agreement except as specifically stated herein to be furnished by County.

4.1.1 Fiscal Year. The County’s fiscal year runs from July 1 through June 30 (“County Fiscal Year”).

4.2 Compensation.

4.2.1 Contractor shall be entitled to compensation only upon completion and acceptance of a deliverable or portion of work as described in the Payment Schedule (“Services”). Services shall include any additional or as-needed services specified in the SOW and Pricing Schedule and pre-approved in writing by COR or authorized by County task order issued in accordance with this Agreement (“As-Needed Services”).

4.2.1.1 Contractor shall be entitled to reimbursement for incidental expenses associated with any such portions of the work only when specifically allowed for in the SOW and Pricing Schedule (“Reimbursable Expenses”), and only upon completion and acceptance of the Services for which they were incurred unless earlier reimbursement is otherwise authorized under this Agreement. Compensation for Reimbursable Expenses shall be at cost.

4.2.1.2 Where travel, lodging, or meal expenses (“Travel Expenses”) are allowable Reimbursable Expenses, rates must not exceed County-authorized rates set forth in San Diego County Administrative Code section 472. Should Contractor incur Travel Expenses greater than the County-authorized rates, Contractor shall not be entitled to reimbursement for the difference between the County-authorized rate for each category and the actual cost.

4.3 Invoices.

4.3.1 Contractor shall invoice monthly for completed and accepted Services performed in the prior month.

4.3.2 Contractor shall submit invoices to the COR that are completed and submitted in accordance with written COR instructions and are in compliance with all Agreement terms.

4.3.2.1 Contractor shall provide accurate invoices with sufficient detail and supporting documentation for County verification. Invoices must reference the Agreement number (and task order, if applicable), contain a detailed listing of each deliverable or portion of work, including the pay point, target, accomplishment, unit price, percentage completion, and appropriate calculations where applicable.

4.3.2.2 Contractor invoices shall include the following language:

I certify, under penalty of perjury under the laws of the State of California, that the deliverables and/or services invoiced were delivered and/or performed specifically for this Agreement in accordance with and compliance to all terms and conditions set forth therein.

4.3.3 Contractor requests for payment of authorized Reimbursable Expenses must be included in the invoice for the associated Services, unless previously invoiced in accordance with this Agreement.

4.4 Payments. Contractor shall be entitled to payment only upon County approval of a correct and substantiated invoice. Payment terms are, unless otherwise specified by County, thirty (30) days from the later of: (i) performance of work under the Agreement entitling Contractor to payment, (ii) County receipt of a correct and substantiated invoice, and (iii) County receipt of all substantiating information. The County at its sole discretion may issue partial payment where only a portion of an invoice is correct and substantiated. Payment shall be deemed to have been made on the date that County submits electronic payment or mails a warrant or check. The County is precluded from making payments prior to receipt of services (advance payments).

4.5 Full Compensation. The compensation set forth in this Agreement shall constitute the full and complete payment for Contractor's performance of the services set forth herein. Contractor shall not be entitled to any additional payment for services rendered. Contractor shall not be entitled to any compensation, reimbursement, ancillary benefits, or other consideration for services rendered beyond that specified in Agreement.

4.6 Prompt Payment for Vendors and Subcontractors

4.6.1 Unless otherwise set forth in this section 4.6, Contractor shall promptly pay Related Subcontractors for satisfactory performance of work required by this Agreement. Such prompt payment shall be no later than thirty (30) days after Contractor receives payment for such services from County, and Contractor shall apply such payments to the payment of the Related Subcontractor(s) that performed the work.

4.6.2 If Contractor determines that any payment otherwise due such Related Subcontractor is subject to withholding in accordance with a Related Subcontract, Contractor shall:

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- 4.6.2.1 Provide written notice to the Related Subcontractor and COR within three (3) business days of such withholding stating the amount to be withheld, the basis for the withholding, and, if applicable, the cure required of the Related Subcontractor in order to receive payment of the amounts withheld; and
- 4.6.2.2 Reduce the Related Subcontractor's payment by an amount not to exceed the amount specified in the notice furnished under paragraph 4.6.2.1 above.
- 4.6.3 Contractor shall not include in any invoice to the County amounts that the Contractor has withheld or intends to withhold from a Related Subcontractor for failure to satisfactorily perform work in a manner required by this Agreement. If such withholding determination is made after submitting an invoice to the County, Contractor shall submit to County a revised invoice omitting or crediting such amount. Contractor shall not include such amounts in any subsequent invoices unless the Related Subcontractor has cured the basis for withholding.
- 4.7 Partial Payment. Contractor shall be paid only for work performed in accordance with this Agreement. If Contractor fails to perform a portion of the work or fails to perform some or all of the work in accordance with this Agreement, County, at its sole discretion, may provide partial payment to Contractor to reflect the reasonable value of work properly performed.
- 4.8 Withholding of Payment. Without limiting any other provision of this Agreement, County may withhold payment, in whole or in part, if any of the following exist:
 - 4.8.1 Missing Information. Contractor has not provided to County any reports, data, audits, or other information required for Agreement administration, for reporting or auditing purposes, or by State, federal, or other funding source.
 - 4.8.2 Misrepresentation. Contractor, with or without knowledge, made any misrepresentation of a substantial and material nature with respect to any information furnished to County
 - 4.8.3 Unauthorized Actions by Contractor. Contractor took any action under this Agreement that required County approval without having first received such approval.
 - 4.8.4 Breach. In the County's determination, Contractor is, or at the time of performance was, in breach of any of the terms of this Agreement.
 - 4.8.5 Wage Theft. Contractor has a judgment rendered against it by the California Division of Labor Standards Enforcement (DLSE), other state labor compliance body, or the United States Department of Labor that is unsatisfied. In such event, County may withhold payment from Contractor in the amount of such unsatisfied judgment until such judgment has been discharged.
- 4.9 Disallowance. County may disallow payment at any time if it determines that the basis for the payment is or was not eligible for compensation under this Agreement. If County makes payment to Contractor that is later disallowed by the County, State or federal government, or other funding source, County shall be entitled to prompt recovery of funds in accordance with Article 12.
- 4.10 Maximum Price. During the performance period of this Agreement, the maximum price for the same or similar items and/or services shall not exceed the lowest price at which Contractor then offers the items and/or services to its most favored customer.
- 4.11 Overpayments. If Contractor becomes aware of a duplicate contract financing or invoice payment or that County has otherwise overpaid on a contract financing or invoice payment, Contractor shall immediately notify the COR and County shall be entitled to prompt recovery of funds in accordance with Article 12.
- 4.12 Availability of Funding. The County's obligation for payment under this Agreement is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond the end of the County Fiscal Year for which funds are designated by the County. In the event that federal, State, or County funding ceases or is reduced, the County shall, in its sole discretion and without limiting any other provision of this Agreement, have the right to terminate or suspend this Agreement, or to reduce compensation and service levels proportionately.
- 4.13 Rate of Expense. Contractor shall control its rate of expense throughout the term of this Agreement such that it is reasonably in alignment with the progress of the Agreement, inclusive of term, achievement towards objectives, anticipated revenue, deliverables, and other applicable factors. Contractor shall provide to County, upon request, documentation sufficient to verify Contractor's compliance with such requirements.
 - 4.13.1 Contractor shall promptly inform the COR if its rate of expense exceeds, or is anticipated to exceed, the progress of this Agreement or would result in expenses that exceed the maximum Agreement amount or budget. In no event, however, shall Contractor's invoiced amounts exceed the maximum Agreement amount or budget.
 - 4.13.2 If the Agreement term, Initial Term, or any Option Period originates in one County Fiscal Year and ends in another County Fiscal Year, Contractor shall not exceed the amounts reasonably allocated to each of the County Fiscal Years based on the monthly budget or other rate of expense.

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ARTICLE 5
AGREEMENT ADMINISTRATION

- 5.1 The Director of the Department of Purchasing and Contracting or designated Department of Purchasing and Contracting official is the contracting officer for this Agreement (“Contracting Officer”).
- 5.2 County’s Agreement Administrator. The County has designated the individual identified on the signature page as the Contracting Officer’s Representative (“COR”), The COR will coordinate the County’s administration of this Agreement.
- 1.2.1 The COR is designated to receive and approve Contractor invoices for payment, audit and inspect records, inspect Contractor services, and provide other technical guidance as required.
- 1.2.2 The COR is not authorized to make Changes to this Agreement, except for administrative adjustments, such as line-item budget changes or adjustments to the service requirements. that do not change the purpose or intent of the Statement of Work, the Terms and Conditions, the Agreement Term, or the total Agreement price (“Administrative Adjustments”). Each Administrative Adjustment shall be in writing and signed by COR and Contractor.
- 5.3 Agreement Progress Meeting. The COR and other County personnel, as appropriate, will meet periodically with the Contractor to review the Agreement performance, with the COR serving as meeting chair. At these meetings the COR will apprise the Contractor of how the County views the Contractor’s performance and the Contractor will apprise the County of problems, if any, being experienced. The Contractor shall also notify the Contracting Officer (in writing) of any work being performed, if any, that the Contractor considers being over and above the requirements of the Agreement. Appropriate action shall be taken to resolve outstanding issues. The minutes of these meetings will be reduced to writing and signed by the COR and the Contractor. Should the Contractor not concur with the minutes, the Contractor shall set out in writing any area of disagreement within 10 days. Appropriate action will be taken to resolve any areas of disagreement.

ARTICLE 6
CHANGES

- 6.1 Changes. Changes to this Agreement may only be made by Administrative Adjustment, Change Order, or amendment, in accordance with this Article 6. No other modification of this Agreement shall be valid.
- 6.1.1 Administrative Adjustment. Changes that do not change the purpose or intent of the Statement of Work, the Terms and Conditions, the Agreement Term, or the total Agreement price of the Agreement, such as line-item budget changes or adjustments to the service requirements, (“Administrative Adjustments”) may be made if in writing and signed by COR and Contractor
- 6.1.2 Change Order. The County may at any time, by written order, make Changes within the general scope of this Agreement (“Change Order”). If any Change Order causes an increase or decrease in the cost or time required for the performance of the work under this Agreement, an equitable adjustment shall be made to the price, delivery schedule, or both.
- 6.1.2.1 Contractor must assert any claim for equitable adjustment within thirty (30) days from the date of receipt by the Contractor of the Change Order; however, the Contracting Officer may receive and act upon any such claim asserted at any time prior to final payment under this Agreement where the facts justify such action. Where the cost of property made obsolete or excess as a result of a Change Order is included in the Contractor’s claim for equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of such property. Failure to agree to any equitable adjustment shall be a dispute concerning a question of fact within the meaning of Article 15 “Disputes”. However, nothing in this section shall excuse the Contractor from proceeding with this Agreement as changed.
- 6.1.3 Amendment. The County and Contractor may modify this Agreement by written amendment signed by the Contracting Officer and Contractor.

ARTICLE 7
SUSPENSION, DELAY, AND TERMINATION

- 7.1 Termination for Default. In the event of Contractor’s breach of this Agreement, County shall have the right to terminate this Agreement in whole or in part.
- 7.1.1 Prior to termination for default, Contracting Officer will send Contractor written notice specifying the default. Contractor shall have ten (10) days from issuance (unless a different time is given in the notice) to respond to the notice as directed by County to acknowledge the default or show cause as to why Contractor is not in default. Such notice may provide Contractor the opportunity to cure the default or to demonstrate progress towards curing the default. If Contractor fails to respond, or

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if Contractor's response is not satisfactory to the County, County may terminate this Agreement for default upon written notice from Contracting Officer.

7.1.2 If County determines that the default contributes to the curtailment of an essential service; poses an immediate threat to life, health, or property; or constitutes fraud or other serious misconduct, County may terminate this Agreement for default by written notice from the Contracting Officer without the notice described in section 7.1.2 above.

7.1.3 In the event of termination for default, all finished or unfinished documents, and other materials, prepared by Contractor under this Agreement shall become the sole and exclusive property of County.

7.1.4 If, after termination for default, it is determined for any reason that Contractor was not in default under this Agreement, the rights and obligations of the parties shall be the same as if terminated for convenience under section 7.5 "Termination for Convenience."

7.2 RESERVED

7.3 Failure to Perform. Contractor shall immediately notify the COR upon learning that it has, or that it is reasonably foreseeable that it will, fail to perform or timely perform its obligations under this Agreement for any reason, including, but not limited to, a labor dispute, emergency, epidemic, pandemic, or supply chain shortage. In such event, Contractor shall, upon request, prepare and deliver to the COR a written mitigation plan. Nothing in this section relieves the Contractor of its obligations under this Agreement.

7.4 Reduction in Funding. In the event there is a reduction of funds made available by County to Contractor under this or subsequent agreements, the County of San Diego and its departments, officers and employees shall incur no liability to Contractor and shall be held harmless from any and all claims, demands, losses, damages, injuries, or liabilities arising directly or from such action.

7.5 Termination for Convenience. The County may, by written notice from Contracting Officer, terminate this Agreement for convenience, in whole or in part, at any time. Upon receipt of such notice, Contractor shall promptly report to County all undelivered or unaccepted work performed in accordance with this Agreement prior to termination ("Incomplete Work"). Contractor may, at County's option, be required to complete some or all Incomplete Work during Disentanglement.

7.5.1 The County shall pay Contractor as full compensation for work performed and costs of termination:

7.5.1.1 The unit or pro rata price for any delivered and accepted portion of the work.

7.5.1.2 Actual and reasonable Contractor costs for Incomplete Work not mitigable or otherwise recoverable by Contractor. Such compensation shall not exceed the unit or pro rata price due to Contractor had the work been completed.

7.5.2 In no event shall the County be liable for any loss of profits or any other consequential damages.

7.5.3 County's termination of this Agreement for convenience shall not preclude it from changing the termination to a default, as set forth in section 7.1 of this Agreement, nor from taking any action in law or equity against Contractor for:

7.5.3.1 Fraud, waste, or abuse of Agreement funds, or

7.5.3.2 Improperly submitted claims, or

7.5.3.3 Any failure to perform the work in accordance with the Statement of Work, or

7.5.3.4 Any breach of any term or condition of the Agreement, or

7.5.3.5 Any actions under any warranty, express or implied, or

7.5.3.6 Any claim of professional negligence, or

7.5.3.7 Any other matter arising from or related to this Agreement, whether known, knowable, or unknown before, during, or after the date of termination.

7.6 Suspension of Work. The Contracting Officer may order Contractor, in writing, to suspend, delay, or interrupt all or part of the work of this Agreement for the period of time that the Contracting Officer determines appropriate. County reserves the right to prohibit, without prior notice, Contractor or Contractor's employees, directors, officers, agents, subcontractors, vendors, consultants, or volunteers from 1) accessing County data systems and County owned software applications, including websites, domain names, platforms, physical files, 2) treating County's patients, clients, or facility residents, or 3) providing any other services under this Agreement.

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ARTICLE 8
COMPLIANCE WITH LAWS AND REGULATIONS

- 8.1 Compliance with Laws and Regulations. Contractor shall at all times perform its obligations hereunder in compliance with all applicable federal, State, County, and local laws, rules, and regulations, current and hereinafter enacted, including facility and professional licensing and/or certification laws and keep in effect any and all licenses, permits, notices and certificates as are required. Contractor shall further comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health, and sanitation.
- 8.2 Contractor Permits and License. Contractor certifies that it possesses and shall continue to maintain or shall cause to be obtained and maintained, at no cost to the County, all approvals, permissions, permits, licenses, and other forms of documentation required for it and its employees to comply with all existing foreign or domestic statutes, ordinances, and regulations, or other laws, that may be applicable to performance of services hereunder. The County reserves the right to reasonably request and review all such applications, permits, and licenses prior to the commencement of any services hereunder.
- 8.3 Equal Opportunity. Contractor shall comply with federal and State equal employment opportunity laws, including, but not limited to, the provisions of Title VII of the Civil Rights Act of 1964 in that it will not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment nor shall Contractor discriminate in any way that would deprive or intend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, handicap, medical condition, sexual orientation or marital status.
- 8.4 Affirmative Action. Each Contractor of services and supplies employing fifteen (15) or more full-time permanent employees, shall comply with the Affirmative Action Program for Vendors as set forth in Article IIIk (commencing at section 84) of the San Diego County Administrative Code, which program is incorporated herein by reference. A copy of this Affirmative Action Program will be furnished upon request by COR or from the County of San Diego Internet website (www.sandiegocounty.gov).
- 8.5 Non-Discrimination. Contractor shall ensure that services and facilities are provided without regard to ethnic group identification, race, color, nation origin, creed, religion, age, sex, physical or mental disability, political affiliation or marital status in accordance with applicable laws, including, but not limited to, Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d), section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C 324), section 504 of the Rehabilitation Act of 1973, The Civil Rights Restoration Act of 1987 (P.L. 100-209), Executive Order 12898 (February 11, 1994), Executive Order 13166 (August 16, 2000), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000-e), the Age Discrimination Act of 1975 (42 U.S.C. 6101), Article 9.5, Chapter 1, Part 1, Division 2, Title 2 (section 11135, et seq.) of the California Government Code, Title 9, Division 4, Chapter 6 (section 10800, et seq.) of the CCR and California Dept of Social Services Manual of Policies and Procedures (CDSS MPP) Division 21.
- 8.6 AIDS Discrimination. Contractor shall not deny any person the full and equal enjoyment of, or impose less advantageous terms, or restrict the availability of, the use of any County facility or participation in any County funded or supported service or program on the grounds that such person has Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) as those terms are defined in Title 3, Division 2, Chapter 8, section 32.803, of the San Diego County Code of Regulatory Ordinances.
- 8.7 American with Disabilities Act (ADA) 1990. Contractor shall not discriminate against qualified people with disabilities in employment, public services, transportation, public accommodations, and telecommunications services in compliance with the Americans with Disabilities Act (ADA), the California Fair Employment and Housing Act (FEHA), and California Administrative Code Title 24.
- 8.8 Political Activities Prohibited. None of the funds, provided directly or indirectly, under this Agreement shall be used for any political activities or to further the election or defeat of any candidate for public office. Contractor shall not utilize or allow its name to be utilized in any endorsement of any candidate for elected office. Neither this Agreement nor any funds provided hereunder shall be utilized in support of any partisan political activities, or activities for or against the election of a candidate for an elected office.
- 8.9 Lobbying. Contractor agrees to comply with the lobbying ordinances of the County and to assure that its officers and employees comply before any appearance before the County Board of Supervisors. Except as required by this Agreement, none of the funds provided under this Agreement shall be used for publicity or propaganda purposes designed to support or defeat any legislation pending before State and federal Legislatures, the Board of Supervisors of the County, or before any other local governmental entity. This provision shall not preclude Contractor from seeking necessary permits, licenses and the like necessary for it to comply with the terms of this Agreement.

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- 8.9.1 Byrd Anti-Lobbying Amendment. In accordance with 31 U.S.C. 1352 and related regulations, (a) Contractor certifies, and shall require each lower-tier recipient (as that term is defined in 31 U.S.C. 1352) to certify to the tier above, that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any covered Federal contract, grant or any other award covered by 31 U.S.C. 1352, and (b) Contractor shall disclose, and shall require each lower-tier recipient to disclose to the tier above, any lobbying with non-Federal funds that takes place in connection with obtaining any covered Federal award.
- 8.10 Religious Activity Prohibited. There shall be no religious worship, instructions or proselytization as part of or in connection with the performance of this Agreement.
- 8.11 Audit Requirement.
- 8.11.1 Contractor shall annually engage a Licensed Certified Public Accountant licensed to perform audits and attests in the State of California to conduct an annual financial audit of the organization. Contractors that expend \$750,000 or more of federal grant funds per year shall also have an audit conducted in compliance with Government Auditing Standards, which includes Single Audit Act Amendments and the Compliance Supplement (2 CFR part 200 App. XI). Contractors that are commercial organizations (for-profit) are required to have a non-federal audit if, during its fiscal year, it expended a total of \$750,000 or more under one or more HHS awards. 45 CFR part 74.26(d) incorporates the threshold and deadlines of the Compliance Supplement but provides for-profit organizations two options regarding the type of audit that will satisfy the audit requirements. Contractor shall include a clause in any agreement entered into with an audit firm, or notify the audit firm in writing prior to the audit firm commencing its work for Contractor, that the audit firm shall, pursuant to 31 U.S.C. 7503, and to the extent otherwise required by law, provide access by the federal government or other legally required entity to the independent auditor's working papers that were part of the independent auditor's audit of Contractor. Contractor shall submit two (2) copies of the annual audit report, the audit performed in accordance with the Compliance Supplement, and the management letter to the County fifteen (15) days after receipt from the independent Certified Public Accountant but no later than nine (9) months after the Contractor's fiscal year end.
- 8.11.2 Contractor shall immediately notify County upon learning that Contractor's independent Certified Public Accountant may or will issue a disclaimer of opinion due to substantial doubt of Contractor's ability to continue as a going concern.
- 8.12 Board of Supervisors' Policies. Contractor represents that it is familiar, and shall use its best efforts to comply, with the following policies of the Board of Supervisors, available on the County of San Diego website:
- 8.12.1 Board Policy B-67, which encourages the County's Contractors to offer products made with recycled materials, reusable products, and products designed to be recycled to the County in response to the County's requirements; and
- 8.12.2 Board Policies B-53 and B-39a, which encourage the participation of small and veteran owned businesses in County procurements; and
- 8.12.3 Zero Tolerance for Fraudulent Conduct in County Services. Contractor shall comply with County of San Diego Board of Supervisors Policy A-120 "Zero Tolerance for Fraudulent Conduct in County Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of County programs and the provision of County services. Upon proven instances of fraud committed by contractors in connection with their performance under the Agreement, said contractor shall be subject to corrective action up to and including termination of the Agreement; and
- 8.12.4 Interlocking Directorate. Per Board Policy A-79, if Contractor is a non-profit corporation, Contractor shall not subcontract any work under this Agreement with a related for-profit subcontractor where an interlocking directorate, management, or ownership relationship exists, unless specifically authorized by the Board of Supervisors; and
- 8.12.5 Drug and Alcohol-Free Work Environment. The County of San Diego, in recognition of its responsibility to provide a safe, healthy, and productive work environment and perform services as safely, effectively, and efficiently as possible, has adopted a requirement for a work environment not adversely affected or impaired in any way by the use or presence of alcohol or drugs in Board Policy C-25 County of San Diego Drug and Alcohol Use Policy.
- 8.12.5.1 As a material condition of this Agreement, the Contractor agrees that Contractor and Contractor's employees, while performing services or using County equipment pursuant to Agreement:
- 8.12.5.1.1 Shall not be in any way impaired because of being under the influence of alcohol or a drug.
- 8.12.5.1.2 Shall not possess, consume, or be under the influence of alcohol and/or an illegal drug.

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8.12.5.1.3 Shall not sell, offer, or provide alcohol or an illegal drug to another person; provided, however, that the foregoing restriction shall not be applicable to a Contractor or Contractor employee who as part of the performance of normal job duties and responsibilities prescribes or administers medically prescribed drugs.

8.12.5.2 Contractor shall inform all employees who are performing applicable services of the County's Board Policy C-25 and the above prohibitions.

8.13 Cartwright Act. Following receipt of final payment under the Agreement, Contractor assigns to the County all rights, title, and interest in and to all causes of action it may have under section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright act (Chapter 2) (commencing with section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Contractor for sale to the County under this Agreement.

8.14 Hazardous Materials. Contractor shall comply with all Environmental Laws and all other laws, rules, regulations, and requirements regarding Hazardous Materials, health and safety, notices, and training. Contractor agrees that it will not store any Hazardous Materials at any County facility for periods in excess of ninety (90) days or in violation of the applicable site storage limitations imposed by Environmental Law. Contractor agrees to take, at its expense, all actions necessary to protect third parties, including, without limitation, employees, and agents of the County, from any exposure to Hazardous Materials generated or utilized in its performance under this Agreement. Contractor agrees to report to the appropriate governmental agencies all discharges, releases, and spills of Hazardous Materials that are required to be reported by any Environmental Law and to immediately notify the County of it. Contractor shall not be liable to the County for the County's failure to comply with, or violation of, any Environmental Law. As used in this section, the term "Environmental Laws" means any and all federal, state, or local laws or ordinances, rules, decrees, orders, regulations, or court decisions (including the so-called "common law"), including, but not limited to, the Resource Conservation and Recovery Act, relating to hazardous substances, hazardous materials, hazardous waste, toxic substances, environmental conditions or other similar substances or conditions. As used in this section the term "Hazardous Materials" means any chemical, compound, material, substance or other matter that: (a) is a flammable, explosive, asbestos, radioactive nuclear medicine, vaccine, bacteria, virus, hazardous waste, toxic, overtly injurious or potentially injurious material, whether injurious or potentially injurious by itself or in combination with other materials; (b) is controlled, referred to, designated in or governed by any Environmental Laws; (c) gives rise to any reporting, notice or publication requirements under any Environmental Laws, or (d) is any other material or substance giving rise to any liability, responsibility or duty upon the County or Contractor with respect to any third person under any Environmental Laws.

8.15 Clean Air Act and Federal Water Pollution Control Act.

8.15.1 Contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, (42 U.S.C. §§ 7401 et seq.) and the Federal Water Pollution Control Act, as amended, (33 U.S.C. §§ 1251 et seq.). Contractor shall report each violation to the USDA and the appropriate EPA Regional Office as required.

8.15.1.1 Contractor agrees to report each violation to the County (and understands and agrees that the County will, in turn, report each violation as required to assure notification to the appropriate federal agency) and the appropriate Environmental Protection Agency Regional Office. Contractor agrees to include this requirement in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance.

8.16 Debarment, Exclusion, Suspension, and Ineligibility.

8.16.1 Contractor certifies that, to the best of its knowledge, and except as disclosed to County and acknowledged in writing by County prior to the execution of this Agreement, Contractor, its employees, directors, officers, agents, subcontractors, vendors, consultants, and volunteers:

8.16.1.1 Are not presently debarred, excluded, suspended, declared ineligible, voluntarily excluded, or proposed for debarment, exclusion, suspension, or ineligibility by any federal, state, or local department or agency; and

8.16.1.2 Have not within a 3-year period preceding this Agreement been convicted of, or had a civil or administrative judgment rendered against them for, the commission of fraud or a criminal offense or civil action in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction; violation of federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property; physical, financial or sexual abuse or misconduct with a patient or client, or medical negligence or malpractice;

8.16.1.3 Are not presently indicted or otherwise criminally, civilly, or administratively charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and

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- 8.16.1.4 Are not presently the target or subject of any investigation, accusation, or charge related to the conduct of business by any federal, state, or local agency or law enforcement, licensing, certification, labor standards, occupational safety, ethics, or compliance body.
- 8.16.1.5 Are not proposed for debarment by any state, local, or federal department or agency.
- 8.16.1.6 Do not have a judgment rendered against them by a body described in 8.16.1.5 that is unsatisfied.
- 8.16.1.7 Have not within a three (3) year period preceding this Agreement (i) been found in violation or had a judgment rendered against them resulting from the type of investigation, accusation, or charge described in 8.16.1.5 or (ii) had one or more public transactions (federal, state, or local) terminated for cause or default.
- 8.16.2 Contractor shall have an ongoing duty during the term of this Agreement to disclose to the County any occurrence that would prevent Contractor from making the certifications contained in this section 8.16 on an ongoing basis. Such disclosure shall be made in writing to the COR and the County Office of Ethics and Compliance within five (5) business days of when Contractor discovers or reasonably believes there is a likelihood of such occurrence.
- 8.16.3 Debarment and Suspension.
 - 8.16.3.1 This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
 - 8.16.3.2 The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - 8.16.3.3 This certification is a material representation of fact relied upon by County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- 8.17 Display of Fraud Hotline Poster(s). As a material term and condition of this Agreement, Contractor shall:
 - 8.17.1 Prominently display in common work areas within all business segments performing work under this Agreement County of San Diego Office of Ethics and Compliance Ethics Hotline posters;
 - 8.17.2 Posters may be downloaded from the County Office of Ethics and Compliance website at: <http://www.sandiegocounty.gov/content/sdc/cao/oec.html>. Additionally, if Contractor maintains a company website as a method of providing information to employees, the Contractor shall display an electronic version of the poster(s) at the website;
 - 8.17.3 If Contractor has implemented a business ethics and conduct awareness program, including a reporting mechanism, the Contractor need not display the County poster.
- 8.18 False Claims Act Training. Contractor shall, not less than annually, provide training on the Federal False Claims Act (31 USC 3729, et seq. or successor statutes) and State False Claims Act (California Government Code 12650, et seq. or successor statutes) to all employees, directors, officers, agents, Related Subcontractors, or volunteers providing services under this Agreement. Contractor shall maintain verification of this training. Contractor shall retain verifications in accordance with the Agreement requirement for retention of records
- 8.19 Code of Ethics. As a material term and condition of this Agreement, Contractor shall develop and implement a Code of Ethics or similar document and maintain it during the term of this Agreement. Additionally, Contractor shall train all employees and volunteers on the Code of Ethics, and all employees, volunteers, directors, officers, and agents shall certify that they have received training and have been provided an opportunity to ask questions of their employer regarding the Code of Ethics. Contractor shall retain these certifications in accordance with the Agreement's provision regarding retention of records
- 8.20 Compliance Program. Contractors with an agreement that exceeds more than \$250,000 in value annually shall establish, and maintain for the duration of this Agreement, a compliance program that meets the standards of Federal Sentencing Guidelines section 8B2.1 and 42 CFR 438.608, regardless of funding source or services.
- 8.21 Investigations. Unless prohibited by an investigating government authority, Contractor shall cooperate and participate fully in any investigation initiated by County relative to this Agreement. Upon County's request, Contractor shall promptly provide to County any and all documents, including any and all communications or information stored digitally, and make available

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for interviews any employee(s) of Contractor identified by County. Contractor further agrees to immediately notify County if any employee, director, officer, agent, subcontractor, vendor, consultant, or volunteer of Contractor comes under investigation by any federal, State, or local government entity with law enforcement or oversight authority over the Agreement or its funding for conduct arising out of, or related to, performance under this Agreement.

Contractor shall promptly make available to County all internal investigative results, findings, conclusions, recommendations, and corrective action plans pertaining to the investigation in its possession as requested by the County, unless otherwise protected by applicable law or privilege.

- 8.22 Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms. Contractor shall, in accordance with 2 CFR 200.321 - Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms, take affirmative steps to include minority business, women’s business enterprises, and labor surplus area firms by:
- 8.22.1 Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
 - 8.22.2 Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
 - 8.22.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
 - 8.22.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; and
 - 8.22.5 Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- 8.23 Procurement of Recovered Materials. Contractor shall comply with 2 CFR part 200.323 and shall procure only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000. Contractor certifies that the percentage of recovered materials to be used in the performance of this Agreement will be at least the amount required by applicable specifications or other contractual requirements.
- 8.23.1 In the performance of this Agreement, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
 - 8.23.1.1 Competitively within a timeframe providing for compliance with the contract performance schedule;
 - 8.23.1.2 Meeting contract performance requirements; or
 - 8.23.1.3 At a reasonable price.
 - 8.23.2 Information about this requirement, along with the list of EPA-designated items, is available at EPA’s Comprehensive Procurement Guidelines web site <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
 - 8.23.3 Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act, including the following:
 - 8.23.3.1 For contracts over \$100,000 in total value, Contractor shall estimate the percentage of total material utilized for the performance of the Agreement that is recovered materials and shall provide such estimate to County upon request.
- 8.24 Domestic Preferences. In accordance with 2 CFR part 200.322, as appropriate and to the extent consistent with law, Contractor shall, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).
- 8.24.1 “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, must occur in the United States.
 - 8.24.2 “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
- 8.25 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. In accordance with 2 CFR part 200.216, Contractor and its subcontractors are prohibited from expending funds under this Agreement to:

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- 8.25.1 Procure or obtain;
- 8.25.2 Extend or renew a contract to procure or obtain; or
- 8.25.3 Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - 8.25.3.1 For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - 8.25.3.2 Telecommunications or video surveillance services provided by such entities or using such equipment.
 - 8.25.3.3 Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

ARTICLE 9
CONFLICTS OF INTEREST; CONTRACTOR'S CONDUCT

- 9.1 Conflicts of Interest. Contractor presently has no interest, including but not limited to other projects or independent agreements, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor shall not employ any person having any such interest in the performance of this Agreement. Contractor shall not hire County's employees to perform any portion of the work or services provided for herein including secretarial, clerical, and similar incidental services except upon the written approval of County. Without such written approval, performance of services under this Agreement by associates or employees of County shall not relieve Contractor from any responsibility under this Agreement.
 - 9.1.1 California Political Reform Act and Government Code Section 1090 Et Seq. Contractor acknowledges that the California Political Reform Act ("Act"), Government Code section 81000 et seq., provides that Contractors hired by a public agency, such as County, may be deemed to be a "public official" subject to the Act if the Contractor advises the agency on decisions or actions to be taken by the agency. The Act requires such public officials to disqualify themselves from participating in any way in such decisions if they have any one of several specified "conflicts of interest" relating to the decision. To the extent the Act applies to Contractor, Contractor shall abide by the Act. In addition, Contractor acknowledges and shall abide by the conflict-of-interest restrictions imposed on public officials by Government Code section 1090 et seq.
- 9.2 Conduct of Contractor.
 - 9.2.1 Contractor shall inform the County of all Contractor's interests, if any, that are, or that Contractor believes to be, incompatible with any interests of the County.
 - 9.2.2 Contractor shall not, under circumstances that might reasonably be interpreted as an attempt to influence the recipient in the conduct of his duties, accept any gratuity or special favor from individuals or organizations with whom the Contractor is doing business or proposing to do business, in accomplishing the work under this Agreement.
 - 9.2.3 Contractor shall not use for personal gain or make other improper use of confidential information acquired in connection with this Agreement. In this connection, the term "confidential information" includes, but is not limited to, unpublished information relating to technological and scientific development; medical, personnel, or security records of individuals; anticipated materials requirements or pricing actions; and knowledge of selections of Contractors or subcontractors in advance of official announcement.
 - 9.2.4 Contractor, its employees, directors, officers, agents, subcontractors, vendors, consultants, and volunteers shall not offer, directly or indirectly, any unlawful gift, gratuity, favor, entertainment, or other item(s) of monetary value to an employee or official of the County.
 - 9.2.5 Referrals. Contractor further covenants that no referrals of clients through Contractor's intake or referral process shall be made to the private practice of any person(s) employed by the Contractor.
- 9.3 Prohibited Agreements. As required by section 67 of the San Diego County Administrative Code, Contractor certifies that it is not in violation of the provisions of section 67, and that Contractor is not, and will not subcontract with, any of the following:

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- 9.3.1. Persons employed by County or of public agencies for which the Board of Supervisors is the governing body;
 - 9.3.2. Profit-making firms or businesses in which employees described in sub-section 9.3.1, above, serve as officers, principals, partners, or major shareholders;
 - 9.3.3. Persons who, within the immediately preceding twelve (12) months came within the provisions of the above sub-sections and who (1) were employed in positions of substantial responsibility in the area of service to be performed by the Agreement, or (2) participated in any way in developing the Agreement or its service specifications; and
 - 9.3.4. Profit-making firms or businesses, in which the former employees described in sub-section 9.3.3 above, serve as officers, principals, partners, or major shareholders.
- 9.4 Limitation of Future Agreements or Grants. It is agreed by the parties to the Agreement that Contractor shall be restricted in its future contracting with the County to the manner described below. Except as specifically provided in this section, Contractor shall be free to compete for business on an equal basis with other companies.
- 9.4.1 If Contractor, under the terms of the Agreement, or through the performance of tasks pursuant to this Agreement, is required to develop specifications or statements of work and such specifications or statements of work are to be incorporated into a solicitation, Contractor shall be ineligible to perform the work described within that solicitation as a prime or subcontractor under an ensuing County agreement. It is further agreed, however, that County will not, as additional work, unilaterally require Contractor to prepare such specifications or statements of work under this Agreement.
 - 9.4.2 Contractor may not apply for nor accept additional payments for the same services contained in the Statement of Work.

ARTICLE 10
INDEMNITY AND INSURANCE

- 10.1 Indemnity. County shall not be liable for, and Contractor shall defend and indemnify County and the employees and agents of County (collectively “County Parties”), against any and all claims, demands, liability, judgments, awards, fines, mechanics’ liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys’ fees and court costs (hereinafter collectively referred to as “Claims”), related to this Agreement or the work covered by this Agreement and arising either directly or indirectly from any act, error, omission or negligence of Contractor or its Contractors, licensees, agents, servants or employees, including, without limitation, Claims caused by the sole passive negligent act or the concurrent negligent act, error or omission, whether active or passive, of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
- Without limiting the foregoing, Contractor’s defense and indemnity obligations under this section shall specifically apply to any claim, suit, proceeding, demand, liability, loss, damage, or expense (including but not limited to attorneys’ fees) arising from or relating to a claim that any work performed pursuant to this Agreement infringes a patent, copyright, moral right, trademark, trade secret, or other intellectual property right of a third party. Without limiting the generality of the foregoing, if any portion of any the same or County’s use of the same is, or in Contractor’s or County’s opinion is likely to be, held to infringe the rights of any third party, Contractor shall at its expense either (i) procure the right for County to use the infringing item free of any liability or expense to County to the full extent contemplated by this Agreement; or (ii) replace it with a non-infringing equivalent reasonably satisfactory to County. Without limiting the County’s other rights and Contractor’s obligations under this section, County shall have the right to employ counsel at its own expense for, and participate in the defense of, any claim.
- 10.2 Insurance. Contractor shall, at its own cost and expense, obtain and keep in force and effect during the term of this Agreement, including all extensions, the insurance specified in Exhibit B Insurance Requirements. Evidence of insurance and any other documents or notices required to be provided to County pursuant to Exhibit B shall be submitted to the COR or as instructed by the COR. The provisions of section 10.1 are independent of, and shall in no way limit, Contractor’s and its insurer’s requirements under this section 10.2 and Exhibit B.

ARTICLE 11
AUDIT AND INSPECTION

- 11.1 Audit and Inspection.
- 11.1.1 Authorized federal, State and County representatives and their designated inspectors shall each have the following rights (“Audit and Inspection”):
 - 11.1.1.1 to monitor, assess, and evaluate Contractor’s performance under this Agreement;

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- 11.1.1.2 to conduct audits, inspections, reviews of reports, and interviews of staff and participants involved with the services provided under this Agreement; and
 - 11.1.1.3 to inspect the premises, services, materials, supplies, and equipment furnished or utilized in the performance of this Agreement and the workmanship of the work performed under this Agreement.
- 11.1.2 Contractor shall fully cooperate with any Audit and Inspection. County shall perform Audits and Inspections in a manner so as not to unduly interfere with Contractor's performance.
- 11.1.3 At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County, State or federal officials for examination all of its records with respect to all matters covered by this Agreement and will permit County, State or federal officials to examine and make excerpts or transcripts from such records, and to make audits of all invoices, materials, payrolls, records of personnel, information regarding clients receiving services, and other data relating to all matters covered by this Agreement.
- 11.1.4 If an audit is conducted, it will be done in accordance with generally accepted government auditing standards as described in "Government Auditing Standards," published for the United States General Accountability Office or the institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.
- 11.2 External Audits. Contractor shall provide the following to the COR:
 - 11.2.1 a copy of all notifications of audits or pending audits by federal or State representatives regarding contracted services identified in this Agreement within three (3) business days of Contractor receiving notice of the audit.
 - 11.2.2 a copy of the draft and final State or federal audit reports within twenty-four (24) hours of receiving them. Contractor shall also provide electronic copies to Agency Contract Support (ACS) at ACS.HHSA@sdcounty.ca.gov.
 - 11.2.3 a copy of Contractor's response to the draft and final State or federal audit reports at the same time the response is provided to the State or federal representatives.
 - 11.2.4 a copy of all responses made by a federal or State representative to a Contractor's audit response no later than three (3) business days after receiving it, unless prohibited by the government agency conducting the audit. This shall continue until the federal or State auditors have accepted and closed the audit.
- 11.3 Availability of Records. Contractor shall maintain and/or make available within San Diego County accurate books, accounting records, and other records related to Contractor's performance under this Agreement, including all records of costs charged to this Agreement during the term of this agreement and for the longer of: (i) a period of five (5) years after the date of final payment under this Agreement, (ii) for records that relate to appeals under Article 15 "Disputes," or litigation or the settlement of claims arising out of the performance of this Agreement, three (3) years after such appeals, litigation, or claims have been disposed of, and (iii) any retention period required by the funding source(s) of this Agreement. Contractor shall provide any requested records to County within two (2) business days of request. Contractor assertions of confidentiality shall not be a bar to full access to the records. County shall keep the materials described above confidential unless otherwise required by law.
 - 11.3.1 Contractor shall maintain, and the records referred to in section 11.3 shall include, records sufficient to establish the reasonableness accuracy, completeness and currency of all cost or pricing data submitted to County in connection with this Agreement, including records of adequate price competition, negotiations, and cost or price analysis.
- 11.4 Outcome-Based Measures. Where outcome-based measures are set forth in the Statement of Work, Contractor shall maintain, and provide to County upon County's request as often as County deems necessary, complete, and accurate data documenting such outcome measures under this Agreement. Such data may include, but is not limited to, statistics on outcomes, rates of success, and completion rate of deliverables.
- 11.5 Full Cost Recovery. Contractor shall reimburse County for all direct and indirect expenditures incurred in conducting an audit, investigation, or inspection when Contractor is subsequently found to have violated terms of this Agreement.
- 11.6 Corrective Actions. If any services performed hereunder are found to have not been in conformity with the specifications and requirements of this Agreement, County shall have the right to (1) require the Contractor to perform the services in conformity with said specifications and requirements at no additional increase in total Agreement amount, (2) require Contractor immediately to take all necessary steps to ensure future performance of the services in conformity with requirements of the Agreement, (3) reduce payment to Contractor in accordance with Article 4, (4) have the services performed, by agreement or otherwise, in conformance with the specifications of this Agreement and recover from Contractor any costs incurred by County that are directly related to the performance of such services, and/or (5) pursue any other rights or remedies available to County under this Agreement.

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ARTICLE 12
RECOVERY OF FUNDS

Where Contractor is required to reimburse County under any provision of this Agreement, or where County is otherwise owed funds from Contractor, County may, at its sole discretion and subject to funding source restrictions and State and federal law: (1) withhold such amounts from any amounts due to Contractor pursuant to the payment terms of this Agreement, (2) withhold such amounts from any other amounts due to Contractor from County, and/or (3) require Contractor to make payment to County for the total amount due (or a lesser amount specified by County) within thirty (30) days of request by County. Notwithstanding the foregoing, County may allow Contractor to repay any such amounts owed in installments pursuant to a written repayment plan.

ARTICLE 13
USE OF DOCUMENTS AND REPORTS

- 13.1 Findings Confidential. Any reports, records, data, or other information given to or prepared or assembled by Contractor under this Agreement that the County requests to be kept confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the County except as may be required by law. Contractor shall not disclose to any individual or organization any reports, records, data, or other information received, prepared, or assembled by Contractor under this Agreement
- 13.2 Ownership, Publication, Reproduction and Use of Material. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other material or properties produced under this Agreement shall be the sole and exclusive property of County. No such materials or properties produced in whole or in part under this Agreement shall be subject to private use, copyright, or patent right by Contractor in the United States or in any other country without the express written consent of County. County shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent, in whole or in part, any such reports, studies, data, statistics, forms or other materials or properties produced under this Agreement.
- 13.3 Confidentiality. Contractor agrees to maintain the confidentiality of and take industry appropriate and legally required measures to prevent the unlawful disclosure of any information that is legally required to be kept confidential. Except as otherwise allowed by local, State, or federal law or regulation and pursuant to this section 13.3, Contractor agrees to only disclose confidential records where the holder of the privilege, whether the County, or a third party, provides written permission authorizing the disclosure.
- 13.4 Public Records Act. The California Public Records Act (“CPRA”) requires County to disclose “public records” in its actual or constructive possession unless a statutory exemption applies. This generally includes contracts and related documents. If County receives a CPRA request for records relating to the Agreement, County may, at its sole discretion, either determine its response to the request without notifying Contractor or notify Contractor of the request. If County determines its response to the request without notifying Contractor, Contractor shall hold County harmless for such determination. If County notifies Contractor of the request, Contractor may request that County withhold or redact records responsive to the request by submitting to County a written request within five (5) business days after receipt of the County’s notice. Contractor’s request must identify specific records to be withheld or redacted and applicable exemptions. Upon timely receipt of Contractor’s request, County will review the request and at its sole discretion withhold and/or redact the records identified by Contractor. Contractor shall hold County harmless for County’s decision whether to withhold and/or redact pursuant to Contractor’s written request. Contractor further agrees that its defense and indemnification obligations set forth in section 10.1 of this Agreement extend to any Claim (as defined in section 10.1) against the County Parties (as defined in section 10.1) arising out of County’s withholding and/or redacting of records pursuant to Contractor’s request. Nothing in this section shall preclude Contractor from bringing a “reverse CPRA action” to prevent disclosure of records. Nothing in this section shall prevent the County or its agents or any other governmental entity from accessing any records for the purpose of audits or program reviews if that access is legally permissible under the applicable local, State, or federal laws or regulations. Similarly, County or its agent or designee may take possession of the record(s) where legally authorized to do so.
- 13.5 Custody of Records. Contractor shall deliver to County or its designee, at County’s request, all documentation and data related to Contractor’s work under this Agreement, including, but not limited to, County data and client files held by Contractor, at no charge to County. County, at its option, may take custody of Contractor’s client records upon Agreement termination, expiration, or at such other time as County may deem necessary. County agrees that such custody will conform to applicable confidentiality provisions of State and federal law and that retained records shall be available to Contractor for examination and inspection in accordance with applicable law. Contractor shall destroy records not turned over to County in accordance with applicable retention requirements and this Agreement. Notwithstanding the foregoing, Contractor may retain one (1) copy of the documentation and data for archival purposes or warranty support, and Contractor may maintain records that it is legally required to maintain.

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- 13.6 Reports. Contractor shall submit reports required in Exhibit A and additional reports as may be requested by the COR and agreed to by the Contractor. Format for the content of such reports may be developed by County. The timely submission of these reports is a necessary and material term and condition of this Agreement and Contractor agrees that failure to meet specified deadlines will be sufficient cause to withhold payment. Contractor shall submit to County within thirty (30) days of the termination of this Agreement a report detailing all work done pursuant to this Agreement by Contractor.

ARTICLE 14
(RESERVED)

ARTICLE 15
DISPUTES

Notwithstanding any provision of this Agreement to the contrary, the Contracting Officer shall decide any dispute concerning a question of fact arising out of this Agreement that is not otherwise disposed of by the parties within a reasonable period of time. The decision of the Contracting Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. Contractor shall proceed diligently with its performance hereunder pending resolution by the Contracting Officer of any such dispute. Nothing herein shall be construed as granting the Contracting Officer or any other administrative official, representative or board authority to decide questions of law, or issues regarding the medical necessity of treatment or to pre-empt any medical practitioners' judgment regarding the medical necessity of treatment of patients in their care. The foregoing does not change the County's ability to refuse to pay for services rendered if County disputes the medical necessity of care.

ARTICLE 16
GENERAL PROVISIONS

- 16.1 Change of Control. Contractor shall notify County in writing of any change in majority ownership of Contractor (or all or substantially all of Contractor's assets) through a transaction or series of transactions including, without limitation, an acquisition, sale, reorganization, merger, or consolidation ("Change of Control") at least one hundred eighty (180) days prior to the effective date of a Change of Control or as soon as practicable thereafter if notice cannot legally be provided to County within such timeframe.
- 16.1.1 Without limiting any other rights or remedies of County, in the event of a pending or actual Change of Control, County may terminate this Agreement in accordance with section 7.5, Termination for Convenience, except that Contractor shall not be entitled to costs of termination set forth in section 7.5.2.
- 16.2 Assignment and Delegation. Contractor shall not assign any of its rights or delegate any of its obligations hereunder without the prior written consent of County, which shall not be unreasonably withheld; provided, however, that Contractor may assign or delegate its rights or obligations under this Agreement to the entity becoming a majority owner of Contractor's assets during a Change of Control, provided that notice is given in accordance with section 16.1 above. Any purported assignment or delegation in violation of this section shall be null and void
- 16.3 Entire Agreement. This Agreement, together with all Exhibits attached hereto and other agreements expressly referred to herein, constitute the entire agreement between the parties with respect to the subject matter contained herein. All prior or contemporaneous agreements, understandings, representations, warranties, and statements, oral or written, including any proposals from Contractor and requests for proposals from County, are superseded.
- 16.4 Remedies Not Exclusive. The rights and remedies of County provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law, equity, or under resulting order.
- 16.5 Sections and Exhibits. All recitals, sections, and exhibits referred to in this Agreement are incorporated herein by reference.
- 16.6 Further Assurances. Parties agree to perform such further acts and to execute and deliver such additional documents and instruments as may be reasonably required in order to carry out the provisions of this Agreement and the intentions of the parties.
- 16.7 Governing Law. This Agreement shall be governed, interpreted, construed, and enforced in accordance with the laws of the State of California.
- 16.8 Headings. The article and section headings used in this Agreement are inserted for convenience of reference only and are not intended to define, limit, or affect the construction or interpretation of any term or provision hereof.
- 16.9 Neither Party Considered Drafter. Despite the possibility that one party may have prepared the initial draft of this Agreement or played the greater role in the physical preparation of subsequent drafts, neither party shall be deemed the drafter of this Agreement and that, in construing this Agreement in case of any claim that any provision hereof may be ambiguous, no such provision shall be construed in favor of one party on the ground that such provision was drafted by the other.

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- 16.10 No Other Inducement. The making, execution, and delivery of this Agreement by the parties hereto has been induced by no representations, statements, warranties, or agreements other than those expressed herein.
- 16.11 Notices. Notice to either party shall be in writing and personally delivered; sent by certified mail, postage prepaid, return receipt requested; or emailed to the County's or Contractor's designated representative (or such party's authorized representative). Any such notice shall be deemed received by the party (or such party's authorized representative) on the earliest of the date of personal delivery, three (3) business days after deposit in the U.S. Mail, or upon sending of an email from which an acknowledgement of receipt has been received other than an out of office, unavailable, or undeliverable reply.
- 16.12 Severability. If any term, provision, covenant, or condition of this Agreement is held to be invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby, and each term, provision, covenant, or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 16.13 Successors. Subject to the limitations set forth in sections 16.1 and 16.2 above, all terms of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto and their respective heirs, legal representatives, successors, and assigns.
- 16.14 Time. Time is of the essence for each provision of this Agreement.
- 16.15 Time Period Computation. All periods of time referred to in this Agreement shall be calendar days, unless the period of time specifies business days. Calendar days shall include all days of the week, including holidays. Business days shall be Monday through Friday, excluding County observed holidays.
- 16.16 Waiver. The waiver by one party of the performance of any term, provision, covenant, or condition shall not invalidate this Agreement, nor shall it be considered as a waiver by such party of any other term, provision, covenant, or condition. Delay by any party in pursuing any remedy or in insisting upon full performance for any breach or failure of any term, provision, covenant, or condition shall not prevent such party from later pursuing remedies or insisting upon full performance for the same or any similar breach or failure.
- 16.17 Third Party Beneficiaries Excluded. This Agreement is intended solely for the benefit of the County and its Contractor. Any benefit to any third party is incidental and does not confer on any third party to this Agreement any rights whatsoever regarding the performance of this Agreement. Any attempt to enforce provisions of this Agreement by third parties is specifically prohibited.
- 16.18 Publicity Announcements and Materials. All public announcements, including those issued on Contractor letterhead, and materials distributed to the community shall identify the County of San Diego as the funding source for contracted programs identified in this Agreement. Copies of publicity materials related to contracted programs identified in this Agreement shall be filed with the COR. County shall be advised at least twenty-four (24) hours in advance of all locally generated press releases and media events regarding contracted services identified in this Agreement. Alcohol and Drug Prevention Services Contractors shall notify COR or designee at least five (5) business days in advance of all Contractor generated media releases and media events regarding contracted services identified in this Agreement.
- 16.19 Critical Incidents. Contractor shall have written plans or protocols and provide employee training for handling critical incidents involving: external or internal instances of violence or threat of violence directed toward staff or clients; loss, theft or unlawful accessing of confidential client, patient or facility resident Personal Information (PI), Personally Identifiable Information (PII) and/or Personal Health Information (PHI); fraud, waste and/or abuse of Agreement funds; unethical conduct; or violation of any portion of San Diego County Board of Supervisors Policy C-25 "Drug and Alcohol Use Policy" while performing under this Agreement. Contractor shall report all such incidents to the COR within one business day of their occurrence. However, if this Agreement includes Article 14, Contractor must adhere to the timelines and processes contained in Article 14.
- 16.20 Responsiveness to Community Concerns. Contractor shall notify County within one business day of receipt of any material complaints submitted to Contractor orally or in writing related to Contractor's performance of work under this Agreement ("Complaints"), unless prohibited by applicable State, federal, or local law. Complaints include, but are not limited to, issues of abuse or quality of care, or issues regarding a program or facility applicable to this Agreement. Contractor shall take appropriate steps to acknowledge receipt of Complaint(s) from individuals or organizations and to address or resolve all Complaints. Contractor shall promptly notify the County of the status and disposition of all complaints and provide additional information or documentation upon request. Nothing in this provision shall be interpreted to preclude Contractor from engaging in any legally authorized use of its facility, property, or business as approved, permitted or licensed by the applicable authority.
- 16.21 Criminal Background Check Requirements. Contractor shall ensure that criminal background checks are required and completed prior to employment or placement of any employee, director, officer, agent, subcontractor, consultant, or volunteer

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who will be providing any services, accessing County or client data, or receiving compensation under this Agreement. Background checks shall be in compliance with any licensing, certification, funding, or Agreement requirements, including the Statement of Work, which may be higher than the minimum standards described herein. Furthermore, for any individuals identified above who will be assigned to sensitive positions funded by this Agreement, background checks shall be in compliance with Board of Supervisors Policy C-28, available on the County of San Diego website. Sensitive positions are those that: (1) physically supervise minors or vulnerable adults; (2) have unsupervised physical contact with minors or vulnerable adults; and/or (3) have a fiduciary responsibility to any County client, or direct access to, or control over, bank accounts or accounts with financial institutions of any client. If this Agreement includes Article 14, Contractor must also adhere to requirements contained in Article 14.

Contractor shall have a documented process for reviewing the information and determine if criminal history demonstrates behavior that could create an increased risk of harm to clients or risk to services to be performed under Agreement. Contractor shall document review of criminal background findings and consideration of criminal history in the selection of such persons listed above in this section.

16.21.1 Contractor shall utilize a subsequent arrest notification service or perform a criminal background check annually during the term of this Agreement for any employee, director, officer, agent, subcontractor, consultant, or volunteer who will be providing any services under this Agreement. Contractor shall keep the documentation of their review and consideration of the individual's criminal history on file in accordance with paragraph 11.3 "Availability of Records."

16.21.2 Definitions

16.21.2.1 Minor: Individuals under the age of eighteen (18) years old.

16.21.2.2 Vulnerable Adult: (1) Individuals age eighteen (18) years or older, who require assistance with activities of daily living and who may be put at risk of abuse during service provision; (2) Individuals age eighteen (18) years or older who have a permanent or temporary limited physical and/or mental capacity that may put them at risk of abuse during service provision because it renders them: unable to make decisions for themselves, unable to physically defend themselves, or unaware of physical abuse or other harm that could be perpetrated against them. Activities of daily living are defined as the basic tasks of everyday life, such as eating, bathing, dressing, toileting, and transferring.

16.21.2.3 Volunteer: A person who performs a service willingly and without pay.

16.22 Survival. The provisions of this Agreement necessary to carry out the intention of the parties as expressed herein shall survive the termination or expiration of this Agreement. Without limiting the foregoing, the following sections and articles of this Agreement shall survive the expiration or earlier termination of this Agreement: sections 8.1, 8.21, 10.1, 16.4, 16.7, and Articles 3, 4, 7, 11, 12, and 13.

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SIGNATURE PAGE

AGREEMENT TERM. The initial term of this Agreement shall begin on the date of the last signature below and end on September 30, 2024 (“Initial Term”).

OPTION TO EXTEND. The County shall have the option to extend the term of this Agreement for one increment of one year and one increment of nine months (each an “Option Period”), for a total of one year and nine months beyond the expiration of the Initial Term, not to exceed June 30, 2026. This option shall be automatically exercised unless County notifies Contractor in writing not less than thirty (30) days prior to an Option Period that the County does not intend to extend the Agreement.

Options to Extend for One to Six Additional Months at End of Agreement. County shall also have the option to extend the term of this Agreement, in one or more increments, for a total of no less than one (1) and no more than six (6) calendar months (“Incremental Options”). The County may exercise each Incremental Option by providing written notice to Contractor no fewer than fifteen (15) calendar days prior to expiration of this Agreement. The rates in effect at the time an Incremental Option is exercised shall apply during the term of the Incremental Option.

COMPENSATION: Pursuant to Exhibit C, Article 4, and other applicable provisions of this Agreement, County agrees to pay Contractor a sum not to exceed two hundred fifteen thousand six hundred twenty-five dollars (\$215,625) (“Maximum Agreement Amount”). Furthermore, compensation for the Initial Term and any Option Periods shall not exceed the amounts shown for the Initial Term or that Option Period shown in Exhibit C.

COR. The County designates the following individual as the Contracting Officer’s Representative (“COR”)

Hugo Salgado, Community Health Program Specialist
5469 Kearny Villa Road, Suite 2000
San Diego, CA 92123
Phone: 858.586.2710 and Email: hugo.salgado@sdcounty.ca.gov

CONTRACTOR’S REPRESENTATIVE. Contractor designates the following individual as the Contractor’s Representative.

Casey Smith, Deputy Chief Operating Officer
202 C Street, Floor 5
San Diego, CA 92101
Phone: 619.446.5346 and Email: CDSmith@Sandiego.gov

IN WITNESS WHEREOF, County and Contractor execute this Agreement effective as of the date of the last signature below. The person(s) signing this Agreement for Contractor represent(s) and warrant(s) that they are duly authorized to bind Contractor and have the legal capacity to execute and deliver this Agreement.

CONTRACTOR:

By: Casey Smith
Casey Smith (May 15, 2024 11:01 PDT)
Name: Casey Smith
Title: Deputy Chief Operating Officer
Email: cdsmith@sandiego.gov
Date: May 15, 2024

COUNTY OF SAN DIEGO:

JOHN M. PELLEGRINO, Director
Department of Purchasing and Contracting
By: Tiana Row
Tiana Row (Jun 4, 2024 12:36 PDT)
Name: Tiana Row
Title: Procurement Contracting Officer
Date: Jun 4, 2024

By electronically signing this document, all parties accept the use of electronic signatures.

Adobe Acrobat Sign Transaction Number: CBJCHBCAABAAMwb1eKzIEZ2Z3TThszkMaKQfOBkzDcMz

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1. Scope of Work/Purpose

- 1.1. Contractor shall implement the Healthy Cities, Healthy Residents (HCHR): Complete Streets project by advancing active transportation/active living policies and implementing physical environment changes in community settings where Supplemental Nutrition and Assistance Program-Education (SNAP-Ed) eligible individuals live.

2. Background Information

- 2.1. The County of San Diego Health and Human Services Agency (HHSA) receives funding from United States Department of Agriculture's (USDA) SNAP-Ed, through the California Department of Public Health (CDPH) for CalFresh Healthy Living program, previously named Nutrition Education and Obesity Prevention program.
- 2.2. USDA's goal for SNAP-Ed is to improve the likelihood that participants will make healthy food choices, within a limited budget, and will choose physically active lifestyles consistent with the current Dietary Guidelines for Americans. Contractor shall provide services and assist HHSA with supporting this goal by contributing to SNAP-Ed's priorities to improve physical activity and nutrition environments for SNAP-Ed eligible San Diego County residents.
- 2.3. The CalFresh Healthy Living program is guided by the Social Ecological Model to improve the likelihood that the SNAP-Ed eligible population will increase healthy behaviors. Interventions are multi-layered to provide support at individual and environmental levels as well as address multiple sectors of influence and social and cultural norms to address social determinants of health and improve health equity.
- 2.4. HCHR: Complete Streets activities will focus on a city in San Diego County that have large numbers of SNAP-Ed eligible residents and demonstrate active living (AL) opportunities. The project is designed to: implement one (1) Complete Streets-related policy, 2) establish, facilitate, and build the capacity of a local resident coalition of a minimum of (5) residents to address PSE changes; and 3) build broad community consensus and momentum for priority Policy, Systems and Environmental Changes (PSE's). The HCHR: Complete Streets Contractor shall receive technical assistance (TA) on community engagement, policy scans, and identifying policy and environmental change. The TA will be coming from a County contractor.
- 2.5. Live Well San Diego Vision: The County of San Diego, Health and Human Service Agency (HHSA), supports the Live Well San Diego vision of Building Better Health, Living Safely, and Thriving. Live Well San Diego, developed by the County of San Diego, is a comprehensive, innovative regional vision that combines the efforts of partners inside and outside County government to help all residents be healthy, safe, and thriving. All HHSA partners and contractors, to the extent feasible, are expected to advance this vision. Building Better Health focuses on improving the health of residents and supporting healthy choices. Living Safely seeks to ensure residents are protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies. Thriving focuses on promoting a region in which residents can enjoy the highest quality of life.
- 2.6. Information about Live Well San Diego can be found on the County's website and a website dedicated to the vision:
http://www.sdcounty.ca.gov/hhsa/programs/sd/live_well_san_diego/index.html <http://www.LiveWellSD.org>
- 2.7. Live Well San Diego's outcomes for this Statement of Work may be found in Section 3.2.
- 2.8. A Trauma-Informed System: The County of San Diego Health and Human Services Agency (HHSA) is committed to becoming a Trauma-Informed System as part of its effort to build a better service delivery system. All programs operated and supported by HHSA shall be part of a Trauma-Informed System, which includes providing trauma-informed services and maintaining a trauma-informed workforce. It is an approach for engaging individuals – staff, clients, partners, and the community – and recognizing that trauma and chronic stress influence coping strategies and behavior. Trauma-informed systems and services minimize the risk of re-traumatizing individuals and/or families, and promote safety, self-care, and resiliency.

Trauma-Informed Principles include:

- Understanding trauma and its impact to individuals.
- Promoting safety.
- Awareness of cultural, historical, disability, and gender issues, and ensuring competence and responsiveness.
- Supporting consumer empowerment, control, choice, and independence.

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- Sharing power and governance (e.g., including clients and staff at all levels of development and review of policies and procedures).
- Demonstrating trustworthiness and transparency.
- Integrating services along the continuum of care.
- Believing that establishing safe, authentic, and positive relationships can be healing.
- Understanding that wellness is possible for everyone.

3. Goals and Objectives:

- 3.1. Goal: Contractor shall assist in the adoption of one (1) city level policy and improve neighborhood physical environments that can help increase active transportation opportunities for SNAP-Ed eligible residents in one (1) SNAP-Ed eligible community of San Diego County.
- 3.2. Assist in the implementation of one placemaking strategy in the designated city.
- 3.3. Outcome Objectives:
By June 30, 2026, Contractor shall accomplish the following in one (1) SNAP-Ed eligible community of San Diego County:
 - 3.3.1. Assist in the advancement of a minimum of one (1) citywide active transportation (AT) plan or Safe Routes to School Plan, placemaking policy, street/sidewalk design standards,
 - 3.3.2. Implement a minimum of one (1) placemaking strategy at the neighborhood level that promotes physical activity in collaboration with HCHR: Complete Streets Resident Coalition and the County of San Diego and/or technical provider (e.g., build or improve a parklet, create a community garden, install bike/walk facilities, or create a healthy public gathering space).

4. Target Population and Geographical Services Area: Contractor shall provide the services described herein to the following target population(s) and geographical services area(s):

- 4.1. Target Population: The CalFresh Healthy Living program's eligible population is SNAP participants and low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs, which means having a household income of less than or equal to 185% of the Federal Poverty Guidelines.
- 4.2. Geographical Services Area: All activities must occur in settings within North Coastal Region, North Inland Region, North Central Region, and Central Region of San Diego County. Reference Section 5.9 HHSA Service Regions defined below.

5. Definitions:

- 5.1. Active Transportation (AT): Refers to any form of human-powered transportation such as walking, cycling, using a wheelchair, or in-line skating or skateboarding. Walking to the bus stop; cycling to school or work; are forms of active transportation. Promotion of active transportation is not limited to physical infrastructure improvement but includes changing social norms and addressing barriers to safety and perceptions of safety (e.g., street harassment).
- 5.2. Active Transportation Plan (ATP): An ATP outlines the vision, goals, and strategies needed to support increased walking, bicycling and other active modes of AT. ATPs identify a combination of programs, policies, and physical improvements such as new sidewalks or bicycle paths that are needed to ensure the safety, comfort and convenience of active travel modes.
- 5.3. Active Living (AL): A way of life that integrates physical activity into daily routines. The goal is to get at least 30 minutes of activity a day. This can be achieved in many different ways, from walking or bicycling to the corner store, to playing or gardening in a neighborhood park or community garden.
- 5.4. Complete Streets: Streets designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.
- 5.5. Community Mobilizer: An individual or entity that is responsible for implementing activities (e.g., community awareness raising events, forums), related to the empowerment and mobilization of community members in project areas.
- 5.6. Healthy Cities, Healthy Residents (HCHR): An initiative developed by the County of San Diego HHSA to create healthy communities through supporting community-based organizations, residents, and cities in working together to advance healthy and equitable planning, policies, and neighborhood environments.
- 5.7. HCHR Resident Coalitions: A resident alliance formed and coordinated by a County HCHR Contractor to advance HCHR policies and environmental changes: Coalitions shall function as a steering and working group for the Project. The HCHR Coalition shall consist of, at a minimum five (5) residents from SNAP-Ed eligible neighborhoods.

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- 5.8. **HHSA Service Regions:** The County of San Diego HHSA has six geographic service regions.
http://www.sandiegocounty.gov/content/dam/sdc/live_well_san_diego/indicators/Map_and_Regional_Data.pdf
- 5.9. **CalFresh Healthy Living program:** The County of San Diego's SNAP-Ed program is called the CalFresh Healthy Living program.
- 5.10. **Nutrition Education and Obesity Prevention Branch (NEOPB):** A statewide movement to improve the health of low-income Californians through increased fruit and vegetable consumption and daily physical activity. NEOPB addresses the statewide obesity epidemic through food and activity education, breastfeeding support, community development strategies, and marketing of healthy behaviors.
- 5.11. **Placemaking:** A multi-faceted approach to the planning, design, and management of public spaces. Placemaking capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and well-being.
- 5.12. **Policy, Systems and Environmental Changes (PSE):** A way of modifying the environment to make healthy choices practical and available to all community members. By changing policies, systems and/or environments, communities can help tackle health issues such as obesity, diabetes, cancer and other chronic diseases.
- 5.13. **Resident Leadership Academy (RLA):** A curriculum-based, community health organizing project that empowers residents to make positive changes in their communities. Participants attend multi-session training programs, led by a facilitator, and learn about how neighborhoods can impact the prevalence of chronic disease. At the end of the sessions, the participants assess their neighborhoods, determine and prioritize needs, and implement a Community Improvement Project.
<https://www.livewellsd.org/i-want-to-get-involved/resident-leadership-academy>
- 5.14. **Safe Routes to School Plan:** A blueprint with strategies to support local communities in establishing new safe routes to school programs as well as sustaining and enhancing existing efforts. A safe routes to school plan will also guide future efforts such as grant applications for projects to improve school walking route facilities.
- 5.15. **Supplemental Nutrition Assistance Program Education (SNAP-Ed) Program:** SNAP-Ed is a federal/state program that supports nutrition education for persons eligible for SNAP, called CalFresh in California. The goal of SNAP-Ed is to improve the likelihood that persons eligible for CalFresh will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and USDA food guidance. For more information regarding the national SNAP-Ed program, please visit the USDA's website: <https://www.fns.usda.gov/snap/SNAP-Ed> and review the USDA's Supplemental Nutrition Assistance Program Education Guidance manual: <https://snaped.fns.usda.gov/program-administration/guidance-and-templates>.
- 5.16. **SNAP-Ed Eligible Census Tract:** Geographic regions defined for the purpose of taking a [census](#). In the United States, census tracts are subdivided into [block groups](#) and [census blocks](#). Contractor shall provide services at approved sites within census tracts where 50% or more of the population make below 185% of the Federal Poverty Level. County will provide contractor with resources to determine eligible census tracts.
- 5.17. **SNAP-Ed Eligible Residents.** Refers to the target audience for SNAP-Ed, specifically SNAP participants and low-income individuals who qualify to receive SNAP benefits or other means-tested Federal assistance programs, such as Medicaid or Temporary Assistance for Needy Families. It also includes individuals residing in a census tract where more than 50% of the households earn below 185% of the Federal Poverty Level.
- 5.18. **Technical Assistance Provider (TAP):** An expert provider, or group of providers, in the areas of active living and placemaking, contracted by the County of San Diego or subcontracted by the Contractor to deliver technical assistance to HCHR contractors.

6. General Requirements for Service Delivery:

- 6.1. Educational materials and resources: All nutrition curriculum and materials used will be from the approved USDA SNAP-Ed Connection website, and/or NEOPB Approved Nutrition Education Materials list. The SNAP-Ed Connection website can be accessed at <https://snaped.fns.usda.gov/>. The NEOPB Approved nutrition education materials list can be downloaded from: [CalFresh Healthy Living Resources](https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/Pages/SNAPEdResources.aspx) (<https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/Pages/SNAPEdResources.aspx>)
- 6.2. Other Requirements: SNAP-Ed program exhibits and contracting documents to be provided by County and required by California Department of Public Health.
- 6.2.1. Standard Grant Conditions: CDPH document providing guidelines and provisions.
(<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>)
- 6.2.2. Exhibit D - Additional Provisions: CDPH's information on: 1) additional incorporated documents 2)

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cancellation/termination; and 3) avoidance of conflicts of interest by Contractor.

- 6.2.3. Exhibit D - Federal Terms and Conditions: CDPH document providing provisions requiring strict adherence to various contracting laws and policies.
- 6.3. Time Reporting: Contractor shall have an internal system in place for keeping track of CalFresh Healthy Living time and provide back-up documentation when requested by the County. Expenses are to be based on actual time and actual salary rate per employee. When requested, the Contractor shall have the option to 1) submit a waiver request to the County requesting that the Contractor's time reporting tracking methodology be used or 2) the contractor will use the time reporting tracking form(s) available here:
<https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/Pages/Contract-Support-Services-Unit.aspx>
- 6.4. Contractor shall email the Contracting Officer's Representative (COR) within forty-eight (48) hours of key personnel changes in support of contract.
- 6.5. State Mandatory Annual Civil Rights Training:
- 6.5.1. Contractor shall complete the USDA required course that emphasizes the most important civil rights information designed to support CalFresh Healthy Living (CFHL) work and the communities served. Note, all staff (including subcontractors) funded by CFHL must complete the Civil Rights training each year/ each Federal Fiscal Year cycle period.
- 6.5.2. Contractor shall have a process in place to collect and track annual completion rates for all CalFresh Healthy Living funded staff and subcontractors.
- 6.5.3. Contractors shall inform new staff including subcontractor's staff of the requirement and remind current staff and subcontractors to complete the training annually.
- 6.5.4. Contractor shall submit staff's completed Certificate of Completion with full name and date to the COR annually.
- 6.5.5. Link to the training <https://cfhlstatewidetraining-leahspantry.talentlms.com/catalog/info/id:563>
- 6.6. State Program Guidelines: Contractor shall abide by the most current state program guidelines. This detail is located on the online Administrative Guidelines Manual at
<https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/Pages/Contract-Support-Services-Unit.aspx>
- 6.7. State Program Letters: CDPH NEOPB Program letters identifying program specifics. Read more at:
<https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/Pages/SNAP-EdGuidanceLHD.aspx>.
- 6.8. Fiscal Records and Documentation: Contractor shall maintain itemized fiscal records and documentation such as but not limited to timesheets, general ledgers, payroll register, direct deposit/cancelled checks, invoices, receipts, mileage reports and other supporting documentation for all costs. Contractor shall ensure costs are allowable and that the costs for this contract are tracked separately from other projects.
- 6.9. Minor and IT-related Equipment Purchases, Program Materials, Travel Plans: Contractor shall submit an email request with list of items to include but not limited to minor, IT-related equipment, and program materials to the COR and Analyst for pre-approval on any purchase plan of program materials (printing, curriculum, cooking and garden supplies) and travel (meeting, conferences, and trainings) and comply with the Administrative Guidelines Manual and SNAP-Ed Cost Principles. Any purchases or travel plans without County pre-approval is subject to disallowance.
- 6.9.1. Any non-capital equipment (including but not limited to minor and IT-related equipment), program materials, and travel plans using CFHL funding through this contract will be paid to Contractor at-cost. Documentation including itemized paid receipts must be submitted with invoice submission. In the event of a dispute, the County may survey prices for the same make/model or part to determine the fair market price for that item/part, and reimbursement will be made based on the survey results.
- 6.9.2. Contractor shall submit a completed initial tracking log no later than 14 business days of any purchase and provide an updated tracking log annually no later than October 15th. A tracking log template will be provided by the County.
- 6.10. County of San Diego Media and Communications, Materials, Publications, Presentations Guidelines:
- 6.10.1. All media, materials, publications, presentations, logos and any other products developed with these funds shall be submitted electronically to the County, based on the County's review timeline which will be provided, for review and

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approval prior to dissemination.

- 6.10.1.1. All materials shall follow the most current County and CalFresh Healthy Living brand guidelines and Attribution and Logo guidelines, provided by the County.
- 6.10.1.2. Contractor shall ensure that all resources, printed materials, media, messages, websites and advertisements are culturally competent and age appropriate to the target population that will be reached.
- 6.10.1.3. Any recruitment, outreach, and training documents in support of the contract deliverables
- 6.10.1.4. See Section 6.7 for State Program Guidelines.

6.10.2. Publications

- 6.10.2.1. Publications, journal articles, etc. produced under a CDPH grant support project must bear an acknowledgment and disclaimer, as appropriate, for example: This publication (journal article, etc.) was supported by the Grant or Cooperative Agreement Number, 19-10344, funded by the California Department of Public Health. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the California Department of Public Health or the Department of Health and Human Services.

6.11. Evaluation:

- 6.11.1. Contractor shall work with the County to conduct evaluation activities for their respective projects.
- 6.11.2. Contractor shall request permission from the County prior to utilizing data generated by this contract in any work outside of the scope of this contract.

6.12. Educational Materials and Messaging:

- 6.12.1. All nutrition education, media and outreach materials shall be developed in coordination with state approved messages and materials, such as Harvest of the Month, Latino Campaign, and Rethink Your Drink.

6.13. Healthy Working Environments:

- 6.13.1. Contractor is encouraged to demonstrate a commitment to employee health and wellness through provision of healthy working environments to include, but not be limited to, smoke-free workplaces, healthy food and beverage options, lactation accommodations, physical activity opportunities, and other key wellness activities.
- 6.13.2. Contractor is encouraged to send the County copies of any existing policies the contractor has adopted regarding healthy working environments to include, but not be limited to, smoke-free workplaces, access to and promotion of healthy foods and beverages, lactation accommodations, and physical activity opportunities. The County will compile the wellness policies, identify best practices, and will contact Contractor to request permission to share the policies, or a portion thereof, as a best practice.
- 6.13.3. Contractor shall ensure all facilities utilized for services under the contract are in conformance with the (California) Labor Code specifically relating to smoking in enclosed workplaces (Labor Code Section 6404.5). Additionally, Contractor is encouraged to support and establish smoke-free environments.

6.14. Disaster Services Worker

- 6.14.1. Contractor's staff shall be available upon request of the Public Health Officer to assist in any necessary tasks during a public health disaster or County emergency state order.

7. Specific Requirements for Service Delivery:

7.1. Implementation Plan

- 7.1.1. Contractor shall provide an implementation plan with start dates and completion dates for the entire project activities leading up to a fully functioning program, using a Gantt chart or a similar type of chart. The plan should show activities required, strategies employed, responsibilities (persons, organizations, agencies), dependencies (actions which must be completed before subsequent actions may be initiated or completed), and milestones (significant actions and dates in the implementation) with dates in days and weeks. Contractor shall submit for County review, feedback, and approval no later than September 1, 2024.

7.2. Personnel, Project Management and Coordination

- 7.2.1. Contractor shall maintain or assign a minimum of 0.5 Full Time Equivalent to serve as the HCHR: Complete Streets Project Coordinator. This individual must meet the following criteria: 1) Expertise in planning or engineering/public works or relates; 2) ability to communicate efficiently with policy makers; 3) ability to build relationships with and establish partnerships; 4) or any related experience. Staff proficient in languages other than English is also encouraged.

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- 7.2.1.1. Contractor shall provide own necessary minor inventory, office supplies, and IT equipment such as, but not limited to, laptop, monitor, cell phone, printer for all staff. Contractor shall not use funds from this contract to purchase any of the items listed above.
- 7.2.2. Contractor shall participate in and collaborate with the County for a total of eight (8) quarterly meetings, hosted by the County for the following contract terms:
 - 7.2.2.1. Initial Term:
 - 7.2.2.1.1. Meeting #1 will be completed no later than 15 business days after contract execution.
 - 7.2.2.1.2. Meeting #2 will be completed no later than 30 business days after calendar execution.
 - 7.2.2.2. Option Year 1: Four (4) meetings quarterly (one meeting per quarter):
 - 7.2.2.2.1. Meeting #3 will be completed no later than December 31, 2024;
 - 7.2.2.2.2. Meeting #4 will be completed no later than March 31, 2025;
 - 7.2.2.2.3. Meeting #5 will be completed no later than June 30, 2025.
 - 7.2.2.2.4. Meeting #6 will be completed no later than August 31, 2025.
 - 7.2.2.3. Option Year 2:
 - 7.2.2.3.1. Meeting #7 will be completed no later than December 31, 2025;
 - 7.2.2.3.2. and Meeting #8 will be completed after December 31, 2025 and no later than March 31, 2026.
 - 7.2.2.4. Contractor shall participate in sharing/learning discussions, and provide discussion topics in the monthly progress report (MPR).

7.3. Coalition Building, Engaging Residents, and Capacity Building

7.3.1. HCHR: Complete Streets Resident Coalition

- 7.3.1.1. Contractor shall collaborate with the TAP, designated by the County, to recruit, establish, convene, and facilitate an HCHR: Complete Streets Resident Coalition. The HCHR: Complete Streets Resident Coalition will serve as the steering and working group throughout the duration of the contract and be the visible “face” of the HCHR: Complete Streets Project.
- 7.3.1.2. Contractor shall ensure the HCHR: Complete Streets Resident Coalition consists of a minimum of five (5) residents from SNAP-Ed eligible neighborhoods located within the city in which the policy will be advanced as referenced in Section 4.2 Geographical Services Area; with at least one (1) resident who is a local business owner.
- 7.3.1.3. Contractor shall provide a draft HCHR: Complete Streets Resident Coalition list to the County for review and approval no later than September 1, 2024.
- 7.3.1.4. Led by the TAP, the HCHR: Complete Streets Resident Coalition shall meet for a total of seven (7) project update meetings for the following contract terms:
 - 7.3.1.4.1. Initial Term: Meeting preparation shall be in collaboration with the County. Meeting #1 will be completed no later than September 25, 2024.
 - 7.3.1.4.1.1. Meeting #1’s agenda will include the formation of the HCHR: Complete Streets Resident Coalition, such as identified goals, roles, and responsibilities of the Contractor; identified Coalition members and their goals; input from team members; and a developed timeline for entire project.
 - 7.3.1.4.1.2. Contractor shall submit a detailed report to the County three (3) business days after the meeting date.
 - 7.3.1.4.2. Option Year 1: Four (4) meetings quarterly (one meeting per each quarter):
 - 7.3.1.4.2.1. Meeting #2 will be completed no later than December 31, 2024;
 - 7.3.1.4.2.2. Meeting #3 will be completed no later than March 31, 2025;
 - 7.3.1.4.2.3. Meeting #4 will be completed no later than June 30, 2025;
 - 7.3.1.4.2.4. and Meeting #5 will be completed no later than August 30, 2025.
 - 7.3.1.4.3. Option Year 2: Two (2) meetings or as determined by the County:
 - 7.3.1.4.3.1. Meeting #6 will be completed no later than December 31, 2025;
 - 7.3.1.4.3.2. and Meeting # 7 will be completed after December 31, 2025 and no later than March 31, 2026.
 - 7.3.1.4.4. Contractor shall provide the draft agenda to the County for review and approval two (2) business days prior to the meetings.
 - 7.3.1.4.5. Contractor shall provide the final agenda, list of attendees, and meeting summary in the Monthly Progress Report (MPR) following each meeting.

7.3.2. Coalition Trainings

- 7.3.2.1. Contractor shall submit an electronic copy of training schedule to the County by September 1, 2024.

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- 7.3.2.2. In collaboration and led by the TAP, Contractor shall coordinate one (1) RLA initial training and one (1) RLA refresher training for the HCHR: Complete Streets Resident Coalition and other interested residents. Trainings will be led by the TAP and will follow the RLA curriculum (approximately 25 hours each).
 - 7.3.2.2.1. RLA initial training must conclude no later than January 15, 2025. Contractor shall submit a summary report of training in the MPR.
- 7.3.2.3. Contractor shall coordinate times, resident recruitment, and scheduling for initial and refresher RLA trainings.
- 7.3.2.4. A refresher RLA training module will be implemented by the TAP and coordinated by the Contractor in Option Year 1. This refresher training, led by the TAP, will occur in Option Year 1 and completed no later than September 1, 2025.
- 7.3.2.5. Contractor shall submit a summary report of training in the MPR.

7.3.3. Capacity Building

- 7.3.3.1. Contractor shall collaborate with TAP to develop one (1) detailed Capacity Building Workplan which will be included in the MPR.
 - 7.3.3.1.1. Contractor shall ensure the Capacity Building Workplan includes tasks, timelines, and products for meeting SOW requirements and deliverables, including steps and strategies for engaging and mobilizing residents and other stakeholders, and moving the policy and environmental change forward.
 - 7.3.3.1.2. Contractor shall provide an electronic draft Capacity Building Workplan to the County for review and approval no later than 60 business days after the effective date of the contract.
 - 7.3.3.1.3. Contractor shall provide monthly updates on Capacity Building Workplan in the MPR. The approved Final Capacity Building Workplan will be included in the MPR.
 - 7.3.3.1.4. Contractor shall report key milestones in the Program Evaluation and Reporting System (PEARS). Reference Section 8.1.1.
- 7.3.3.2. Contractor shall coordinate and collaborate with the County and TAP to conduct capacity building trainings for the HCHR: Complete Streets Resident Coalition. HCHR: Complete Streets Resident Coalition shall participate in a minimum of four (4) one-hour capacity building trainings throughout the contract term. Trainings will be led by the TAP.
 - 7.3.3.2.1. Contractor shall coordinate times, resident participation, and dates. Trainings must occur twice each contract term;
 - 7.3.3.2.1.1. In Option Year 1 and Option Year 2, the first training must be completed no later than 60 calendar days of the start of each federal fiscal year, and second training no later than 120 calendar days of the start of each federal fiscal year.

7.4. Policy Scans, Environmental Assessments, and Project Prioritization

7.4.1. Policy Scans and Environmental Assessments

- 7.4.1.1. Contractor shall collaborate with TAP to conduct an assessment of placemaking, and AL policy gaps and opportunities, including existing policies that have significant potential to address AL concerns but have not yet been implemented. Examples of potential policies include: active transportation plans, placemaking policy, street/sidewalk design standards, safe routes to school plans. Scans and assessments will be led by TAP.
- 7.4.1.2. Contractor shall coordinate times, resident participation, and dates.
- 7.4.1.3. Contractor shall submit a report of AL, placemaking, and environmental assessment results to the County for review and approval by January 31, 2025.

7.4.2. Policy Project Prioritization

- 7.4.2.1. Based on results of policy scans and with the assistance from TAP, Contractor shall facilitate the HCHR: Complete Streets Resident Coalition in identifying and prioritizing potential new AL citywide policy for HCHR: Complete Streets Resident Coalition to implement. Prioritization will take into account the feasibility of the policy to address the needs of SNAP-Ed eligible residents.
 - 7.4.2.1.1. Contractor, with support from TAP and HCHR: Complete Streets Resident Coalition, shall identify a policy target and rationale. Contractor shall submit an electronic copy of the report to the County for review and approval by May 31, 2025.

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- 7.4.2.1.2. Contractor, with support from TAP and HCHR: Complete Streets Resident Coalition, shall identify a final policy. Contractor shall submit an electronic copy of the report to the County for review and approval by August 31, 2025.

7.5. Placemaking Project

- 7.5.1. Based on environmental assessment results and with assistance from TAP, Contractor shall facilitate the HCHR: Complete Streets Resident Coalition meetings in identifying and prioritizing a potential placemaking project to implement. Prioritization will take into account the project's feasibility to address barriers faced by SNAP-Ed targeted residents and should provide an early win and change that will help sustain active engagement of residents and community members in the project.
- 7.5.1.1. Contractor shall collaborate with HCHR: Complete Streets Resident Coalition and County to identify a final placemaking project in the MPR by April 30, 2025.
- 7.5.2. Contractor shall submit an electronic copy of the Placemaking Implementation Plan to the County for review and approval by May 31, 2025.
- 7.5.2.1. Placemaking Implementation Plan shall include the following sections: 1) confirmation of commitment/approval from the city; 2) community engagement strategies; 3) location and visual concepts or designs of the environmental change; 4) identification of resources needed for project; and 5) plan for maintenance of the physical change.
- 7.5.3. Contractor shall begin implementation of one (1) placemaking project by June 30, 2025, and submit an electronic copy of report to the County detailing rationale, targeted residents, and goals of the project. The placemaking project will address a key barrier, serve as an early win to keep residents and the HCHR: Complete Streets Resident Coalition engaged, and be related to the selected policy priority.
- 7.5.3.1. Placemaking strategies may include, but are not limited to, the following: building or improving a parklet, creating a community garden, installing bike/walk facilities, or creating a healthy public gathering space.
- 7.5.3.2. Contractor shall submit a proposed placemaking strategy to the County for review and approval in MPR of the month the placemaking project is agreed upon by the HCHR: Complete Streets Resident Coalition and the city.
- 7.5.4. Contractor shall complete the placemaking project and submit an electronic summary report that includes details of the project, target population, intended outcomes, and photos to the County no later than October 1, 2025.

7.6. Complete Streets Policy Planning and Adoption

- 7.6.1. Contractor, with the support of TAP, shall lead in the development, adoption, and implementation of the Complete Streets policy. process typically involves five (5) major stages for the Contractor to complete: 1) community outreach, 2) existing conditions assessment, 3) development of a draft policy/plan, 4) adoption of policy/plan, and 5) implementation of policy/plan.
- 7.6.1.1. Contractor and TAP shall identify a process and timeline for bringing draft policy/plan to the city's planning department, and the final policy/plan to city council for adoption.
- 7.6.1.2. Contractor shall submit an electronic copy of the City Timeline Outline documenting this process, including the Contractor's and HCHR: Complete Streets Resident Coalition's related roles and action steps to the County by June 15, 2025.
- 7.6.1.3. Contractor shall set a goal for policy adoption by municipality and submit an electronic report by June 15, 2026. The report shall include steps needed to formally adopt the policy, adoption timeline and process, and information on relevant decision makers that will be part of the adoption process.

7.7 Public Outreach, Education and Workshops

- 7.7.1 Contractor, in collaboration with the County, shall develop a Public Outreach Education Plan to lead a series of public workshops with tentative dates. The public workshops are to educate and engage the community as part of the HCHR: Complete Streets Project. The electronic copy of the Public Outreach Education Plan shall be submitted to the County for review and approval no later than 365 calendar days after the effective date of the contract.
- 7.7.2 Contractor shall ensure the public workshop series include four (4) public workshops with two (2) in Option Year 1 and two (2) in Option Year 2.
- 7.7.3 Contractor shall complete the following:
- 7.7.3.1 Provide on-site interpretation services for non-English language speakers at all workshops.
- 7.7.3.2 Submit electronic copies of all education materials to the County for review and approval 15 business days prior to their use at each scheduled workshop.
- 7.7.3.3 Submit electronic copies of the workshop agenda, minutes, attendance lists after each workshop completion by the 15th of the following month.
- 7.7.3.4 Submit an electronic public outreach report summarizing all outreach efforts and accomplishments to the County for review and approval by February 28, 2026.

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7.8 Implementation Plan of the Policy

- 7.8.1 Contractor shall work with TAP to develop and submit an electronic draft Implementation Plan of the Policy to the County for review and approval by April 1, 2026. Draft Implementation Plan shall include specific action items such as grant application goals, timeline, maintenance of placemaking project, follow up of HCHR resident coalition members and organization or person responsible.
 - 7.8.1.1 Contractor shall submit the final Implementation Plan to the County for review and approval no later than May 15, 2026.
- 7.8.2 Contractor shall submit a minimum of one (1) grant application in support of the policy or plan by June 15, 2026, and document activities in the MPR.

7.9 Evaluation

- 7.9.1 Contractor shall facilitate evaluation activities in coordination with County. These activities include, but are not limited to:
 - 7.9.1.1 Identify appropriate individuals to participate in key informant interviews (e.g., resident leaders, city staff, or other important stakeholders).
 - 7.9.1.2 Provide logistical support and identifying appropriate individuals to participate in focus groups. Logistical support may include notetaking, securing and organizing room/meeting space, etc.

7.10 Subcontracts

- 7.10.1 Any subcontract or consultant agreement, or a combination of subcontracts and/or consultant agreements to the same Contractor for the same term must have written pre-approval by the COR. The written pre-approval must include the following details:
 - 7.10.1.1 Name of the organization or individual
 - 7.10.1.2 Brief scope or description of what services/products the subcontractors and/or consultants will provide relevant to the prime contract;
 - 7.10.1.3 Agreement amount;
 - 7.10.1.4 Agreement term.
- 7.10.2 Contractor shall provide COR draft copies of all subcontracts and consultant agreements relating to the prime contract, regardless of value, for COR review and input, and final signed copies within 30 calendar days after the effective date of the subcontract/consultant agreement. All subcontracts must include the Standard Terms and Conditions required including all flow down languages from funding sources of Contractor in accordance with Article 1 of this agreement, Performance of Work and Section 6 of the Statement of Work.
- 7.10.3 Contractor shall retain the prime responsibility for carrying out all the terms of the contract, including the responsibility for performance and insuring the availability and retention of records of subcontractors/consultants in accordance with the contract. Contractor shall be responsible for monitoring the subcontractor's/consultant's administration and performance.

8. Data Collection and Reporting Requirements

Contractor shall complete 1) data collection in Program Evaluation and Reporting System (PEARS) and 2) four (4) types of reports to the County. The County reporting includes: 1) Monthly Progress Report (MPR); 2) Success Stories; 3) Final Report; and 4) other reports, as requested by the County. Reporting requirements and submission dates are listed as follows:

8.1. Data Collection

- 8.1.1. PEARS: Contractor shall finalize all PEARS database entries and submit documentation to the County by September 15 for Initial Term and Option Year 1, and by May 15 for Option Year 2.

8.2. Reports

- 8.2.1. Monthly Progress Report (MPR): Contractor shall submit a completed MPR on the 15th of the month each contract term. The MPR documents the previous month's activities. The County will provide the MPR template.
- 8.2.2. Success Story: Contractor shall submit one (1) draft success story by April 1, 2026. Success stories must highlight progress in advancing policy and environmental changes and in community engagement. Success story topics to be determined in coordination with the County. Contractor shall incorporate County comments and submit a final success story by May 15, 2026. The County will provide the success story template.
- 8.2.3. Final Report: Contractor shall submit a draft final report that organizes the "story" of the cities' projects by May 15, 2026. The final report must cover the total contract term. Contractor shall incorporate County comments and submit a final report by June 15, 2026.

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8.2.3.1. The final report shall include, but is not limited to, the following:

- 8.2.3.1.1. Executive Summary
- 8.2.3.1.2. Key Achievements/Highlights
- 8.2.3.1.3. Challenges and Strategies Employed for Overcoming Barriers
- 8.2.3.1.4. Lessons Learned and Key Elements Contributing to Successes

9. Quality Assurance Management Plan

Contractor shall develop and submit to the COR by email, a written Quality Assurance (QA) Plan no later than thirty (30) calendar days after the effective date of the contract and no later than thirty (30) calendar days after each annual contract renewal date thereafter. The QA plan must describe the process for continually assessing the Contractor's effectiveness in accomplishing the goals and objectives for this program. The program must include written policies and procedures for an internal QA Committee, a mechanism and timeline for obtaining client feedback (if applicable), identification of the QA program structure, process, desired outcome, and documentation of activities.

9.1. Quality Assurance Committee: The QA Committee shall develop, review, and revise the QA Plan on an annual basis. In addition, the QA Committee shall continually assess and make recommendations regarding the improvement of program services. The committee shall, at a minimum, be responsible for developing plans of corrective action for identified program deficiencies, discussing and acting upon process and outcome data results, and results from client feedback.

9.2. Program Staff: The QA Plan shall describe the process for developing, training and monitoring staff performance. The QA plan shall specify that staff shall be evaluated annually.

9.2.1. Contractor shall develop a plan of corrective action to address process and outcome measures that are below expectations of this contract.

9.3. QA Summary Report: The QA plan shall include the requirement for one (1) annual narrative report. The Summary Report is due to the County on September 30 for the Initial Term and Option Year 1, and April 15, 2026 for Option Year 2. The Summary Report shall address the following:

- 9.3.1. Areas of concern identified by the QA Committee;
- 9.3.2. Program performance;
- 9.3.3. Results of process and outcome measurement;
- 9.3.4. Data collected from client feedback, and
- 9.3.5. Results of plan of corrective action.

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Without limiting Contractor's indemnification obligations to County, Contractor shall provide at its sole expense and maintain for the duration of this contract, or as may be further required herein, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of the work by the Contractor, his agents, representatives, employees or subcontractors.

1. Minimum Scope and Limit of Insurance

Coverage shall be at least as broad as:

- A. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit (\$4,000,000).
- B. **Automobile Liability** covering all owned, non owned, hired auto Insurance Services Office form CA0001, with limit no less than \$1,000,000 each accident for bodily injury and property damage.
- C. **Workers' Compensation**, as required by State of California and Employer's Liability Insurance, with limits no less than \$1,000,000 each accident for bodily injury or disease. Coverage shall include waiver of subrogation endorsement in favor of County of San Diego.
- D. **Professional Liability (Errors & Omissions)** appropriate to the professional services provided by Contractor under this contract, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits and coverage stated above, shall also be available to the County of San Diego.

2. Self-Insured Retentions

Self-insured retentions must be declared to and approved County Risk Management. County may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County..

Any and all deductibles and SIRs shall be the sole responsibility of Contractor or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. County may deduct from any amounts otherwise due Contractor to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. County reserves the right to obtain a copy of any policies and endorsements for verification.

3. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- A. Additional Insured Endorsement
The County of San Diego, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively are to be covered as additional insureds on the General Liability and Sexual Molestation policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General Liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO from CG 2010 11 85 or **both** CG 2010, CG 2026, CG 2033, or CG 2038; **and** CG 2037 forms if later revisions used).
- B. Primary Insurance Endorsement
For any claims related to this Contract, Contractor's insurance coverage, including any excess liability policies, shall be primary and non-contributory at least as broad as ISO CG 20 01 04 13 as respects the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively. Any insurance or self-insurance maintained by the County, its officers, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- C. Notice of Cancellation
Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

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General Provisions

4. Qualifying Insurers

All required policies of insurance shall be issued by companies which have been approved to do business in the State of California by the State Department of Insurance, and which hold a current policy holder's alphabetic and financial size category rating of not less than A, VII according to the current Best's Key Rating guide, or a company of equal financial stability that is approved in writing by County Risk Management.

5. Umbrella or Excess Policy

Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

6. Evidence of Insurance

Prior to commencement of this Contract, but in no event later than the effective date of the Contract, Contractor shall furnish the County with a copy of the policy declaration and endorsement pages along with the certificates of insurance and amendatory endorsements effecting coverage required by this clause. Policy declaration and endorsement pages shall be included with renewal certificates and amendatory endorsements submissions and shall be furnished to County within thirty days of the expiration of the term of any required policy. Contractor shall permit County at all reasonable times to inspect any required policies of insurance. The Contract/Project Number should be noted in the "Description of Operations" box located near the bottom of the form. Additionally, the "Certificate Holder" box should designate the address of the responsible department or department representative to ensure the documents are received by the appropriate party.

7. Failure to Obtain or Maintain Insurance; County's Remedies

Contractor's failure to provide insurance specified or failure to furnish certificates of insurance and amendatory endorsements or failure to make premium payments required by such insurance shall constitute a material breach of the Contract, and County may, at its option, terminate the Contract for any such default by Contractor.

8. No Limitation of Obligations

The foregoing insurance requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of said insurance by the County are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Contractor pursuant to the Contract, including, but not limited to, the provisions concerning indemnification.

9. Review of Coverage

County retains the right at any time to review the coverage, form and amount of insurance required herein and may require Contractor to obtain insurance reasonably sufficient in coverage, form and amount to provide adequate protection against the kind and extent of risk which exists at the time a change in insurance is required.

10. Self-Insurance

Contractor may, with the prior written consent of County Risk Management, fulfill some or all of the insurance requirements contained in this Contract under a plan of self-insurance. Contractor shall only be permitted to utilize such self-insurance if in the opinion of County Risk Management, Contractor's (i) net worth, and (ii) reserves for payment of claims of liability against Contractor, are sufficient to adequately compensate for the lack of other insurance coverage required by this Contract. Contractor's utilization of self-insurance shall not in any way limit liabilities assumed by Contractor under the Contract.

11. Claims Made Coverage

If coverage is written on a "claims made" basis, the Certificate of Insurance shall clearly so state. In addition to the coverage requirements specified above, such policy shall provide that:

- A. The policy retroactive date coincides with or precedes Contractor's commencement of work under the Contract (including subsequent policies purchased as renewals or replacements).
- B. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
- C. If insurance is terminated for any reason, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

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D. The policy allows for reporting of circumstances or incidents that might give rise to future claims.

12. Subcontractors' Insurance

Contractor shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and Contractor shall ensure that Entity is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13. If any sub contractor's coverage does not comply with the foregoing provisions, Contractor shall defend and indemnify the County from any damage, loss, cost, or expense, including attorneys' fees, incurred by County as a result of subcontractor's failure to maintain required coverage.

13. Waiver of Subrogation

Contractor hereby grants to County a waiver of their rights of subrogation which any insurer of Contractor may acquire against County by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

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EXHIBIT C – PAYMENT SCHEDULE

1. Compensation

- 1.1. In accordance with Article 4, Compensation, of the Agreement, payment for services described in Exhibit A - Statement of Work will be on a fixed price basis and occur after County's review and acceptance of original monthly invoice in accordance with this Exhibit C.
- 1.2. Contract is funded by the County of San Diego's CalFresh Healthy Living program, Catalog of Federal Domestic Assistance (CFDA) #10.561.

2. Payments

- 2.1. Payment for services under Exhibit A – Statement of Work is on a fixed price payment schedule according to the payment schedule in Exhibit C Section 3.
- 2.2. Contractor shall be reimbursed for services in this Exhibit C on a fixed price.
- 2.3. Fixed Price Payment Schedule is utilized for this Exhibit C.

3. Invoicing

- 3.1. Invoice with electronic or original wet signature shall be submitted to the attention of the COR and/or designee by scan and email to the COR and/or designee.
- 3.2. Contractor shall retain original invoices signature to provide to County upon request.
- 3.3. Contractor shall invoice the County monthly for deliverables in the Statement of Work in this Exhibit C with appropriate required documentation, in accordance with Article 4 Compensation, no later than the 15th of the following month.
- 3.4. Invoice approval is subject to COR's review. Invoices without complete and proper documentation may be subject to disallowance or delay in approval for payment.

4. SNAP-Ed Cost Principles:

- 4.1. There are four Cost Principles as defined by USDA to take into consideration when determining how to build your budget:
 - 1) allowable, 2) reasonable, 3) necessary; and 4) allocable. The meaning and purpose of each principle is as follows:
 - 4.1.1. Allowable: Costs that are reimbursable from Federal program funds because they support SNAP-Ed and conform to Government-wide and SNAP-specific cost policy.
 - 4.1.2. Reasonable: A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.
 - 4.1.3. Necessary: A cost is necessary if it is directly related to the SNAP-Ed mission and objective(s).
 - 4.1.4. Allocable: Allocation entails correlating costs with the program benefits obtained by incurring them. A cost is allocable to SNAP-Ed if the goods or services involved are chargeable or assignable to SNAP-Ed in accordance with relative benefits received. If a cost item benefits only SNAP-Ed, then 100 percent of it is allocable to SNAP-Ed.

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EXHIBIT C – PAYMENT SCHEDULE

5. Pricing Schedule

Initial Term: Date of Award - September 30, 2024

Item	SOW Reference	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1	7.1.1.	Policy Implementation Plan	Each	1	\$ 40,625	\$ 40,625
2	7.2.2.1.	Quarterly Meetings with County	Each	2	\$ 1,000	\$ 2,000
3	7.3.1.3	HCHR Resident Coalition list	Each	1	\$ 5,000	\$ 5,000
4	7.3.1.4.1	HCHR Resident Coalition Meeting	Each	1	\$ 2,000	\$ 2,000
5	7.3.2.1	Coalition Training Schedule	Each	1	\$ 5,000	\$ 5,000
6	7.3.3.1.2	Draft Capacity Building Workplan	Each	1	\$ 20,375	\$ 20,375
Initial Term Total						\$ 75,000

County Option Year 1: October 1, 2024 - September 30, 2025

Item	SOW Reference	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1	7.2.2.2.	Quarterly Meetings with County	Each	4	\$ 1,000	\$ 4,000
2	7.3.1.4.2	HCHR Resident Coalition Meeting	Each	4	\$ 2,000	\$ 8,000
3	7.3.2.2.1	Completed RLA initial training	Each	1	\$ 5,000	\$ 5,000
4	7.3.2.4	Completed RLA refresher training	Each	1	\$ 5,000	\$ 5,000
5	7.4.1.3	Report of AL, Placemaking, and Environmental Assessment Results	Each	1	\$ 19,000	\$ 19,000
6	7.4.2.1.1	Report to identify a new AL citywide policy	Each	1	\$ 12,000	\$ 12,000
7	7.4.2.1.2	Final Policy Report	Each	1	\$ 15,750	\$ 15,750
8	7.5.1.1	Report to identify a final placemaking project	Each	1	\$ 5,000	\$ 5,000
9	7.5.2	Placemaking Implementation Plan	Each	1	\$ 5,000	\$ 5,000
10	7.5.3	Placemaking Implementation Report	Each	1	\$ 5,000	\$ 5,000
11	7.6.1.2	City Timeline Policy Outline	Each	1	\$ 5,000	\$ 5,000
12	7.7.1	Public Outreach Education Plan	Each	1	\$ 5,000	\$ 5,000
County Option 1 Total						\$93,750

County Option Year 2: October 1, 2025 - June 30, 2026

Item	SOW Reference	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1	7.2.2.3	Quarterly Meetings with County	Each	2	\$ 1,000	\$ 2,000
2	7.3.1.4.3	HCHR Resident Coalition Meeting	Each	2	\$ 2,000	\$ 4,000
3	7.5.4	Placemaking Summary Report	Each	1	\$ 7,000	\$ 7,000
4	7.6.1.3	City Policy Report	Each	1	\$ 23,000	\$ 23,000
5	7.8.1	Draft Policy Implementation Plan	Each	1	\$ 4,375	\$ 4,375
6	7.8.1.1	Final Policy Implementation Plan	Each	1	\$ 6,500	\$ 6,500
County Option 2 Total						\$46,857

PRICING SUMMARY

Term	Contract Maximum (Not to Exceed)
Initial Term: Date of Award – September 30, 2024	\$75,000
County Option Year 1: October 1, 2024 – September 30, 2025	\$93,750
County Option Year 2: October 1, 2025 – June 30, 2026	\$46,875
TOTAL	\$215,625

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1. Additional Incorporated Documents

- A. The following documents and any subsequent updates are not attached but are incorporated herein and made a part hereof by this reference. CDPH will maintain on file, all documents referenced herein and any subsequent updates, as required by program directives. CDPH shall provide the Contractor with copies of said documents and any periodic updates thereto, under separate cover.
- 1) Administrative Guidelines Manual
 - 2) LHD Program Letters:
<https://www.cdph.ca.gov/Programs/CCDCPHP/DCDIC/NEOPB/Pages/LHDProgramLetters.aspx>
 - 3) SNAP-Ed Plan Guidance and Templates:
<https://snaped.fns.usda.gov/program-administration/guidance-and-templates>

2. Cancellation / Termination

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term “for cause” shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
- 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
 - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
 - 3) Failure to adhere to the funding application parameters and or submitted plans to address the application deliverables.
 - 4) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH’s notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
- 1) Place no further order or subgrants for materials, services, or facilities.
 - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.

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- 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
- 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.

- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

3. Avoidance of Conflicts of Interest by Grantee

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
 - 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
 - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

4. Dispute Resolution Process

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
 - 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
 - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision.

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The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.

- B.** If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C.** Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- D.** Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.
- E.** There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

5. Executive Order N-6-22 - Economic Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Agreement. The State shall provide Grantee advance written notice of such termination, allowing Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

Prior to awarding and executing grant, the State shall conduct its due diligence to determine if the proposed awardee is a named individual or entity on federal and any state Economic Sanctions lists. If the proposed awardee is listed, the State shall refrain from entering into the Grant. Resources for locating names of sanctioned individuals and entities are available on the DGS Office of Legal Services' webpage: [Ukraine-Russia \(ca.gov\)](https://www.cdph.ca/Programs/OPA/Pages/P09000.aspx).

If this Agreement is valued at \$5 million or more, upon execution the State will send a separate notification outlining additional requirements specified under the EO. Compliance with this Economic Sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctionsprograms-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this Agreement.

Exhibit D
Federal Terms and Conditions

(For Federally Funded Grant Agreements)

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This exhibit contains provisions that require strict adherence to various contracting laws and policies.

Index of Special Terms and Conditions

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Lobbying Restrictions and Disclosure Certification
6. Additional Restrictions
7. Human Subjects Use Requirements
8. Audit and Record Retention
9. Federal Requirements

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1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
- b. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.

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- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subgrantee or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subgrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

3. Debarment and Suspension Certification

- a. By signing this Grant, the Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
 - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
 - (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.

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- (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
- e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

4. Covenant Against Contingent Fees

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

5. Lobbying Restrictions and Disclosure Certification

(Applicable to federally funded grants in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
 - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
 - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action;
or
 - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a grant or subgrant exceeding \$100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.

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- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

6. Additional Restrictions

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

“SEC. 503.(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”

7. Human Subjects Use Requirements

(Applicable only to federally funded agreements in which performance, directly or through a subgrantee/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Grantee agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

8. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Grantee shall maintain books, records, documents, and other evidence, accounting procedures and practices,

COUNTY CONTRACT NUMBER 571567
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sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.

- b. The Grantee's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Grantee agrees that CDPH, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. 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. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subgrantee related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).
- d. The Grantee shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
 - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- f. The Grantee may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to electronic data storage device. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Grantee and/or Subgrantee must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records.

9. Federal Requirements

Grantee agrees to comply with and shall require all subgrantee's, if any, to comply with all applicable Federal requirements including but not limited to the United States Code, the Code of Federal Regulations, the Funding Opportunity Announcement, the Notice of Award, the funding agreement, and any memoranda or letter regarding the applicable Federal requirements.

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Attachment 2

CERTIFICATION REGARDING LOBBYING

Approved by OMB Complete this form to disclose lobbying activities pursuant
to 31 U.S.C. 13520348-0046

(See reverse for public burden disclosure)

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial filing ☐ b. material change For Material Change Only: Year quarter date of last report .
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier , if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: 	
6. Federal Department/Agency	7. Federal Program Name/Description: CDEA Number, if applicable:	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$	
10.a. Name and Address of Lobbying Registrant <i>(If individual, last name, first name, MI):</i> 	10.b. Individuals Performing Services <i>(including address if different from 10a. (Last name, First name, MI):</i> 	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.	Signature: _____ Print Name: Title: Telephone No.: Date:	
Federal Use Only		Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)

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INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

[According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.]

2.3 CONTRACTOR STANDARDS PLEDGE OF COMPLIANCE FORM

City of San Diego CONTRACTOR STANDARDS Pledge of Compliance

The City of San Diego has adopted a Contractor Standards Ordinance (CSO) codified in section 22.3004 of the San Diego Municipal Code (SDMC). The City of San Diego uses the criteria set forth in the CSO to determine whether a contractor (bidder or proposer) has the capacity to fully perform the contract requirements and the business integrity to justify the award of public funds. This completed Pledge of Compliance signed under penalty of perjury must be submitted with each bid and proposal. If an informal solicitation process is used, the bidder must submit this completed Pledge of Compliance to the City prior to execution of the contract. All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, Contractors must provide responses on Attachment A to the Pledge of Compliance and sign each page. Failure to submit a signed and completed Pledge of Compliance may render a bid or proposal non-responsive. In the case of an informal solicitation or cooperative procurement, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted. A submitted Pledge of Compliance is a public record and information contained within will be available for public review except to the extent that such information is exempt from disclosure pursuant to applicable law.

By signing and submitting this form, the contractor is certifying, to the best of their knowledge, that the contractor and any of its Principals have not within a five (5) year period – preceding this offer, been convicted of or had a civil judgement rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) contract or subcontract.

“Principal” means an officer, director, owner, partner or a person having primary management or supervisory responsibilities within the firm. The Contractor shall provide immediate written notice to the Procurement Contracting Officer handling the solicitation, at any time prior to award should they learn that this Representations and Certifications was inaccurate or incomplete.

This form contains 10 pages, additional information may be submitted as part of *Attachment A*.

A. BID/PROPOSAL/SOLICITATION TITLE:

The City of San Diego

RFP for As-Needed Public Outreach and Engagement Professional Services

Solicitation # 10090176-25-D

B. BIDDER/PROPOSER INFORMATION:

Kearns & West, Inc.

Legal Name	National City	DBA	
800 B. Ave., Suite 203		CA	91950
Street Address	City	State	Zip
J. Glen Smith, VP Business Services	(415) 697-0574		
Contact Person, Title	Phone	Fax	

Provide the name, identity, and precise nature of the interest* of all persons who are directly or indirectly involved** in this proposed transaction (SDMC § 21.0103). Use additional pages if necessary.

* The precise nature of the interest includes:

- the percentage ownership interest in a party to the transaction,
- the percentage ownership interest in any firm, corporation, or partnership that will receive funds from the transaction,
- the value of any financial interest in the transaction,
- any contingent interest in the transaction and the value of such interest should the contingency be satisfied, and
- any philanthropic, scientific, artistic, or property interest in the transaction.

** Directly or indirectly involved means pursuing the transaction by:

- communicating or negotiating with City officers or employees,
- submitting or preparing applications, bids, proposals or other documents for purposes of contracting with the City, or
- directing or supervising the actions of persons engaged in the above activity.

Joan Isaacson	Principal-in-Charge
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Principal of Kearns & West, Inc. with a 2.99% ownership.	
Interest in the transaction	

Jasmine King	Senior Associate
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Danielle Berger	Director
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Brisa Aviles	Associate
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Taylor Funderburk	Senior Associate
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Karen Lafferty	Project Coordinator
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Jenna Tourje-Maldonado	Principal
Name	Title/Position
San Juan Capistrano, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Principal with Kearns & West, Inc., no ownership at this time.	
Interest in the transaction	

Christian Mendez	Director
Name	Title/Position
Riverside, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Ben Duncan	Senior Director
Name	Title/Position
Portland, Oregon	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?

☐ Yes ☒ No

If Yes, use Attachment A to list all prior legal and DBA names, addresses, and dates each firm name was used. Explain the specific reasons for each name change.

2. Is your firm a non-profit?

☐ Yes ☒ No

If Yes, attach proof of status to this submission.

3. In the past five (5) years, has a firm owner, partner, or officer operated a similar business?

☐ Yes ☒ No

If Yes, use Attachment A to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner, or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE:

Indicate the organizational structure of your firm. Fill in only one section on this page. Use Attachment A if more space is required.

☒ Corporation Date incorporated: 01/30/1984 State of incorporation: Massachusetts

List corporation's current officers:

President:	<u>Anna West</u>
Vice Pres:	<u>N/A</u>
Secretary:	<u>Sharif Ebrahim</u>
Treasurer:	<u>N/A</u>

Type of corporation: C ☒ Subchapter S ☐

Is the corporation authorized to do business in California: ☒ Yes ☐ No

If Yes, after what date: 01/30/1984

Is your firm a publicly traded corporation? ☐ Yes ☒ No

If Yes, how and where is the stock traded? _____

If Yes, list the name, title and address of those who own ten percent (10 %) or more of the corporation's stocks:

Do the President, Vice President, Secretary and/or Treasurer of your corporation have a third party interest or other financial interests in a business/enterprise that performs similar work, services or provides similar goods? ☐ Yes ☒ No

If Yes, please use Attachment A to disclose.

Please list the following:	Authorized	Issued	Outstanding
a. Number of voting shares:	<u>300,000</u>	<u>3,640</u>	<u>3,640</u>
b. Number of nonvoting shares:	<u>0</u>	<u>0</u>	<u>0</u>
c. Number of shareholders:			
d. Value per share of common stock:		Par	<u>\$ 0.01</u>
		Book	<u>\$ 36.40</u>
		Market	<u>\$ 0.00</u>

Limited Liability Company Date formed: _____ State of formation: _____

List the name, title and address of members who own ten percent (10%) or more of the company:

☐ Partnership Date formed: _____ State of formation: _____

List names of all firm partners:

☐ Sole Proprietorship Date started: _____

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

☐ Joint Venture Date formed: _____

List each firm in the joint venture and its percentage of ownership:

Note: To be responsive, each member of a Joint Venture or Partnership must complete a separate *Contractor Standards form*.

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm preparing to be sold, in the process of being sold, or in negotiations to be sold?

☐ Yes ☒ No

If Yes, use Attachment A to explain the circumstances, including the buyer's name and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

4. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

5. Within the last five years, has your firm filed a voluntary petition in bankruptcy, been adjudicated bankrupt, or made a general assignment for the benefit of creditors?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

6. Are there any claims, liens or judgements that are outstanding against your firm?

☐ Yes ☒ No

If Yes, please use Attachment A to provide detailed information on the action.

7. Please provide the name of your principal financial institution for financial reference. By submitting a response to this Solicitation Contractor authorizes a release of credit information for verification of financial responsibility.

Name of Bank: Eagle Bank

Point of Contact: _____

Address: 7735 Old Georgetown Rd, Suite 100, Bethesda, MD 20814

Phone Number: (204) 497-2044

8. By submitting a response to a City solicitation, Contractor certifies that he or she has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. At City's request, Contractor will promptly provide to City

a copy of Contractor's most recent balance sheet and/or other necessary financial statements to substantiate financial ability to perform.

9. In order to do business in the City of San Diego, a current Business Tax Certificate is required. Business Tax Certificates are issued by the City Treasurer's Office. If you do not have one at the time of submission, one must be obtained prior to award.

Business Tax Certificate No.: B2016010779 Year Issued: 2021

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

2. In the past five (5) years, has a public entity terminated your firm's contract for cause prior to contract completion?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances and provide principal contact information.

3. In the past five (5) years, has your firm entered into any settlement agreement for any lawsuit that alleged contract default, breach of contract, or fraud with or against a public entity?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

4. Is your firm currently involved in any lawsuit with a government agency in which it is alleged that your firm has defaulted on a contract, breached a contract, or committed fraud?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

5. In the past five (5) years, has your firm, or any firm with which any of your firm's owners, partners, or officers is or was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on or completing any government or public agency contract for any reason?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

6. In the past five (5) years, has your firm received a notice to cure or a notice of default on a contract with any public agency?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances and how the matter resolved.

7. Performance References:

Please provide a minimum of three (3) references familiar with work performed by your firm which was of a similar size and nature to the subject solicitation within the last five (5) years.

Please note that any references required as part of your bid/proposal submittal are in addition to those references required as part of this form.

Company Name: County of San Diego, Ocean View Blvd Housing

Contact Name and Phone Number: Angela Jackson-Llamas, (619)214-1378
 Contact Email: angela.jackson-llamas@sdcounty.ca.gov
 Address: 5530 Overland Ave, 4th Floor, San Diego, CA 92123
 Contract Date: July 2023 to October 2023
 Contract Amount: \$ 50,085.00
 Requirements of Contract: Outreach and facilitation for Affordable Housing Meetings - Virtual and In-Person

Company Name: San Diego Community Power
 Contact Name and Phone Number: Nelson Lomeli, (619) 657-0416
 Contact Email: nlomeli@sdcommunitypower.org
 Address: 815 E St, San Diego, CA 92112
 Contract Date: May 2022 to June 2023
 Contract Amount: \$ 200,000.00
 Requirements of Contract: San Diego Community Power, Community Needs Assessment
 Company Name: County of San Diego, Airport Sustainability Management Plan
 Contact Name and Phone Number: Roger Griffiths, (619) 375-7529
 Contact Email: Roger.Griffiths@sdcounty.ca.gov
 Address: 1960 Joe Crosson Dr, El Cajon, CA 92020
 Contract Date: September 2022 to Present
 Contract Amount: \$ 175,660.00
 Requirements of Contract: Outreach for Airport Sustainability Plan - Meetings with Tenants and Users, and Neighboring Community Members

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executive, or manager been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for violating any federal, state, or local law in performance of a contract, including but not limited to, laws regarding health and safety, labor and employment, permitting, and licensing laws?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances surrounding each instance. Include the name of the entity involved, the specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been determined to be non-responsible by a public entity?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances of each instance. Include the name of the entity involved, the specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or public entity?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances of each instance. Include the entity involved, specific violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

3. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a federal, state, or local crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

4. Do any of the Principals of your firm have relatives that are either currently employed by the City or were employed by the City in the past five (5) years?

☐ Yes ☒ No

If Yes, please disclose the names of those relatives in Attachment A.

I. BUSINESS REPRESENTATION:

1. Are you a local business with a physical address within the County of San Diego?

☒ Yes ☐ No

2. Are you a certified Small and Local Business Enterprise certified by the City of San Diego?

☐ Yes ☒ No

Certification # _____

3. Are you certified as any of the following:

- a. Disabled Veteran Business Enterprise Certification # N/A
- b. Woman or Minority Owned Business Enterprise Certification # N/A
- c. Disadvantaged Business Enterprise Certification # N/A

J. WAGE COMPLIANCE:

In the past five (5) years, has your firm been required to pay back wages or penalties for failure to comply with the federal, state or local prevailing, minimum, or living wage laws? ☐ Yes ☒ No If Yes, use Attachment A to explain the specific circumstances of each instance. Include the entity involved, the specific infraction(s), dates, outcome, and current status.

By signing this Pledge of Compliance, your firm is certifying to the City that you will comply with the requirements of the Equal Pay Ordinance set forth in SDMC sections 22.4801 through 22.4809.

K. STATEMENT OF SUBCONTRACTORS & SUPPLIERS:

Please provide the names and information for all subcontractors and suppliers used in the performance of the proposed contract, and what portion of work will be assigned to each subcontractor. Subcontractors may not be substituted without the written consent of the City. Use Attachment A if additional pages are necessary. If no subcontractors or suppliers will be used, please write "Not Applicable."

Company Name: Imagine Creative Services LLC
 Address: 219 1/2 22nd St, San Diego, CA 92102
 Contact Name: Peter Schrock Phone: 619) 813-5551 Email: peter@imaginebravespaces.com
 Contractor License No.: B2021010057 DIR Registration No.: N/A
 Sub-Contract Dollar Amount: \$ To Be Determined (per year) \$ To Be Determined (total contract term)
 Scope of work subcontractor will perform: Creative Outreach and Engagement
 Identify whether company is a subcontractor or supplier: Subcontractor
 Certification type (check all that apply): ☐ DBE ☐ DVBE ☒ ELBE ☐ MBE ☐ SLBE ☐ WBE ☐ Not Certified
 Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

Company Name: N/A Citythinkers, Inc.
 Address: 3812 Park Blvd. #503 San Diego, CA 921013
 Contact Name: Diego Velasco Phone: 619-602-1699 Email: diego@citythinkers.com
 Contractor License No.: N/A DIR Registration No.: N/A
 Sub-Contract Dollar Amount: \$ To Be Determined (per year) \$ To Be Determined (total contract term)
 Scope of work subcontractor will perform: Outreach and Engagement; Design Solutions
 Identify whether company is a subcontractor or supplier: Subcontractor
 Certification type (check all that apply): ☐ DBE ☐ DVBE ☒ ELBE ☐ MBE ☐ SLBE ☐ WBE ☐ Not Certified
 Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

L. STATEMENT OF AVAILABLE EQUIPMENT:

A full inventoried list of all necessary equipment to complete the work specified may be a requirement of the bid/proposal submission.

By signing and submitting this form, the Contractor certifies that all required equipment included in this bid or proposal will be made available one week (7 days) before work shall commence. In instances where the required equipment is not owned by the Contractor, Contractor shall explain how the equipment will be made available before the commencement of work. The City of San

Diego reserves the right to reject any response, in its opinion, if the Contractor has not demonstrated he or she will be properly equipped to perform the work in an efficient, effective matter for the duration of the contract period.

M. TYPE OF SUBMISSION: This document is submitted as:

- ☐ Initial submission of *Contractor Standards Pledge of Compliance*
- ☐ Initial submission of *Contractor Standards Pledge of Compliance* as part of a Cooperative agreement
- ☐ Initial submission of *Contractor Standards Pledge of Compliance* as part of a Sole Source agreement
- ☐ Update of prior *Contractor Standards Pledge of Compliance* dated _____.

Complete all questions and sign below.

Under penalty of perjury under the laws of the State of California, I certify that I have read and understand the questions contained in this Pledge of Compliance, that I am responsible for completeness and accuracy of the responses contained herein, and that all information provided is true, full and complete to the best of my knowledge and belief. I agree to provide written notice to the Purchasing Agent within five (5) business days if, at any time, I learn that any portion of this Pledge of Compliance is inaccurate. Failure to timely provide the Purchasing Agent with written notice is grounds for Contract termination.

I, on behalf of the firm, further certify that I and my firm will comply with the following provisions of SDMC section 22.3004:

- (a) I and my firm will comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of receiving notice that a government agency has begun an investigation of me or my firm that may result in a finding that I or my firm is or was not in compliance with laws stated in paragraph (a).
- (c) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (e) I and my firm will cooperate fully with the City during any investigation and to respond to a request for information within ten (10) working days.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed *Pledge of Compliance* is submitted.

J. Glen Smith, VP Business Service

Name and Title



Signature

08/09/2024

Date

**City of San Diego
CONTRACTOR STANDARDS
Attachment "A"**

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed. Print in ink or type responses and indicate question being answered.

Additional information in response to Section K, STATEMENT OF SUBCONTRACTORS & SUPPLIERS

Company Name: Action Research

Address: 3630 Ocean Ranch Blvd., Oceanside, CA 92056

Contact Name: Jennifer Tabanico Phone: 760-722-4000 Email: tabanico@actionresearch-inc.com

Contractor License No.: n/a DIR Registration No.: 1000046035

Sub-Contractor Dollar Amount: \$To Be Determined (per year) \$To Be Determined (total contract term)

Scope of work subcontractor will perform: Statistically valid surveys

Identify whether company is a subcontractor or supplier: Subcontractor

Certification type (check all that apply): DBE and ELBE and SLBE and WBE

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

J. Glen Smith, VP Business Services

Print Name, Title

J. Glen Smith
Signature

08/09/2024

Date

**City of San Diego
CONTRACTOR STANDARDS
Attachment "A"**

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed.
Print in ink or type responses and indicate question being answered.

Additional information in response to Section K, STATEMENT OF SUBCONTRACTORS & SUPPLIERS:

Company Name: J. Walcher Communications

Address: 1940 Market Street, San Diego, CA 92102

Contact Name: Sandy Young Phone: 619-295-7140 Email: sandy@jwalcher.com

Contractor License No: N/A DIR Registration No: N/A

Subcontractor Dollar Amount: \$To Be Determined (Per Year) \$To be Determined (total contract term)

Scope of Work subcontractor will perform: Strategic Communication, Marketing and Outreach; and Design Solutions

Identify whether company is a subcontractor or supplier: Subcontractor

Certification type (check all that apply): DBE and WBE

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

J. Glen Smith, VP Business Services

Print Name, Title


Signature

08/09/2024

Date

**City of San Diego
CONTRACTOR STANDARDS
Attachment "A"**

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed.
Print in ink or type responses and indicate question being answered.

Additional information in response to Section K, STATEMENT OF SUBCONTRACTORS & SUPPLIERS:

Company Name: Evari GIS Consulting, Inc.

Address: 3047 University Ave, Box 3, Suite 201, Sna Diego, CA 92104

Contact Name: Brian Gaze Phone: (858) 215-1163 Email: brian@sdgis.com

Contractor License No: N/A DIR Registration No: PW-LR-1000646994

Subcontractor Dollar Amount: \$To Be Determined (Per Year) \$To be Determined (total contract term)

Scope of Work subcontractor will perform: Project Web-mapping; GIS Analysis, Graphic Support

Identify whether company is a subcontractor or supplier: Subcontractor

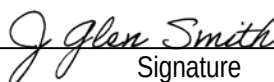
Certification type (check all that apply): DBE and SLBE and WBE

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

J. Glen Smith, VP Business Services

Print Name, Title


Signature

08/09/2024

Date

2.4 EQUAL OPPORTUNITY CONTRACTING FORM

EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)

GOODS AND SERVICES CONTRACTOR REQUIREMENTS

I. City's Equal Opportunity Contracting Commitment.

The City of San Diego (City) promotes equal employment and subcontracting opportunities. The City is committed to ensuring that taxpayer dollars spent on public contracts are not paid to businesses that practice discrimination in employment or subcontracting. The City encourages all companies seeking to do business with the City to share this commitment. Contractors are encouraged to take positive steps to diversify and expand their subcontractor and supplier solicitation base and to offer opportunities to all eligible business firms.

Contractors must submit the required EOCP documentation indicated below with their proposals. Contractors who fail to provide the required EOCP documentation are considered non-responsive.

II. Definitions.

Commercially Useful Function: a Small Local Business Enterprise or Emerging Local Business Enterprise (SLBE/ELBE) performs a commercially useful function when it is responsible for execution of the work and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the SLBE/ELBE shall also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself.

To determine whether an SLBE/ELBE is performing a commercially useful function, an evaluation will be performed of the amount of work subcontracted, normal industry practices, whether the amount the SLBE/ELBE firm is to be paid under the contract is commensurate with the work it is actually performing and the SLBE/ELBE credit claimed for its performance of the work, and other relevant factors. Specifically, an SLBE/ELBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of meaningful and useful SLBE/ELBE participation, when in similar transactions in which SLBE/ELBE firms do not participate, there is no such role performed.

Disadvantaged Business Enterprise (DBE): a certified business that is (1) at least fifty-one (51%) owned by socially and economically Disadvantaged Individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more socially and economically Disadvantaged Individuals; and (2) whose daily business operations are managed and directed by one or more socially and economically disadvantaged owners. Disadvantaged Individuals include Black Americans, Hispanic Americans, Asian Americans, and other minorities, or individual found to be disadvantaged by the Small Business Administration pursuant to Section 8 of the Small Business Reauthorization Act.

Disabled Veteran Business Enterprise (DVBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more Disabled Veterans; and (2) business operations must be managed and controlled by one or more Disabled Veterans. A Disabled Veteran is a veteran of the U.S. military, naval, or air service who resides in California and has a service-connected disability of at least 10% or more. The firm shall be certified by the State of California's Department of General Services, Office of Small and Minority Business.

Emerging Business Enterprise (EBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and which meets all other criteria set forth in the regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for EBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace.

Emerging Local Business Enterprise (ELBE): a Local Business Enterprise that is also an Emerging Business Enterprise.

Local Business Enterprise (LBE): a business that has both a principal place of business and a significant employment presence in the County of San Diego, and that has been in operation for twelve (12) consecutive months.

Minority Business Enterprise (MBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more minority individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more minorities owners. Minorities include the groups with the following ethnic origins: African, Asian Pacific, Asian Subcontinent, Hispanic, Native Alaskan, Native American, and Native Hawaiian.

Other Business Enterprise (OBE): any business which does not otherwise qualify as Minority, Woman, Disadvantaged, or Disabled Veteran Business Enterprise.

Principal Place of Business: a location wherein a business maintains a physical office and through which it obtains no less than fifty percent (50%) of gross annual receipts.

Significant Employee Presence: no less than twenty-five percent (25%) of a business's total number of employees.

Small Business Enterprise (SBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and that meets all other criteria set forth in regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for SBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace. A business certified as a DVBE by the State of California, and that has provided proof of such certification to the City manager, shall be deemed to be an SBE.

Small Local Business Enterprise (SLBE): a Local Business Enterprise that is also a Small Business Enterprise.

Women Business Enterprise (WBE): a certified business that is (1) at least fifty-one percent (51 %) owned by a woman or women, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more women; and (2) whose daily business operations are managed and directed by one or more women owners.

III. Disclosure of Discrimination Complaints.

As part of its proposal, Contractor shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Contractor in a legal or administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken. (Attachment AA).

IV. Work Force Report and Equal Opportunity Outreach Plan.

- A. Work Force Report. Contractors shall submit with their proposal a Work Force Report (WFR) for approval by the City. (Attachment BB). If the City determines that there are under representations when compared to County Labor Force Availability data, then the Contractor will also be required to submit an Equal Employment Opportunity Plan (EEOP) to the City for approval. Questions regarding the WFR should be directed to the Equal Opportunity Contracting Department.
- B. Duty to Comply with Equal Opportunity Outreach Plan. A Contractor for whom an EEOP has been approved by the City shall use best efforts to comply with that EEOP.

V. Small and Local Business Program Requirements.

The City has adopted a Small and Local Business Enterprise program for goods, services, and consultant contracts. The SLBE requirements are set forth in Council Policy 100-10. For contracts in which the Purchasing Agent is required to advertise for sealed proposals in the City's official newspaper or consultant contracts valued over \$50,000, the City shall:

- A. Apply a maximum of an additional 12% of the total possible evaluation points to the Contractor's final score for SLBE or ELBE participation. Additional points will be awarded as follows:
 - a. If the Contractor achieves 20% participation, apply 5% of the total possible evaluation points to the Contractor's score; or
 - b. If the Contractor achieves 25% participation, apply 10% of the total possible evaluation points to the Contractor's score; or
 - c. If the prime contractor is a SLBE or an ELBE, apply 12% of the total possible evaluation points to the Contractor's score.

VI. Maintaining Participation Levels.

- A. Additional points are based on the Contractor's level of participation proposed prior to the award of the goods, services, or consultant contract. Contractors are required to achieve and maintain the SLBE or ELBE participation levels throughout the duration of the goods, services, or consultant contract.
- B. If the City modifies the original specifications, the Contractor shall make reasonable efforts to maintain the SLBE or ELBE participation for which the additional points were awarded. The City must approve in writing a reduction in SLBE or ELBE participation levels.
- C. Contractor shall notify and obtain written approval from the City in advance of any reduction in subcontract scope, termination, or substitution for a designated SLBE or ELBE subcontractor.
- D. Contractor's failure to maintain SLBE or ELBE participation levels as specified in the goods, services, or consultant contract shall constitute a default and grounds for debarment under Chapter 2, Article 2, Division 8, of the San Diego Municipal Code.
- E. The remedies available to the City under Council Policy 100-10 are cumulative to all other rights and remedies available to the City.

VII. Certifications.

The City accepts certifications of MBE, WBE, DBE, or DVBE from the following certifying agencies:

- A. Current certification by the State of California Department of Transportation (CALTRANS) as DBE.
- B. Current MBE or WBE certification from the California Public Utilities Commission.
- C. DVBE certification is received from the State of California's Department of General Services, Office of Small and Minority Business.
- D. Current certification by the City of Los Angeles as DBE, WBE, or MBE.

Subcontractors' valid proof of certification status e.g., copy of MBE, WBE, DBE, or DVBE certification must be submitted with the proposal or contract documents. MBE, WBE, DBE, or DVBE certifications are listed for informational purposes only.

VIII. List of Attachments.

- AA. Contractors Certification of Pending Actions
- BB. Work Force Report

AA. CONTRACTORS CERTIFICATION OF PENDING ACTIONS

As part of this Contract, the Contractor must provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against the Contractor in a legal or administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

CHECK ONE BOX ONLY.

- ☒ The undersigned certifies that within the past 10 years the Contractor has NOT been the subject of a complaint or pending action in a legal administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers.
- ☐ The undersigned certifies that within the past 10 years the Contractor has been the subject of a complaint or pending action in a legal administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken and the applicable dates is as follows:

DATE OF CLAIM	LOCATION	DESCRIPTION OF CLAIM	LITIGATION (Y/N)	STATUS	RESOLUTION/ REMEDIAL ACTION TAKEN

Contractor Name: Kearns & West, Inc.

Certified By J. Glen Smith Title VP Business Services

Name


Signature

Date 08/09/2024

**EQUAL OPPORTUNITY CONTRACTING (EOC)**

1200 Third Avenue, Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 236-5904

BB. WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

NO OTHER FORMS WILL BE ACCEPTED
CONTRACTOR IDENTIFICATION

Type of Contractor: ☐ Construction ☐ Vendor/Supplier ☐ Financial Institution ☐ Lessee/Lessor
☒ Consultant ☐ Grant Recipient ☐ Insurance Company ☐ Other

Name of Company: Kearns & West, Inc.

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): 500 Washington Street, Suite 425City: San Francisco County: San Francisco State: CA Zip: 94111Telephone Number: (415) 697-0574 Fax Number: N/AName of Company CEO: Anna West

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: 800 B. Ave., Suite 203City: National City County: San Diego State: CA Zip: 91950Telephone Number: (619) 966-8077 Fax Number: N/A Email: jisaacson@kearnswest.comType of Business: Meeting Facilitation and Public Outreach Type of License: N/AThe Company has appointed: Crystal Jackson, VP People & Operations

As its Equal Employment Opportunity Officer (EEEO). The EEEO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEEO may be contacted at:

Address: 1800 K Street NW, Suite 1110, Washington, DC 20006Telephone Number: (202) 448-8772 Fax Number: N/A Email: cjackson@kearnswest.com

☒ One San Diego County (or Most Local County) Work Force - Mandatory

☐ Branch Work Force *

☐ Managing Office Work Force

Check the box above that applies to this WFR.

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of Kearns & West, Inc.

(Firm Name)

Sonoma, CA hereby certify that information provided

(County)

(State)

herein is true and correct. This document was executed on this 09 day of August, 2024

(Authorized Signature)

J. Glen Smith

(Print Authorized Signature Name)

WORK FORCE REPORT – Page 2

NAME OF FIRM: Kearns & West, Inc. DATE: 08/09/2024
OFFICE(S) or BRANCH(ES): Kearns & West, Inc. SoCal Office COUNTY: San Diego

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

(1) Black or African-American	(5) Native Hawaiian or Pacific Islander
(2) Hispanic or Latino	(6) White
(3) Asian	(7) Other race/ethnicity; not falling into other groups
(4) American Indian or Alaska Native	

Definitions of the race and ethnicity categories can be found on Page 4

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial	0	0	2	0	0	1	0	0	0	0	0	6	0	1
Professional														
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column	0	0	2	0	0	1	0	0	0	0	0	6	0	1
	0													

Grand Total All Employees	10

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

(1) Black or African-American	(5) Native Hawaiian or Pacific Islander
(2) Hispanic or Latino	(6) White
(3) Asian	(7) Other race/ethnicity; not falling into other groups
(4) American Indian or Alaska Native	

Definitions of the race and ethnicity categories can be found on Page 4

TRADE OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column														

Grand Total All Employees

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														

SUBCONSULTANT CERTIFICATIONS

Action Research ELBE Certificate

City of San Diego



Small Local Business Enterprise (SLBE) Program Certification

Action Research

Emerging Local Business Enterprise (ELBE)

General Services

(NAICS: 541820, 541910, 541990)

Certification Number: 13AR0973

Effective: 6/18/2024 - 6/18/2026

Christian Silva
Program Manager
Equal Opportunity Contracting

Action Research DBE Certificate



Jennifer J. Tabanico

August 24, 2023

Action Research

File #:40145

3630 Ocean Ranch Blvd.
Oceanside, CA 92056

Subject: Disadvantaged Business Enterprise (DBE) Certification Approval

Dear Ms. Tabanico:

We are pleased to advise you that after careful review of your application and supporting documentation, the **California Department of Transportation (Caltrans)** has determined that your firm meets eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulations 49 CFR Part 26. This certification is also recognized by all USDOT agencies of California.

Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific area(s) of expertise that you have identified on the NAICS Codes form the Application Package:

CA WCC C8700: CONSULTANT, NON-ENGINEERING

CA WCC C8712: PUBLIC RELATIONS

CA WCC C8837: CITIZEN COMMUNITY INVOLVMENT

CA WCC I8730: RESEARCH & TESTING SERVICES

CA WCC I8750: MARKET RESEARCH & FOCUS GROUPS

NAICS 541613: MARKETING CONSULTING SERVICES

NAICS 541720: RESEARCH AND DEVELOPMENT IN THE SOCIAL SCIENCES AND HUMANITIES

NAICS 541820: PUBLIC RELATIONS AGENCIES

NAICS 541910: MARKETING RESEARCH AND PUBLIC OPINION POLLING

NAICS 813319: OTHER SOCIAL ADVOCACY ORGANIZATIONS

Your DBE certification applies only for the above code(s). You may review your firm's information in the California Unified Certification Program's (CUCP) DBE database which can be accessed at the CUCP website at <https://californiaucp.dbesystem.com/>. Any additions and revisions must be submitted to Caltrans for review and approval.

In order to assure continuing DBE status, you must submit an Annual Update Declaration form, along with supporting documentation. Based on your annual submission that no change in ownership and control has occurred, or if changes have occurred, they do not affect your firm's DBE standing, the DBE certification of your firm will continue until or unless it is removed by our agency.

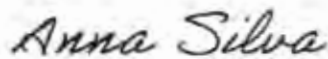
Also, should any changes occur that could affect your certification status prior to receipt of the Annual Update Declaration, such as changes in your firm's name, business/ mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify us immediately. Failure to submit forms and/or change of information will be deemed a failure to cooperate under Section 26.109 of the Regulations.

Caltrans reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information, DBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records, and documents by Caltrans.

For information on California Department of Transportation (Caltrans) contracting opportunities, please visit our website Office of Civil Rights at <https://dot.ca.gov/programs/procurement-and-contracts/contract-with-caltrans>.

Congratulations, and thank you for your interest in the DBE Program. I wish you every business success and look forward to hearing from you if I may be of any assistance to you in this regard.

Sincerely,



Anna M. Silva
Office Chief
Office of Civil Rights

This message was sent to: "Caroline Lugo"
Sent on: 8/24/2023 9:53:10 AM
System ReferenceID: 203957976

7/30/24, 9:46 AM

B2Gnow

Certified Profile

CLOSE WINDOW [Print](#)

Business & Contact Information

BUSINESS NAME	Action Research
OWNER	Ms. Jennifer J. Tabanico
ADDRESS	3630 Ocean Ranch Blvd. Oceanside, CA 92056 [map]
PHONE	760-722-4000 Ext. 100
FAX	760-722-4005
EMAIL	stubblefield@actionresearch-inc.com
WEBSITE	http://www.actionresearch-inc.com
ETHNICITY	Caucasian
GENDER	Female
COUNTY	San Diego (CA)

Certification Information

CERTIFYING AGENCY	California Department of Transportation
CERTIFICATION TYPE	DBE - Disadvantaged Business Enterprise
CERTIFIED BUSINESS DESCRIPTION	Marketing Consulting Services Research and Development in the Social Sciences and Humanities Public relations agencies Marketing Research and Public Opinion Polling

Commodity Codes

Code	Description
CA WCC C8700	CONSULTANT, NON-ENGINEERING
CA WCC C8712	PUBLIC RELATIONS
CA WCC C8837	CITIZEN COMMUNITY INVOLVMENT
CA WCC I8730	RESEARCH & TESTING SERVICES
CA WCC I8750	MARKET RESEARCH & FOCUS GROUPS

7/30/24, 9:46 AM

B2Gnow

NAICS 541613	Marketing consulting services
NAICS 541720	Research and Development in the Social Sciences and Humanities
NAICS 541820	Public relations agencies
NAICS 541910	Marketing Research and Public Opinion Polling
NAICS 813319	Other Social Advocacy Organizations

Additional Information

WORK DISTRICTS/REGIONS	All work districts/regions
CUCP PUBLIC DIRECTORY CERTIFICATION NUMBER	40145

This profile was generated on 7/30/2024

Action Research WBE Certificate**SUPPLIER CLEARINGHOUSE
CERTIFICATE OF ELIGIBILITY**

CERTIFICATION EXPIRATION DATE: **March 24, 2026**

The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission hereby certifies that it has audited and verified the eligibility of:

***Action Research
Women Business Enterprise (WBE)***

pursuant to Commission General Order 156, and the terms and conditions stipulated in the Verification Application Package. This Certificate shall be valid only with the Clearinghouse seal affixed hereto.

Eligibility must be maintained at all times, and renewed within 30 days of any changes in ownership or control. Failure to comply may result in a denial of eligibility. The Clearinghouse may reconsider certification if it is determined that such status was obtained by false, misleading or incorrect information. Decertification may occur if any verification criterion under which eligibility was awarded later becomes invalid due to Commission ruling. The Clearinghouse may request additional information or conduct on- site visits during the term of verification to verify eligibility.

This certification is valid only for the period that the above firm remains eligible as determined by the Clearinghouse. Utility companies may direct inquiries concerning this Certificate to the Clearinghouse at (800) 359-7998.

VON: 20000271

DETERMINATION DATE: March 24, 2023

Citythinkers ELBE Certificate

City of San Diego



Small Local Business Enterprise (SLBE) Program Certification

Diego Velasco dba Citythinkers

Emerging Local Business Enterprise (ELBE)

General Services

(NAICS: 541320)

Certification Number: 17CT1729

Effective: 11/7/2022 - 11/7/2024

A handwritten signature in blue ink, likely belonging to Christian Silva.

Christian Silva
Program Manager
Equal Opportunity Contracting

Evari SLBE Certificate

City of San Diego



**Small Local Business Enterprise (SLBE)
Program Certification**

Evari GIS Consulting, Inc.

Small Local Business Enterprise (SLBE)

Professional Services

(NAICS: 541370)

Certification Number: 11EC0371

Effective: 3/15/2024 - 3/15/2026

Christian Silva
Program Manager
Equal Opportunity Contracting

Evvari DBE Certificate

June 4, 2024
File #: 50985

Eva J. Isaak
EVARI GIS CONSULTING, INC.
3047 University Ave.
Box 3
Suite 201
San Diego, CA 92104

Subject: Disadvantaged Business Enterprise (DBE) Certification Approval

Dear Mrs. Isaak:

We are pleased to advise you that after careful review of your application and supporting documentation, the California Department of Transportation (Caltrans) has determined that your firm meets eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulations 49 CFR Part 26. This certification is also recognized by all USDOT agencies of California.

Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific area(s) of expertise that you have identified on the NAICS Codes form the Application Package:

CA WCC C8711: COMPUTER
CA WCC C8722: ENVIRONMENTAL ENGINEER
CA WCC I7370: COMPUTER & DATA PROCESSING SERVICES
CA WCC I7371: COMPUTER PROGRAMMING
CA WCC I7375: INFORMATION RETRIEVAL SYSTEMS
CA WCC I8240: VOCATIONAL SCHOOLS
NAICS 518210: APPLICATION HOSTING (EXCLUDING SOFTWARE PUBLISHING)
NAICS 541370: GEOGRAPHIC INFORMATION SYSTEM (GIS) BASE MAPPING SERVICES
NAICS 541370: GEOSPATIAL MAPPING SERVICES
NAICS 541511: APPLICATIONS SOFTWARE PROGRAMMING SERVICES, CUSTOM COMPUTER
NAICS 611420: COMPUTER TRAINING

Your DBE certification applies only for the above code(s). You may review your firm's information in the California Unified Certification Program's (CUCP) DBE database which can be accessed at the CUCP website at <https://californiaucp.dbesystem.com/>. Any additions and revisions must be submitted to Caltrans for review and approval.

In order to assure continuing DBE status, you must submit an Annual Update Declaration form, along with supporting documentation. Based on your annual submission that no change in ownership and control has occurred, or if changes have occurred, they do not affect your firm's DBE standing, the DBE certification of your firm will continue until or unless it is removed by our agency.

Also, should any changes occur that could affect your certification status prior to receipt of the Annual Update Declaration, such as changes in your firm's name, business/mailling address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify us immediately. Failure to submit forms and/or change of information will be deemed a failure to cooperate under Section 26.109 of the Regulations.

Caltrans reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information. DBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records, and documents by Caltrans.

For information on California Department of Transportation (Caltrans) contracting opportunities, please visit our website Office of Civil Rights at <https://dot.ca.gov/programs/procurement-and-contracts/contract-with-caltrans>.

Congratulations, and thank you for your interest in the DBE Program. I wish you every business success and look forward to hearing from you if I may be of any assistance to you in this regard.

Sincerely,

Anna M. Silva
Office Chief
Office of Civil Rights

Evari WBE Certificate**SUPPLIER CLEARINGHOUSE
CERTIFICATE OF ELIGIBILITY**

CERTIFICATION EXPIRATION DATE: **July 2, 2027**

The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission hereby certifies that it has audited and verified the eligibility of:

EVARI GIS CONSULTING, INC. DBA Evari Consulting
Women Business Enterprise (WBE)

pursuant to Commission General Order 156, and the terms and conditions stipulated in the Verification Application Package. This Certificate shall be valid only with the Clearinghouse seal affixed hereto.

Eligibility must be maintained at all times and renewed within 30 days of any changes in ownership or control. Failure to comply may result in a denial of eligibility. The Clearinghouse may reconsider certification if it is determined that such status was obtained by false, misleading or incorrect information. Decertification may occur if any verification criterion under which eligibility was awarded later becomes invalid due to Commission ruling. The Clearinghouse may request additional information or conduct on-site visits during the term of verification to verify eligibility.

This certification is valid only for the period that the above firm remains eligible as determined by the Clearinghouse. Utility companies may direct inquiries concerning this Certificate to the Clearinghouse at (800) 359-7998.

VON: 24000648

DETERMINATION DATE: July 2, 2024

Imagine Creative Services ELBE Certificate



Purchasing & Contracting Department
Equal Opportunity Contracting

August 12, 2024

Imagine Creative Services
Mr. Peter Schrock
219 1/2 22nd Street
San Diego, CA 92102

Subject: Small Local Business Enterprise Certification

Dear Mr. Schrock:

Congratulations! We have reviewed your application and you have been approved for certification as a City of San Diego Emerging Local Business Enterprise (ELBE). Your certification number is 17IC1831 and your classification is General Services. Please reference this certification number when bidding on City projects. For the City's Small Local Business Enterprise (SLBE) Program, your certification is effective August 15, 2024. This certification expires on August 15, 2026 at which time you will need to reapply in accordance with the SLBE guidelines.

To receive potential contracting opportunities, please ensure that you register with the City's web-based vendor registration and bid management system, BidsOnline™ hosted by PlanetBids System. For additional information go to:

<http://www.sandiego.gov/purchasing/bids-contracts/vendorreg.shtml>

Construction Contractors: Contractors desiring to bid as a prime contractor on City of San Diego public works construction projects must be prequalified in accordance with the San Diego Municipal Code §22.3004(a). Please review the Notice to Contractors regarding changes to Contractor Prequalification Program, effective 10/1/16 in Enclosure 1.

If an applicant is seeking bid on a specific project, the prequalification application must be received at least two weeks **prior** to the bid due date. Upon prequalification approval, an automated email notification will be forwarded from PlanetBids. Please be sure to print your prequalification approval letter for your records.

For questions regarding the Prequalification Program, please contact Public Works – Contracting at (619) 533-3450.

For questions regarding the Small Local Business Enterprise (SLBE) Program, please contact Equal Opportunity Contracting at (619) 236-6000.

Imagine Creative Services ELBE Certificate



J. Walcher Communications DBE Certificate

Generated by Sandy Young, J. Walcher Communications, Inc. on 8/20/2024

Certification: View**Help & Tools** 

Certification List

Submit Change Request

Add Date Alert

Vendor Information

BUSINESS NAME	J. Walcher Communications, Inc.
SYSTEM VENDOR NUMBER	20384028
PRIMARY OWNER'S NAME	Ms. Jean Walcher
ETHNIC GROUP	Caucasian
GENDER	Female

Certification Information

CERTIFYING AGENCY	California Department of Transportation
CERTIFICATION TYPE	DBE - Disadvantaged Business Enterprise
EFFECTIVE DATE	11/5/2023
RENEWAL DATE	11/1/2024

Contact Information

MAIN COMPANY EMAIL	jean@jwalcher.com
MAIN PHONE	619-295-7140
MAIN FAX	619-295-7135
MAIN COMPANY WEBSITE	http://www.jwalcher.com

Addresses

PHYSICAL ADDRESS	1940 MARKET ST SAN DIEGO, CA 92102 [map]
MAILING ADDRESS	1940 MARKET ST SAN DIEGO, CA 92102 [map]

Business Capabilities

BUSINESS CERTIFIED FOR	CA WCC C8700: CONSULTANT, NON-ENGINEERING; CA WCC I7310: ADVERTISING; CA WCC I8750: MARKET RESEARCH & FOCUS GROUPS; NAICS 541613: Marketing consulting services; NAICS 541810: Advertising agencies; NAICS 541820: Public relations agencies;

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FULL DESCRIPTION OF CAPABILITIES/PRODUCTS	NAICS 541840: Media Representatives; NAICS 541850: Indoor and Outdoor Display Advertising; NAICS 541860: Direct Mail Advertising; NAICS 541870: Advertising Material Distribution Services; NAICS 541890: Other Services Related to Advertising; NAICS 541910: Marketing Research and Public Opinion Polling CA WCC C8700: CONSULTANT, NON-ENGINEERING; CA WCC I7310: ADVERTISING; CA WCC I8750: MARKET RESEARCH & FOCUS GROUPS; NAICS 541613: Marketing consulting services; NAICS 541810: Advertising agencies; NAICS 541820: Public relations agencies; NAICS 541840: Media Representatives; NAICS 541850: Indoor and Outdoor Display Advertising; NAICS 541860: Direct Mail Advertising; NAICS 541870: Advertising Material Distribution Services; NAICS 541890: Other Services Related to Advertising; NAICS 541910: Marketing Research and Public Opinion Polling	
COMMODITY CODES	CA WCC C8700 CA WCC I7310 CA WCC I8750 NAICS 541613 NAICS 541810 NAICS 541820 NAICS 541840 NAICS 541850 NAICS 541860 NAICS 541870 NAICS 541890 NAICS 541910	CONSULTANT, NON-ENGINEERING ADVERTISING MARKET RESEARCH & FOCUS GROUPS Marketing consulting services (More) Advertising agencies (More) Public relations agencies (More) Media Representatives (More) Indoor and Outdoor Display Advertising (More) Direct Mail Advertising (More) Advertising Material Distribution Services (More) Other Services Related to Advertising (More) Marketing Research and Public Opinion Polling (More)

Owner Ethnicity and Gender

ETHNIC GROUP	Caucasian
GENDER	Female

Location and Work Districts/Regions

COUNTY	San Diego (CA)
STATEWIDE WORK AREA	No
WORK DISTRICTS/REGIONS	Imperial Los Angeles Orange Riverside Sacramento San Bernardino San Diego

Additional Information

CUCP PUBLIC DIRECTORY CERTIFICATION NUMBER	42992

J. Walcher Communications WBE Certificate

Generated by Sandy Young, J. Walcher Communications, Inc. on 8/20/2024

Certification: View

Help & Tools 

Certification List

Add Date Alert

This record is from **SAM.gov**. It is not managed by Supplier Clearinghouse.

Vendor Information

BUSINESS NAME	JWALCHER COMMUNICATIONS INC
SYSTEM VENDOR NUMBER	20384028
PRIMARY OWNER'S NAME	Ms. Jean Walcher
ETHNIC GROUP	
GENDER	Female

Certification Information

CERTIFYING AGENCY	SAM.gov
CERTIFICATION TYPE	WBE - Women Business Enterprise

Contact Information

MAIN PHONE	295-7140
MAIN FAX	295-7135
MAIN COMPANY WEBSITE	http://www.jwalcher.com

Addresses

PHYSICAL ADDRESS	1940 MARKET ST SAN DIEGO, CA 92102-2833 [map]
MAILING ADDRESS	1940 MARKET ST SAN DIEGO, CA 92102 [map]

Business Capabilities

BUSINESS CERTIFIED FOR	
FULL DESCRIPTION OF CAPABILITIES/PRODUCTS	

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COMMODITY CODES	NAICS 541820	Public Relations Agencies (More)

Owner Ethnicity and Gender	
ETHNIC GROUP	
GENDER	Female

Location
COUNTY

Certification List

This profile was generated on 8/20/2024

The City of
SAN DIEGO
RFP 10090176-25-D

PROPOSAL FOR

AS-NEEDED PUBLIC OUTREACH AND ENGAGEMENT PROFESSIONAL SERVICES FOR THE CITY PLANNING DEPARTMENT



August 28, 2024

City of San Diego Planning Department
202 C Street, MS 415
San Diego, CA 92101

Re: As-Needed Public Outreach and Engagement Professional Services – Solicitation 10090176-25-D

Kearns & West, in partnership with our San Diego-based subconsultants Action Research, Citythinkers, Evari GIS Consulting, Imagine Creative Services, and J. Walcher Communications, is pleased to submit this proposal to the City of San Diego, Planning Department for As-Needed Public Outreach and Engagement Professional Services.

The degree of societal change currently facing local government is unprecedented and paths forward depend on collaborative solutions. Inclusive and effective public involvement is essential to this work, especially with the unique and diverse communities within the City of San Diego.

Kearns & West is eager to assist the City Planning Department and its divisions by leveraging our experience and skills to support and implement public outreach and engagement plans and programs. With a national team of 110+ professionals, we specialize in public involvement and creative community engagement, stakeholder facilitation, and strategic communications, mainly for government agencies, from the federal to local levels. Our San Diego-based team implements participatory processes spanning community planning and housing, climate and resiliency, open space and natural resources, transportation, energy, water, recreation, and environmental review.

Many of us have environmental and urban planning backgrounds and a broad understanding of the regulatory frameworks in these areas. Engaging the full range of communities and interests is essential to our approach, and we have proven expertise in meaningfully involving underserved and vulnerable community members.

I personally have over 30 years consulting across the San Diego region and I'm excited to introduce my team in the following pages, many of whom are native to the region. Danielle Berger, Director, is assigned as Project Manager, to leverage her stellar project administration skills and experience conducting community engagement for a local mobility non-profit organization and as consultant to member agencies.

If awarded an as-needed contract under this procurement process, you have my personal commitment for our best work in deepening and broadening the City's relationships with community members and other stakeholders. You will find us exceedingly responsive. You also have my commitment for budget-conscious work that reflects our respect for the taxpayers who ultimately fund City projects.

Warm regards,



Joan Isaacson
Principal

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TAB A

SUBMISSION OF INFORMATION AND FORMS



IN WITNESS WHEREOF, this Contract is executed by City and Contractor acting by and through their authorized officers.

CONTRACTOR

CITY OF SAN DIEGO
A Municipal Corporation

Proposer

BY:

Street Address

Print Name:

City

Director, Purchasing & Contracting Department

Telephone No.

Date Signed

E-Mail

BY:

Approved as to form this ____ day of

Signature of
Proposer's Authorized
Representative

_____, 20____.

HEATHER FERBERT, City Attorney

Print Name

BY:_____
Deputy City Attorney

Title

Date

2.2 EXCEPTIONS REQUESTED (IF APPLICABLE)

Kearns & West has reviewed the Standard Services Agreement and RFP and does not take any exceptions with either document.

2.3 CONTRACTOR STANDARDS PLEDGE OF COMPLIANCE FORM

City of San Diego CONTRACTOR STANDARDS Pledge of Compliance

The City of San Diego has adopted a Contractor Standards Ordinance (CSO) codified in section 22.3004 of the San Diego Municipal Code (SDMC). The City of San Diego uses the criteria set forth in the CSO to determine whether a contractor (bidder or proposer) has the capacity to fully perform the contract requirements and the business integrity to justify the award of public funds. This completed Pledge of Compliance signed under penalty of perjury must be submitted with each bid and proposal. If an informal solicitation process is used, the bidder must submit this completed Pledge of Compliance to the City prior to execution of the contract. All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, Contractors must provide responses on Attachment A to the Pledge of Compliance and sign each page. Failure to submit a signed and completed Pledge of Compliance may render a bid or proposal non-responsive. In the case of an informal solicitation or cooperative procurement, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted. A submitted Pledge of Compliance is a public record and information contained within will be available for public review except to the extent that such information is exempt from disclosure pursuant to applicable law.

By signing and submitting this form, the contractor is certifying, to the best of their knowledge, that the contractor and any of its Principals have not within a five (5) year period – preceding this offer, been convicted of or had a civil judgement rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) contract or subcontract.

“Principal” means an officer, director, owner, partner or a person having primary management or supervisory responsibilities within the firm. The Contractor shall provide immediate written notice to the Procurement Contracting Officer handling the solicitation, at any time prior to award should they learn that this Representations and Certifications was inaccurate or incomplete.

This form contains 10 pages, additional information may be submitted as part of *Attachment A*.

A. BID/PROPOSAL/SOLICITATION TITLE:

The City of San Diego

RFP for As-Needed Public Outreach and Engagement Professional Services

Solicitation # 10090176-25-D

B. BIDDER/PROPOSER INFORMATION:

Kearns & West, Inc.

Legal Name	National City	DBA	
800 B. Ave., Suite 203		CA	91950
Street Address	City	State	Zip
J. Glen Smith, VP Business Services	(415) 697-0574		
Contact Person, Title	Phone	Fax	

Provide the name, identity, and precise nature of the interest* of all persons who are directly or indirectly involved** in this proposed transaction (SDMC § 21.0103). Use additional pages if necessary.

* The precise nature of the interest includes:

- the percentage ownership interest in a party to the transaction,
- the percentage ownership interest in any firm, corporation, or partnership that will receive funds from the transaction,
- the value of any financial interest in the transaction,
- any contingent interest in the transaction and the value of such interest should the contingency be satisfied, and
- any philanthropic, scientific, artistic, or property interest in the transaction.

** Directly or indirectly involved means pursuing the transaction by:

- communicating or negotiating with City officers or employees,
- submitting or preparing applications, bids, proposals or other documents for purposes of contracting with the City, or
- directing or supervising the actions of persons engaged in the above activity.

Joan Isaacson	Principal-in-Charge
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Principal of Kearns & West, Inc. with a 2.99% ownership.	
Interest in the transaction	

Jasmine King	Senior Associate
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Danielle Berger	Director
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Brisa Aviles	Associate
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Taylor Funderburk	Senior Associate
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Karen Lafferty	Project Coordinator
Name	Title/Position
San Diego, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Jenna Tourje-Maldonado	Principal
Name	Title/Position
San Juan Capistrano, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Principal with Kearns & West, Inc., no ownership at this time.	
Interest in the transaction	

Christian Mendez	Director
Name	Title/Position
Riverside, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

Ben Duncan	Senior Director
Name	Title/Position
Portland, Oregon	
City and State of Residence	Employer (if different than Bidder/Proposer)
Staff Professional with Kearns & West, Inc.	
Interest in the transaction	

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?

☐ Yes ☒ No

If Yes, use Attachment A to list all prior legal and DBA names, addresses, and dates each firm name was used. Explain the specific reasons for each name change.

2. Is your firm a non-profit?

☐ Yes ☒ No

If Yes, attach proof of status to this submission.

3. In the past five (5) years, has a firm owner, partner, or officer operated a similar business?

☐ Yes ☒ No

If Yes, use Attachment A to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner, or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE:

Indicate the organizational structure of your firm. Fill in only one section on this page. Use Attachment A if more space is required.

☒ Corporation Date incorporated: 01/30/1984 State of incorporation: Massachusetts

List corporation's current officers:

President:	<u>Anna West</u>
Vice Pres:	<u>N/A</u>
Secretary:	<u>Sharif Ebrahim</u>
Treasurer:	<u>N/A</u>

Type of corporation: C ☒ Subchapter S ☐

Is the corporation authorized to do business in California: ☒ Yes ☐ No

If Yes, after what date: 01/30/1984

Is your firm a publicly traded corporation? ☐ Yes ☒ No

If Yes, how and where is the stock traded? _____

If Yes, list the name, title and address of those who own ten percent (10 %) or more of the corporation's stocks:

Do the President, Vice President, Secretary and/or Treasurer of your corporation have a third party interest or other financial interests in a business/enterprise that performs similar work, services or provides similar goods? ☐ Yes ☒ No

If Yes, please use Attachment A to disclose.

Please list the following:	Authorized	Issued	Outstanding
a. Number of voting shares:	<u>300,000</u>	<u>3,640</u>	<u>3,640</u>
b. Number of nonvoting shares:	<u>0</u>	<u>0</u>	<u>0</u>
c. Number of shareholders:			
d. Value per share of common stock:		Par	<u>\$ 0.01</u>
		Book	<u>\$ 36.40</u>
		Market	<u>\$ 0.00</u>

Limited Liability Company Date formed: _____ State of formation: _____

List the name, title and address of members who own ten percent (10%) or more of the company:

☐ Partnership Date formed: _____ State of formation: _____

List names of all firm partners:

☐ Sole Proprietorship Date started: _____

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

☐ Joint Venture Date formed: _____

List each firm in the joint venture and its percentage of ownership:

Note: To be responsive, each member of a Joint Venture or Partnership must complete a separate *Contractor Standards form*.

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm preparing to be sold, in the process of being sold, or in negotiations to be sold?

☐ Yes ☒ No

If Yes, use Attachment A to explain the circumstances, including the buyer's name and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

4. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

5. Within the last five years, has your firm filed a voluntary petition in bankruptcy, been adjudicated bankrupt, or made a general assignment for the benefit of creditors?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

6. Are there any claims, liens or judgements that are outstanding against your firm?

☐ Yes ☒ No

If Yes, please use Attachment A to provide detailed information on the action.

7. Please provide the name of your principal financial institution for financial reference. By submitting a response to this Solicitation Contractor authorizes a release of credit information for verification of financial responsibility.

Name of Bank: Eagle Bank

Point of Contact: _____

Address: 7735 Old Georgetown Rd, Suite 100, Bethesda, MD 20814

Phone Number: (204) 497-2044

8. By submitting a response to a City solicitation, Contractor certifies that he or she has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. At City's request, Contractor will promptly provide to City

a copy of Contractor's most recent balance sheet and/or other necessary financial statements to substantiate financial ability to perform.

9. In order to do business in the City of San Diego, a current Business Tax Certificate is required. Business Tax Certificates are issued by the City Treasurer's Office. If you do not have one at the time of submission, one must be obtained prior to award.

Business Tax Certificate No.: B2016010779 Year Issued: 2021

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

2. In the past five (5) years, has a public entity terminated your firm's contract for cause prior to contract completion?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances and provide principal contact information.

3. In the past five (5) years, has your firm entered into any settlement agreement for any lawsuit that alleged contract default, breach of contract, or fraud with or against a public entity?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

4. Is your firm currently involved in any lawsuit with a government agency in which it is alleged that your firm has defaulted on a contract, breached a contract, or committed fraud?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

5. In the past five (5) years, has your firm, or any firm with which any of your firm's owners, partners, or officers is or was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on or completing any government or public agency contract for any reason?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances.

6. In the past five (5) years, has your firm received a notice to cure or a notice of default on a contract with any public agency?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances and how the matter resolved.

7. Performance References:

Please provide a minimum of three (3) references familiar with work performed by your firm which was of a similar size and nature to the subject solicitation within the last five (5) years.

Please note that any references required as part of your bid/proposal submittal are in addition to those references required as part of this form.

Company Name: County of San Diego, Ocean View Blvd Housing

Contact Name and Phone Number: Angela Jackson-Llamas, (619)214-1378
 Contact Email: angela.jackson-llamas@sdcounty.ca.gov
 Address: 5530 Overland Ave, 4th Floor, San Diego, CA 92123
 Contract Date: July 2023 to October 2023
 Contract Amount: \$ 50,085.00
 Requirements of Contract: Outreach and facilitation for Affordable Housing Meetings - Virtual and In-Person

Company Name: San Diego Community Power
 Contact Name and Phone Number: Nelson Lomeli, (619) 657-0416
 Contact Email: nlomeli@sdcommunitypower.org
 Address: 815 E St, San Diego, CA 92112
 Contract Date: May 2022 to June 2023
 Contract Amount: \$ 200,000.00
 Requirements of Contract: San Diego Community Power, Community Needs Assessment
 Company Name: County of San Diego, Airport Sustainability Management Plan
 Contact Name and Phone Number: Roger Griffiths, (619) 375-7529
 Contact Email: Roger.Griffiths@sdcounty.ca.gov
 Address: 1960 Joe Crosson Dr, El Cajon, CA 92020
 Contract Date: September 2022 to Present
 Contract Amount: \$ 175,660.00
 Requirements of Contract: Outreach for Airport Sustainability Plan - Meetings with Tenants and Users, and Neighboring Community Members

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executive, or manager been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for violating any federal, state, or local law in performance of a contract, including but not limited to, laws regarding health and safety, labor and employment, permitting, and licensing laws?
☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances surrounding each instance. Include the name of the entity involved, the specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been determined to be non-responsible by a public entity?
☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances of each instance. Include the name of the entity involved, the specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or public entity?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances of each instance. Include the entity involved, specific violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

3. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a federal, state, or local crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☒ No

If Yes, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

4. Do any of the Principals of your firm have relatives that are either currently employed by the City or were employed by the City in the past five (5) years?

☐ Yes ☒ No

If Yes, please disclose the names of those relatives in Attachment A.

I. BUSINESS REPRESENTATION:

1. Are you a local business with a physical address within the County of San Diego?

☒ Yes ☐ No

2. Are you a certified Small and Local Business Enterprise certified by the City of San Diego?

☐ Yes ☒ No

Certification # _____

3. Are you certified as any of the following:

- a. Disabled Veteran Business Enterprise Certification # N/A
- b. Woman or Minority Owned Business Enterprise Certification # N/A
- c. Disadvantaged Business Enterprise Certification # N/A

J. WAGE COMPLIANCE:

In the past five (5) years, has your firm been required to pay back wages or penalties for failure to comply with the federal, state or local prevailing, minimum, or living wage laws? ☐ Yes ☒ No If Yes, use Attachment A to explain the specific circumstances of each instance. Include the entity involved, the specific infraction(s), dates, outcome, and current status.

By signing this Pledge of Compliance, your firm is certifying to the City that you will comply with the requirements of the Equal Pay Ordinance set forth in SDMC sections 22.4801 through 22.4809.

K. STATEMENT OF SUBCONTRACTORS & SUPPLIERS:

Please provide the names and information for all subcontractors and suppliers used in the performance of the proposed contract, and what portion of work will be assigned to each subcontractor. Subcontractors may not be substituted without the written consent of the City. Use Attachment A if additional pages are necessary. If no subcontractors or suppliers will be used, please write "Not Applicable."

Company Name: Imagine Creative Services LLC
 Address: 219 1/2 22nd St, San Diego, CA 92102
 Contact Name: Peter Schrock Phone: 619) 813-5551 Email: peter@imaginebravespaces.com
 Contractor License No.: B2021010057 DIR Registration No.: N/A
 Sub-Contract Dollar Amount: \$ To Be Determined (per year) \$ To Be Determined (total contract term)
 Scope of work subcontractor will perform: Creative Outreach and Engagement
 Identify whether company is a subcontractor or supplier: Subcontractor
 Certification type (check all that apply): ☐ DBE ☐ DVBE ☒ ELBE ☐ MBE ☐ SLBE ☐ WBE ☐ Not Certified
 Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

Company Name: N/A Citythinkers, Inc.
 Address: 3812 Park Blvd. #503 San Diego, CA 921013
 Contact Name: Diego Velasco Phone: 619-602-1699 Email: diego@citythinkers.com
 Contractor License No.: N/A DIR Registration No.: N/A
 Sub-Contract Dollar Amount: \$ To Be Determined (per year) \$ To Be Determined (total contract term)
 Scope of work subcontractor will perform: Outreach and Engagement; Design Solutions
 Identify whether company is a subcontractor or supplier: Subcontractor
 Certification type (check all that apply): ☐ DBE ☐ DVBE ☒ ELBE ☐ MBE ☐ SLBE ☐ WBE ☐ Not Certified
 Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

L. STATEMENT OF AVAILABLE EQUIPMENT:

A full inventoried list of all necessary equipment to complete the work specified may be a requirement of the bid/proposal submission.

By signing and submitting this form, the Contractor certifies that all required equipment included in this bid or proposal will be made available one week (7 days) before work shall commence. In instances where the required equipment is not owned by the Contractor, Contractor shall explain how the equipment will be made available before the commencement of work. The City of San

Diego reserves the right to reject any response, in its opinion, if the Contractor has not demonstrated he or she will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period.

M. TYPE OF SUBMISSION: This document is submitted as:

- ☐ Initial submission of *Contractor Standards Pledge of Compliance*
- ☐ Initial submission of *Contractor Standards Pledge of Compliance* as part of a Cooperative agreement
- ☐ Initial submission of *Contractor Standards Pledge of Compliance* as part of a Sole Source agreement
- ☐ Update of prior *Contractor Standards Pledge of Compliance* dated _____.

Complete all questions and sign below.

Under penalty of perjury under the laws of the State of California, I certify that I have read and understand the questions contained in this Pledge of Compliance, that I am responsible for completeness and accuracy of the responses contained herein, and that all information provided is true, full and complete to the best of my knowledge and belief. I agree to provide written notice to the Purchasing Agent within five (5) business days if, at any time, I learn that any portion of this Pledge of Compliance is inaccurate. Failure to timely provide the Purchasing Agent with written notice is grounds for Contract termination.

I, on behalf of the firm, further certify that I and my firm will comply with the following provisions of SDMC section 22.3004:

- (a) I and my firm will comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of receiving notice that a government agency has begun an investigation of me or my firm that may result in a finding that I or my firm is or was not in compliance with laws stated in paragraph (a).
- (c) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (e) I and my firm will cooperate fully with the City during any investigation and to respond to a request for information within ten (10) working days.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed *Pledge of Compliance* is submitted.

J. Glen Smith, VP Business Service

Name and Title



Signature

08/09/2024

Date

**City of San Diego
CONTRACTOR STANDARDS
Attachment "A"**

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed. Print in ink or type responses and indicate question being answered.

Additional information in response to Section K, STATEMENT OF SUBCONTRACTORS & SUPPLIERS

Company Name: Action Research

Address: 3630 Ocean Ranch Blvd., Oceanside, CA 92056

Contact Name: Jennifer Tabanico Phone: 760-722-4000 Email: tabanico@actionresearch-inc.com

Contractor License No.: n/a DIR Registration No.: 1000046035

Sub-Contractor Dollar Amount: \$To Be Determined (per year) \$To Be Determined (total contract term)

Scope of work subcontractor will perform: Statistically valid surveys

Identify whether company is a subcontractor or supplier: Subcontractor

Certification type (check all that apply): DBE and ELBE and SLBE and WBE

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

J. Glen Smith, VP Business Services

Print Name, Title

J. Glen Smith
Signature

08/09/2024

Date

**City of San Diego
CONTRACTOR STANDARDS
Attachment "A"**

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed.
Print in ink or type responses and indicate question being answered.

Additional information in response to Section K, STATEMENT OF SUBCONTRACTORS & SUPPLIERS:

Company Name: J. Walcher Communications

Address: 1940 Market Street, San Diego, CA 92102

Contact Name: Sandy Young Phone: 619-295-7140 Email: sandy@jwalcher.com

Contractor License No: N/A DIR Registration No: N/A

Subcontractor Dollar Amount: \$To Be Determined (Per Year) \$To be Determined (total contract term)

Scope of Work subcontractor will perform: Strategic Communication, Marketing and Outreach; and Design Solutions

Identify whether company is a subcontractor or supplier: Subcontractor

Certification type (check all that apply): DBE and WBE

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

J. Glen Smith, VP Business Services

Print Name, Title


Signature

08/09/2024

Date

**City of San Diego
CONTRACTOR STANDARDS
Attachment "A"**

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed.
Print in ink or type responses and indicate question being answered.

Additional information in response to Section K, STATEMENT OF SUBCONTRACTORS & SUPPLIERS:

Company Name: Evari GIS Consulting, Inc.

Address: 3047 University Ave, Box 3, Suite 201, Sna Diego, CA 92104

Contact Name: Brian Gaze Phone: (858) 215-1163 Email: brian@sdgis.com

Contractor License No: N/A DIR Registration No: PW-LR-1000646994

Subcontractor Dollar Amount: \$To Be Determined (Per Year) \$To be Determined (total contract term)

Scope of Work subcontractor will perform: Project Web-mapping; GIS Analysis, Graphic Support

Identify whether company is a subcontractor or supplier: Subcontractor

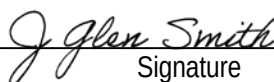
Certification type (check all that apply): DBE and SLBE and WBE

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

J. Glen Smith, VP Business Services

Print Name, Title


Signature

08/09/2024

Date

2.4 EQUAL OPPORTUNITY CONTRACTING FORM

EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)

GOODS AND SERVICES CONTRACTOR REQUIREMENTS

I. City's Equal Opportunity Contracting Commitment.

The City of San Diego (City) promotes equal employment and subcontracting opportunities. The City is committed to ensuring that taxpayer dollars spent on public contracts are not paid to businesses that practice discrimination in employment or subcontracting. The City encourages all companies seeking to do business with the City to share this commitment. Contractors are encouraged to take positive steps to diversify and expand their subcontractor and supplier solicitation base and to offer opportunities to all eligible business firms.

Contractors must submit the required EOCP documentation indicated below with their proposals. Contractors who fail to provide the required EOCP documentation are considered non-responsive.

II. Definitions.

Commercially Useful Function: a Small Local Business Enterprise or Emerging Local Business Enterprise (SLBE/ELBE) performs a commercially useful function when it is responsible for execution of the work and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the SLBE/ELBE shall also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself.

To determine whether an SLBE/ELBE is performing a commercially useful function, an evaluation will be performed of the amount of work subcontracted, normal industry practices, whether the amount the SLBE/ELBE firm is to be paid under the contract is commensurate with the work it is actually performing and the SLBE/ELBE credit claimed for its performance of the work, and other relevant factors. Specifically, an SLBE/ELBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of meaningful and useful SLBE/ELBE participation, when in similar transactions in which SLBE/ELBE firms do not participate, there is no such role performed.

Disadvantaged Business Enterprise (DBE): a certified business that is (1) at least fifty-one (51%) owned by socially and economically Disadvantaged Individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more socially and economically Disadvantaged Individuals; and (2) whose daily business operations are managed and directed by one or more socially and economically disadvantaged owners. Disadvantaged Individuals include Black Americans, Hispanic Americans, Asian Americans, and other minorities, or individual found to be disadvantaged by the Small Business Administration pursuant to Section 8 of the Small Business Reauthorization Act.

Disabled Veteran Business Enterprise (DVBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more Disabled Veterans; and (2) business operations must be managed and controlled by one or more Disabled Veterans. A Disabled Veteran is a veteran of the U.S. military, naval, or air service who resides in California and has a service-connected disability of at least 10% or more. The firm shall be certified by the State of California's Department of General Services, Office of Small and Minority Business.

Emerging Business Enterprise (EBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and which meets all other criteria set forth in the regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for EBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace.

Emerging Local Business Enterprise (ELBE): a Local Business Enterprise that is also an Emerging Business Enterprise.

Local Business Enterprise (LBE): a business that has both a principal place of business and a significant employment presence in the County of San Diego, and that has been in operation for twelve (12) consecutive months.

Minority Business Enterprise (MBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more minority individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more minorities owners. Minorities include the groups with the following ethnic origins: African, Asian Pacific, Asian Subcontinent, Hispanic, Native Alaskan, Native American, and Native Hawaiian.

Other Business Enterprise (OBE): any business which does not otherwise qualify as Minority, Woman, Disadvantaged, or Disabled Veteran Business Enterprise.

Principal Place of Business: a location wherein a business maintains a physical office and through which it obtains no less than fifty percent (50%) of gross annual receipts.

Significant Employee Presence: no less than twenty-five percent (25%) of a business's total number of employees.

Small Business Enterprise (SBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and that meets all other criteria set forth in regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for SBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace. A business certified as a DVBE by the State of California, and that has provided proof of such certification to the City manager, shall be deemed to be an SBE.

Small Local Business Enterprise (SLBE): a Local Business Enterprise that is also a Small Business Enterprise.

Women Business Enterprise (WBE): a certified business that is (1) at least fifty-one percent (51 %) owned by a woman or women, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more women; and (2) whose daily business operations are managed and directed by one or more women owners.

III. Disclosure of Discrimination Complaints.

As part of its proposal, Contractor shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Contractor in a legal or administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken. (Attachment AA).

IV. Work Force Report and Equal Opportunity Outreach Plan.

- A. Work Force Report. Contractors shall submit with their proposal a Work Force Report (WFR) for approval by the City. (Attachment BB). If the City determines that there are under representations when compared to County Labor Force Availability data, then the Contractor will also be required to submit an Equal Employment Opportunity Plan (EEOP) to the City for approval. Questions regarding the WFR should be directed to the Equal Opportunity Contracting Department.
- B. Duty to Comply with Equal Opportunity Outreach Plan. A Contractor for whom an EEOP has been approved by the City shall use best efforts to comply with that EEOP.

V. Small and Local Business Program Requirements.

The City has adopted a Small and Local Business Enterprise program for goods, services, and consultant contracts. The SLBE requirements are set forth in Council Policy 100-10. For contracts in which the Purchasing Agent is required to advertise for sealed proposals in the City's official newspaper or consultant contracts valued over \$50,000, the City shall:

- A. Apply a maximum of an additional 12% of the total possible evaluation points to the Contractor's final score for SLBE or ELBE participation. Additional points will be awarded as follows:
 - a. If the Contractor achieves 20% participation, apply 5% of the total possible evaluation points to the Contractor's score; or
 - b. If the Contractor achieves 25% participation, apply 10% of the total possible evaluation points to the Contractor's score; or
 - c. If the prime contractor is a SLBE or an ELBE, apply 12% of the total possible evaluation points to the Contractor's score.

VI. Maintaining Participation Levels.

- A. Additional points are based on the Contractor's level of participation proposed prior to the award of the goods, services, or consultant contract. Contractors are required to achieve and maintain the SLBE or ELBE participation levels throughout the duration of the goods, services, or consultant contract.
- B. If the City modifies the original specifications, the Contractor shall make reasonable efforts to maintain the SLBE or ELBE participation for which the additional points were awarded. The City must approve in writing a reduction in SLBE or ELBE participation levels.
- C. Contractor shall notify and obtain written approval from the City in advance of any reduction in subcontract scope, termination, or substitution for a designated SLBE or ELBE subcontractor.
- D. Contractor's failure to maintain SLBE or ELBE participation levels as specified in the goods, services, or consultant contract shall constitute a default and grounds for debarment under Chapter 2, Article 2, Division 8, of the San Diego Municipal Code.
- E. The remedies available to the City under Council Policy 100-10 are cumulative to all other rights and remedies available to the City.

VII. Certifications.

The City accepts certifications of MBE, WBE, DBE, or DVBE from the following certifying agencies:

- A. Current certification by the State of California Department of Transportation (CALTRANS) as DBE.
- B. Current MBE or WBE certification from the California Public Utilities Commission.
- C. DVBE certification is received from the State of California's Department of General Services, Office of Small and Minority Business.
- D. Current certification by the City of Los Angeles as DBE, WBE, or MBE.

Subcontractors' valid proof of certification status e.g., copy of MBE, WBE, DBE, or DVBE certification must be submitted with the proposal or contract documents. MBE, WBE, DBE, or DVBE certifications are listed for informational purposes only.

VIII. List of Attachments.

- AA. Contractors Certification of Pending Actions
- BB. Work Force Report

AA. CONTRACTORS CERTIFICATION OF PENDING ACTIONS

As part of this Contract, the Contractor must provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against the Contractor in a legal or administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

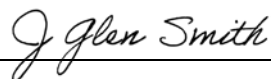
CHECK ONE BOX ONLY.

- ☒ The undersigned certifies that within the past 10 years the Contractor has NOT been the subject of a complaint or pending action in a legal administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers.
- ☐ The undersigned certifies that within the past 10 years the Contractor has been the subject of a complaint or pending action in a legal administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken and the applicable dates is as follows:

DATE OF CLAIM	LOCATION	DESCRIPTION OF CLAIM	LITIGATION (Y/N)	STATUS	RESOLUTION/ REMEDIAL ACTION TAKEN

Contractor Name: Kearns & West, Inc.

Certified By J. Glen Smith Title VP Business Services
Name

 Date 08/09/2024
Signature

**EQUAL OPPORTUNITY CONTRACTING (EOC)**

1200 Third Avenue, Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 236-5904

BB. WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

NO OTHER FORMS WILL BE ACCEPTED
CONTRACTOR IDENTIFICATION

Type of Contractor: ☐ Construction ☐ Vendor/Supplier ☐ Financial Institution ☐ Lessee/Lessor
☒ Consultant ☐ Grant Recipient ☐ Insurance Company ☐ Other

Name of Company: Kearns & West, Inc.

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): 500 Washington Street, Suite 425City: San Francisco County: San Francisco State: CA Zip: 94111Telephone Number: (415) 697-0574 Fax Number: N/AName of Company CEO: Anna West

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: 800 B. Ave., Suite 203City: National City County: San Diego State: CA Zip: 91950Telephone Number: (619) 966-8077 Fax Number: N/A Email: jisaacson@kearnswest.comType of Business: Meeting Facilitation and Public Outreach Type of License: N/AThe Company has appointed: Crystal Jackson, VP People & Operations

As its Equal Employment Opportunity Officer (EEEO). The EEEO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEEO may be contacted at:

Address: 1800 K Street NW, Suite 1110, Washington, DC 20006Telephone Number: (202) 448-8772 Fax Number: N/A Email: cjackson@kearnswest.com

☒ One San Diego County (or Most Local County) Work Force - Mandatory

☐ Branch Work Force *

☐ Managing Office Work Force

Check the box above that applies to this WFR.

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of Kearns & West, Inc.

(Firm Name)

Sonoma, CA

(County)

(State)

herein is true and correct. This document was executed on this 09 day of August, 2024

(Authorized Signature)

J. Glen Smith

(Print Authorized Signature Name)

WORK FORCE REPORT – Page 2

NAME OF FIRM: Kearns & West, Inc. DATE: 08/09/2024
OFFICE(S) or BRANCH(ES): Kearns & West, Inc. SoCal Office COUNTY: San Diego

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

(1) Black or African-American	(5) Native Hawaiian or Pacific Islander
(2) Hispanic or Latino	(6) White
(3) Asian	(7) Other race/ethnicity; not falling into other groups
(4) American Indian or Alaska Native	

Definitions of the race and ethnicity categories can be found on Page 4

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial	0	0	2	0	0	1	0	0	0	0	0	6	0	1
Professional														
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column	0	0	2	0	0	1	0	0	0	0	0	6	0	1
	0													

Grand Total All Employees	10

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

(1) Black or African-American	(5) Native Hawaiian or Pacific Islander
(2) Hispanic or Latino	(6) White
(3) Asian	(7) Other race/ethnicity; not falling into other groups
(4) American Indian or Alaska Native	

Definitions of the race and ethnicity categories can be found on Page 4

TRADE OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column														

Grand Total All Employees

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														

SUBCONSULTANT CERTIFICATIONS

Action Research ELBE Certificate

City of San Diego



Small Local Business Enterprise (SLBE) Program Certification

Action Research

Emerging Local Business Enterprise (ELBE)

General Services

(NAICS: 541820, 541910, 541990)

Certification Number: 13AR0973

Effective: 6/18/2024 - 6/18/2026

Christian Silva
Program Manager
Equal Opportunity Contracting

Action Research DBE Certificate



Jennifer J. Tabanico

August 24, 2023

Action Research

File #:40145

3630 Ocean Ranch Blvd.
Oceanside, CA 92056

Subject: Disadvantaged Business Enterprise (DBE) Certification Approval

Dear Ms. Tabanico:

We are pleased to advise you that after careful review of your application and supporting documentation, the **California Department of Transportation (Caltrans)** has determined that your firm meets eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulations 49 CFR Part 26. This certification is also recognized by all USDOT agencies of California.

Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific area(s) of expertise that you have identified on the NAICS Codes form the Application Package:

CA WCC C8700: CONSULTANT, NON-ENGINEERING

CA WCC C8712: PUBLIC RELATIONS

CA WCC C8837: CITIZEN COMMUNITY INVOLVMENT

CA WCC I8730: RESEARCH & TESTING SERVICES

CA WCC I8750: MARKET RESEARCH & FOCUS GROUPS

NAICS 541613: MARKETING CONSULTING SERVICES

NAICS 541720: RESEARCH AND DEVELOPMENT IN THE SOCIAL SCIENCES AND HUMANITIES

NAICS 541820: PUBLIC RELATIONS AGENCIES

NAICS 541910: MARKETING RESEARCH AND PUBLIC OPINION POLLING

NAICS 813319: OTHER SOCIAL ADVOCACY ORGANIZATIONS

Your DBE certification applies only for the above code(s). You may review your firm's information in the California Unified Certification Program's (CUCP) DBE database which can be accessed at the CUCP website at <https://californiaucp.dbesystem.com/>. Any additions and revisions must be submitted to Caltrans for review and approval.

In order to assure continuing DBE status, you must submit an Annual Update Declaration form, along with supporting documentation. Based on your annual submission that no change in ownership and control has occurred, or if changes have occurred, they do not affect your firm's DBE standing, the DBE certification of your firm will continue until or unless it is removed by our agency.

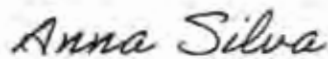
Also, should any changes occur that could affect your certification status prior to receipt of the Annual Update Declaration, such as changes in your firm's name, business/ mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify us immediately. Failure to submit forms and/or change of information will be deemed a failure to cooperate under Section 26.109 of the Regulations.

Caltrans reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information, DBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records, and documents by Caltrans.

For information on California Department of Transportation (Caltrans) contracting opportunities, please visit our website Office of Civil Rights at <https://dot.ca.gov/programs/procurement-and-contracts/contract-with-caltrans>.

Congratulations, and thank you for your interest in the DBE Program. I wish you every business success and look forward to hearing from you if I may be of any assistance to you in this regard.

Sincerely,



Anna M. Silva
Office Chief
Office of Civil Rights

This message was sent to: "Caroline Lugo"
Sent on: 8/24/2023 9:53:10 AM
System ReferenceID: 203957976

7/30/24, 9:46 AM

B2Gnow

Certified Profile

CLOSE WINDOW [Print](#)

Business & Contact Information

BUSINESS NAME	Action Research
OWNER	Ms. Jennifer J. Tabanico
ADDRESS	3630 Ocean Ranch Blvd. Oceanside, CA 92056 [map]
PHONE	760-722-4000 Ext. 100
FAX	760-722-4005
EMAIL	stubblefield@actionresearch-inc.com
WEBSITE	http://www.actionresearch-inc.com
ETHNICITY	Caucasian
GENDER	Female
COUNTY	San Diego (CA)

Certification Information

CERTIFYING AGENCY	California Department of Transportation
CERTIFICATION TYPE	DBE - Disadvantaged Business Enterprise
CERTIFIED BUSINESS DESCRIPTION	Marketing Consulting Services Research and Development in the Social Sciences and Humanities Public relations agencies Marketing Research and Public Opinion Polling

Commodity Codes

Code	Description
CA WCC C8700	CONSULTANT, NON-ENGINEERING
CA WCC C8712	PUBLIC RELATIONS
CA WCC C8837	CITIZEN COMMUNITY INVOLVMENT
CA WCC I8730	RESEARCH & TESTING SERVICES
CA WCC I8750	MARKET RESEARCH & FOCUS GROUPS

7/30/24, 9:46 AM

B2Gnow

NAICS 541613	Marketing consulting services
NAICS 541720	Research and Development in the Social Sciences and Humanities
NAICS 541820	Public relations agencies
NAICS 541910	Marketing Research and Public Opinion Polling
NAICS 813319	Other Social Advocacy Organizations

Additional Information

WORK DISTRICTS/REGIONS	All work districts/regions
CUCP PUBLIC DIRECTORY CERTIFICATION NUMBER	40145

This profile was generated on 7/30/2024

Action Research WBE Certificate**SUPPLIER CLEARINGHOUSE
CERTIFICATE OF ELIGIBILITY**

CERTIFICATION EXPIRATION DATE: **March 24, 2026**

The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission hereby certifies that it has audited and verified the eligibility of:

***Action Research
Women Business Enterprise (WBE)***

pursuant to Commission General Order 156, and the terms and conditions stipulated in the Verification Application Package. This Certificate shall be valid only with the Clearinghouse seal affixed hereto.

Eligibility must be maintained at all times, and renewed within 30 days of any changes in ownership or control. Failure to comply may result in a denial of eligibility. The Clearinghouse may reconsider certification if it is determined that such status was obtained by false, misleading or incorrect information. Decertification may occur if any verification criterion under which eligibility was awarded later becomes invalid due to Commission ruling. The Clearinghouse may request additional information or conduct on- site visits during the term of verification to verify eligibility.

This certification is valid only for the period that the above firm remains eligible as determined by the Clearinghouse. Utility companies may direct inquiries concerning this Certificate to the Clearinghouse at (800) 359-7998.

VON: 20000271

DETERMINATION DATE: March 24, 2023

Citythinkers ELBE Certificate



Evri SLBE Certificate

City of San Diego



**Small Local Business Enterprise (SLBE)
Program Certification**

Evri GIS Consulting, Inc.

Small Local Business Enterprise (SLBE)

Professional Services

(NAICS: 541370)

Certification Number: 11EC0371

Effective: 3/15/2024 - 3/15/2026

Christian Silva
Program Manager
Equal Opportunity Contracting

Evvari DBE Certificate

June 4, 2024
File #: 50985

Eva J. Isaak
EVARI GIS CONSULTING, INC.
3047 University Ave.
Box 3
Suite 201
San Diego, CA 92104

Subject: Disadvantaged Business Enterprise (DBE) Certification Approval

Dear Mrs. Isaak:

We are pleased to advise you that after careful review of your application and supporting documentation, the California Department of Transportation (Caltrans) has determined that your firm meets eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulations 49 CFR Part 26. This certification is also recognized by all USDOT agencies of California.

Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific area(s) of expertise that you have identified on the NAICS Codes form the Application Package:

CA WCC C8711: COMPUTER
CA WCC C8722: ENVIRONMENTAL ENGINEER
CA WCC I7370: COMPUTER & DATA PROCESSING SERVICES
CA WCC I7371: COMPUTER PROGRAMMING
CA WCC I7375: INFORMATION RETRIEVAL SYSTEMS
CA WCC I8240: VOCATIONAL SCHOOLS
NAICS 518210: APPLICATION HOSTING (EXCLUDING SOFTWARE PUBLISHING)
NAICS 541370: GEOGRAPHIC INFORMATION SYSTEM (GIS) BASE MAPPING SERVICES
NAICS 541370: GEOSPATIAL MAPPING SERVICES
NAICS 541511: APPLICATIONS SOFTWARE PROGRAMMING SERVICES, CUSTOM COMPUTER
NAICS 611420: COMPUTER TRAINING

Your DBE certification applies only for the above code(s). You may review your firm's information in the California Unified Certification Program's (CUCP) DBE database which can be accessed at the CUCP website at <https://californiaucp.dbesystem.com/>. Any additions and revisions must be submitted to Caltrans for review and approval.

In order to assure continuing DBE status, you must submit an Annual Update Declaration form, along with supporting documentation. Based on your annual submission that no change in ownership and control has occurred, or if changes have occurred, they do not affect your firm's DBE standing, the DBE certification of your firm will continue until or unless it is removed by our agency.

Also, should any changes occur that could affect your certification status prior to receipt of the Annual Update Declaration, such as changes in your firm's name, business/mailling address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify us immediately. Failure to submit forms and/or change of information will be deemed a failure to cooperate under Section 26.109 of the Regulations.

Caltrans reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information. DBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records, and documents by Caltrans.

For information on California Department of Transportation (Caltrans) contracting opportunities, please visit our website Office of Civil Rights at <https://dot.ca.gov/programs/procurement-and-contracts/contract-with-caltrans>.

Congratulations, and thank you for your interest in the DBE Program. I wish you every business success and look forward to hearing from you if I may be of any assistance to you in this regard.

Sincerely,

Anna M. Silva
Office Chief
Office of Civil Rights

Evari WBE Certificate**SUPPLIER CLEARINGHOUSE
CERTIFICATE OF ELIGIBILITY**

CERTIFICATION EXPIRATION DATE: **July 2, 2027**

The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission hereby certifies that it has audited and verified the eligibility of:

EVARI GIS CONSULTING, INC. DBA Evari Consulting
Women Business Enterprise (WBE)

pursuant to Commission General Order 156, and the terms and conditions stipulated in the Verification Application Package. This Certificate shall be valid only with the Clearinghouse seal affixed hereto.

Eligibility must be maintained at all times and renewed within 30 days of any changes in ownership or control. Failure to comply may result in a denial of eligibility. The Clearinghouse may reconsider certification if it is determined that such status was obtained by false, misleading or incorrect information. Decertification may occur if any verification criterion under which eligibility was awarded later becomes invalid due to Commission ruling. The Clearinghouse may request additional information or conduct on-site visits during the term of verification to verify eligibility.

This certification is valid only for the period that the above firm remains eligible as determined by the Clearinghouse. Utility companies may direct inquiries concerning this Certificate to the Clearinghouse at (800) 359-7998.

VON: 24000648

DETERMINATION DATE: July 2, 2024

Imagine Creative Services ELBE Certificate



Purchasing & Contracting Department
Equal Opportunity Contracting

August 12, 2024

Imagine Creative Services
Mr. Peter Schrock
219 1/2 22nd Street
San Diego, CA 92102

Subject: Small Local Business Enterprise Certification

Dear Mr. Schrock:

Congratulations! We have reviewed your application and you have been approved for certification as a City of San Diego Emerging Local Business Enterprise (ELBE). Your certification number is 17IC1831 and your classification is General Services. Please reference this certification number when bidding on City projects. For the City's Small Local Business Enterprise (SLBE) Program, your certification is effective August 15, 2024. This certification expires on August 15, 2026 at which time you will need to reapply in accordance with the SLBE guidelines.

To receive potential contracting opportunities, please ensure that you register with the City's web-based vendor registration and bid management system, BidsOnline™ hosted by PlanetBids System. For additional information go to:

<http://www.sandiego.gov/purchasing/bids-contracts/vendorreg.shtml>

Construction Contractors: Contractors desiring to bid as a prime contractor on City of San Diego public works construction projects must be prequalified in accordance with the San Diego Municipal Code §22.3004(a). Please review the Notice to Contractors regarding changes to Contractor Prequalification Program, effective 10/1/16 in Enclosure 1.

If an applicant is seeking bid on a specific project, the prequalification application must be received at least two weeks **prior** to the bid due date. Upon prequalification approval, an automated email notification will be forwarded from PlanetBids. Please be sure to print your prequalification approval letter for your records.

For questions regarding the Prequalification Program, please contact Public Works – Contracting at (619) 533-3450.

For questions regarding the Small Local Business Enterprise (SLBE) Program, please contact Equal Opportunity Contracting at (619) 236-6000.

Imagine Creative Services ELBE Certificate



J. Walcher Communications DBE Certificate

Generated by Sandy Young, J. Walcher Communications, Inc. on 8/20/2024

Certification: View**Help & Tools** [Certification List](#)[Submit Change Request](#)[Add Date Alert](#)

Vendor Information

BUSINESS NAME	J. Walcher Communications, Inc.
SYSTEM VENDOR NUMBER	20384028
PRIMARY OWNER'S NAME	Ms. Jean Walcher
ETHNIC GROUP	Caucasian
GENDER	Female

Certification Information

CERTIFYING AGENCY	California Department of Transportation
CERTIFICATION TYPE	DBE - Disadvantaged Business Enterprise
EFFECTIVE DATE	11/5/2023
RENEWAL DATE	11/1/2024

Contact Information

MAIN COMPANY EMAIL	jean@jwalcher.com
MAIN PHONE	619-295-7140
MAIN FAX	619-295-7135
MAIN COMPANY WEBSITE	http://www.jwalcher.com

Addresses

PHYSICAL ADDRESS	1940 MARKET ST SAN DIEGO, CA 92102 [map]
MAILING ADDRESS	1940 MARKET ST SAN DIEGO, CA 92102 [map]

Business Capabilities

BUSINESS CERTIFIED FOR	CA WCC C8700: CONSULTANT, NON-ENGINEERING; CA WCC I7310: ADVERTISING; CA WCC I8750: MARKET RESEARCH & FOCUS GROUPS; NAICS 541613: Marketing consulting services; NAICS 541810: Advertising agencies; NAICS 541820: Public relations agencies;

Generated by Sandy Young, J. Walcher Communications, Inc. on 8/20/2024

FULL DESCRIPTION OF CAPABILITIES/PRODUCTS	NAICS 541840: Media Representatives; NAICS 541850: Indoor and Outdoor Display Advertising; NAICS 541860: Direct Mail Advertising; NAICS 541870: Advertising Material Distribution Services; NAICS 541890: Other Services Related to Advertising; NAICS 541910: Marketing Research and Public Opinion Polling CA WCC C8700: CONSULTANT, NON-ENGINEERING; CA WCC I7310: ADVERTISING; CA WCC I8750: MARKET RESEARCH & FOCUS GROUPS; NAICS 541613: Marketing consulting services; NAICS 541810: Advertising agencies; NAICS 541820: Public relations agencies; NAICS 541840: Media Representatives; NAICS 541850: Indoor and Outdoor Display Advertising; NAICS 541860: Direct Mail Advertising; NAICS 541870: Advertising Material Distribution Services; NAICS 541890: Other Services Related to Advertising; NAICS 541910: Marketing Research and Public Opinion Polling	
COMMODITY CODES	CA WCC C8700 CA WCC I7310 CA WCC I8750 NAICS 541613 NAICS 541810 NAICS 541820 NAICS 541840 NAICS 541850 NAICS 541860 NAICS 541870 NAICS 541890 NAICS 541910	CONSULTANT, NON-ENGINEERING ADVERTISING MARKET RESEARCH & FOCUS GROUPS Marketing consulting services (More) Advertising agencies (More) Public relations agencies (More) Media Representatives (More) Indoor and Outdoor Display Advertising (More) Direct Mail Advertising (More) Advertising Material Distribution Services (More) Other Services Related to Advertising (More) Marketing Research and Public Opinion Polling (More)

Owner Ethnicity and Gender

ETHNIC GROUP	Caucasian
GENDER	Female

Location and Work Districts/Regions

COUNTY	San Diego (CA)
STATEWIDE WORK AREA	No
WORK DISTRICTS/REGIONS	Imperial Los Angeles Orange Riverside Sacramento San Bernardino San Diego

Additional Information

CUCP PUBLIC DIRECTORY CERTIFICATION NUMBER	42992

J. Walcher Communications WBE Certificate

Generated by Sandy Young, J. Walcher Communications, Inc. on 8/20/2024

Certification: View

Help & Tools 

Certification List

Add Date Alert

This record is from **SAM.gov**. It is not managed by Supplier Clearinghouse.

Vendor Information

BUSINESS NAME	JWALCHER COMMUNICATIONS INC
SYSTEM VENDOR NUMBER	20384028
PRIMARY OWNER'S NAME	Ms. Jean Walcher
ETHNIC GROUP	
GENDER	Female

Certification Information

CERTIFYING AGENCY	SAM.gov
CERTIFICATION TYPE	WBE - Women Business Enterprise

Contact Information

MAIN PHONE	295-7140
MAIN FAX	295-7135
MAIN COMPANY WEBSITE	http://www.jwalcher.com

Addresses

PHYSICAL ADDRESS	1940 MARKET ST SAN DIEGO, CA 92102-2833 [map]
MAILING ADDRESS	1940 MARKET ST SAN DIEGO, CA 92102 [map]

Business Capabilities

BUSINESS CERTIFIED FOR	
FULL DESCRIPTION OF CAPABILITIES/PRODUCTS	

Generated by Sandy Young, J. Walcher Communications, Inc. on 8/20/2024

COMMODITY CODES	NAICS 541820	Public Relations Agencies (More)

Owner Ethnicity and Gender	
ETHNIC GROUP	
GENDER	Female

Location
COUNTY

Certification List

This profile was generated on 8/20/2024

TAB B

EXECUTIVE SUMMARY AND RESPONSE TO SPECIFICATIONS



2.12 EXECUTIVE SUMMARY

Meet The Kearns & West Team!

Kearns & West specializes in community engagement, stakeholder facilitation, and communications. In business for 40 years, our team of 110+ is at the forefront of involving communities and stakeholders in public policy, land use planning, equity, and major infrastructure across the country. The San Diego-based team, including subconsultants Action Research, Citythinkers, Evari GIS, J.Walcher Communications, and Imagine Creative, has experience across San Diego, including current work with the City of San Diego Planning Department on the Inclusive Public Engagement Guide.

Equitable, inclusive engagement – especially for underserved and historically marginalized communities – is standard practice for us. We are committed to helping our public agency clients achieve their goals for meaningful community and stakeholder involvement in moving forward essential policies and programs. We do this work because we are committed to creating paths for community members to be informed and share their knowledge and perspectives on government activities that potentially affect them. Our approach is informed by the International Association of Public Participation Core Values and Spectrum of Participation and the American Institute of Certified Planners Code of Ethics. Different projects have different kinds of opportunities for community engagement, and assessing both the technical level of the project subject matter and the regulatory drivers are important considerations when we're helping government agencies determine community engagement objectives. Our proposal demonstrates the strengths we will bring to the City's public involvement and is organized per the RFP specifications.



Ad hoc sign created by a neighbor to get out the word about a meeting as part of engagement conducted by Kearns & West for a specific plan in Riverside's oldest neighborhood.

Why Kearns & West for City of San Diego Planning Department

- Our cross-sector experience aligns well with the Planning Department's many and varied planning efforts. Kearns & West is equipped to quickly act and adapt to provide exceptional support.
- Experience conducting community engagement and stakeholder facilitation for community planning and housing, transportation and mobility, energy, water, climate and resiliency, open space and resources, and recreation projects.
- Team members with working backgrounds as planners who understand how to integrate engagement into planning, special studies, and environmental review processes, bringing expertise in navigating municipal decision-making structures.
- Exceptional facilitators for community meetings and workshops as well as advisory committee and working group processes.
- Understanding of the federal, state, and local policies, regulations, and plans that inform and drive many of the Planning Department's long-range planning projects.
- Capabilities in managing on-call contracts and subconsultants, including team members' experience managing prior City of San Diego contracts.
- Local team, local subconsultants, and decades of collective team knowledge of both the cities and unincorporated communities in the San Diego region.
- A comprehensive service platform for innovative, customized public outreach and involvement programs, including proven leadership in deploying equitable, inclusive engagement methods with community-based partnerships and compensation.
- Experience integrating language justice principles into engagement strategies to empower communities through linguistic inclusion.

2.13 RESPONSE TO SPECIFICATION

Firm Profile and List of Services

Kearns & West specializes in community engagement, stakeholder facilitation, and communications. In business for 40 years, our team of 100+ is at the forefront of involving communities and other stakeholders in public policy, planning, housing, resource management, parks and open space, equity, and major infrastructure across the country. Kearns & West is a leader in California tribal engagement and understands the importance of conducting thoughtful tribal engagement separately from public and stakeholder engagement from both a regulatory and discretionary perspective.

The local San Diego team has experience across San Diego County, including work with the City of San Diego Planning Department, San Diego Community Power, San Diego International Airport Authority, and San Diego Association of Governments. Kearns & West's approach involves weaving together traditional public involvement tools with online engagement and "going to where people are" to optimize participation opportunities. Kearns & West's skilled facilitators help contribute to successful community meetings and advisory group processes. Equitable, inclusive engagement – especially for underserved and historically marginalized communities – is standard practice for them. Kearns & West understands that successful design and facilitation of participatory processes rely on policy and regulatory framework knowledge, which we've gained from many years of projects involving housing, community and land use planning, transportation, energy, water, climate and resiliency, open space and resources, recreation, and environmental review. The Kearns & West team similarly works across multiple sectors. With backgrounds in planning and policy, team members are adept at assessing the federal, state, and local laws and regulations that underpin projects (see Figure 1). Acknowledging and integrating regulatory frameworks into public and stakeholder involvement projects is standard practice for Kearns & West. Careful attention is paid to regulations and policies that have specific public involvement requirements and/or establish parameters that drive project outcomes.

Figure 1

Kearns & West's Project Experience with Federal, State, and Local Laws, Regulations, and Policies

FEDERAL

- Americans with Disabilities Act/ 501 Compliance
- Civil Rights Act
- Clean Water Act
- Clean Air Act
- Coastal Zone Management Act
- Comprehensive Environmental Response, Compensation, and Liability Act
- Endangered Species Act
- Federal Transit Administration Regulations and Programs, including for operators
- Justice40 Initiative
- National Environmental Policy Act
- National Historic Preservation Act
- Toxics Substances Control Act
- Transportation

STATE

- Affordable Housing and Sustainable Communities
- Ambient Air Quality Standards
- California Coastal Act
- California Endangered Species Act
- California Environmental Quality Act
- California Government Code re: General Plans and Zoning
- Community Air Protection Program
- Enhanced Mobility for Seniors and Individuals with Disabilities Program
- Global Warming Solutions Act
- Local Transportation Fund
- Planning and Zoning Law
- SB10 for Increased Housing Density
- SB 743 for Transportation Impacts
- State Implementation Plan for Air Quality
- State Transit Assistance

- Sustainable and Affordable Housing Act
- Sustainable Groundwater Management Act
- Transportation Development Act

REGIONAL/LOCAL

- Climate Action and Adaptation Plans
- Complete Community Plans
- Development Regulations and Zoning
- General Plans, including Housing Elements
- Habitat Management Plans
- Hazard Mitigation Plans
- Integrated Resource Plans for Water, Power
- Local Coastal Programs
- Mobility/Complete Streets Plans
- Mobility Plans
- Parks, Trails, and Recreation Master Plans
- Regional Transportation Plans
- Specific Plans/Community Plans
- Stormwater Master Plans
- Sustainability Plans

Imagine Creative Services

Kearns & West will be supported by Imagine Creative Services, ELBE (Emerging Local Business Enterprise). Imagine is a creative engagement consulting company working at the intersection of applied theatre, multimedia arts, and community development. Founded in 2021, they utilize the arts to educate, connect, inspire, and activate intergenerational groups toward the flourishing of San Diego's diverse communities. Imagine's work includes interactive facilitation and media and design for outreach, pop-ups, creative gatherings, and other arts-based engagements. They specialize in methods that expand access and are informed by trauma-sensitive care, restorative justice, and culturally-responsive engagement. These methods equip them to address the challenges of building trust across disparate communities to create space for authentic dialogue and collaborative solutions.



Imagine conducting creative engagement in San Diego's Barrio Logan neighborhood.

Action Research

Action Research is a SLBE/ELBE-certified behavior change marketing firm located in San Diego County that specializes in the application of behavioral and social science research to programs that promote safe, healthy, and sustainable communities. Since 2001, Action Research has gained international attention as a leader in using research to develop successful community-based social marketing (CBSM) programs. Their efforts have been published in academic journals and featured in numerous popular publications including the Wall Street Journal. Their global clientele includes government agencies, non-profits, and private companies seeking to foster positive behavior changes related to health, safety, and the environment.

Action Research will support the Kearns & West team by providing a full range of services including target audience identification; quantitative surveys (telephone, mail, intercept, web, observations); qualitative research (focus groups, in-depth interviews); advanced statistical analyses; experimental research design; behavioral science training; message development/testing; and branding and creative development. They have worked with dozens of public agencies, including the Cities of San Diego, Oceanside, and Encinitas, the Counties of San Diego, Riverside, and Orange to develop behavior change programs and are currently working with the City of San Diego on three separate contracts aimed at preventing stormwater pollution across a variety of behaviors and audiences.

Service Platform

- Public involvement plan preparation and implementation
- Stakeholder assessments and engagement programs
- Community advisory group and work group process design and facilitation
- Public meeting facilitation, logistics, and documentation
- Community organization partnerships and compensation
- Pop-up and experiential outreach
- Online engagement platforms and polling
- Youth outreach
- Environmental justice and under-represented community engagement
- Mediation and conflict resolution
- Informational materials development
- Messaging and talking points
- Media relations and social media outreach
- Virtual public workshops and meetings
- Issue tracking and response plans
- Graphic design and production
- Video
- Branding and graphic identity
- Multi-language translation and interpretation
- Tribal engagement
- Training and capacity building

Action Research is led by Jennifer Tabanico, a recognized expert, university instructor, and published author on the topic of CBSM and pro-environmental behavior change. Her ongoing involvement in social marketing, academic communities, and professional industry organizations such as the American Association for Public Opinion Research ensures that Action Research is leveraging the latest research in its approach to campaigns. Our senior staff members have graduate-level degrees in the behavioral sciences, with extensive experience in survey and sampling methods, strategy development, and both qualitative and quantitative research designs.

Eviri GIS Consulting, Inc.

Eviri is a San Diego-based California-certified small business (SLBE) and a certified Disadvantaged Business Enterprise (DBE) firm dedicated to enhancing community engagement and public outreach through the innovative use of spatial data and Geographic Information Systems (GIS). Eviri understands that effective community engagement requires more than just technology; it requires a commitment to making information accessible, inclusive and relevant. They strive to empower communities by providing them with the tools and insights needed to actively participate in shaping their environments. Understanding that clear communication is key to effective public outreach, Eviri creates engaging, interactive web maps, dashboards, surveys and websites (StoryMap). Our Enterprise WebGIS environment allows us to present data in ways that are easy to understand and interact with, fostering better community participation and feedback.

Citythinkers

Citythinkers, a certified SLBE, will bring skills in integrated and multi-disciplinary planning, urban design, and outreach to the Kearns & West team. Diego Velasco, Principal, has 25 years of experience in the fields of planning, housing, and design, the firm's work ranges in scale and scope from General Plans to Community Plans, Specific Plans, Zoning Codes, Streetscape Design, Design Guidelines, Housing Design, and Community Outreach. In recent years, Citythinkers have gained valuable expertise in Community Resiliency Planning. Their background in architecture (focused on urban, infill housing and mixed-use) informs the planning practice and enriches each planning project with "real world true-testing" of bold ideas and visionary thinking.

Citythinkers has a proven track record of successful work and collaboration on multiple City of San Diego projects, including almost all recent community plan updates in the city, housing incentive programs including Complete Communities, the Hillcrest LGBTQ+ Cultural District, and the Coastal Resilience Master Plan, to name a few. Citythinkers have a close and productive working relationship with City Planning Department staff and work easily across multiple teams.

Citythinkers core services:

- Community Outreach and Engagement
- Affordable Housing Design
- Prototyping & Site Feasibility
- Urban Design & Design Guidelines
- Zoning Codes & Supplemental Development Regulations
- Policy & Land Use Planning
- Community Resilience Planning
- 3D Visualizations & Renderings



Diego Velasco, an accomplished San Diego urban designer who has won awards for effective and creative community engagement

J. Walcher Communications

Kearns & West will be supported by J. Walcher Communications (DBE) for strategic communication, marketing and outreach. Brushing off flash and fluff in favor of substance and style, J. Walcher Communications uses the power of creativity, strategic collaboration and media influencers to share our clients' stories with key audiences across the nation. Their mission is

simple: to generate measurable and meaningful results for a growing list of organizations and companies. Celebrating 23 years in business, they offer a wide range of communication services including:

- Branding and Positioning
- Cause Marketing and Promotions
- Community Relations and Public Outreach
- Crisis Communications
- Editorial and Design Services
- Media Strategies and Relations
- Media Training and Public Speaking Training
- Social Media and Online Media
- Special Event Design, Coordination and Publicity
- Web and Digital Design

Some of JWC's most notable successes are our long-term relationships with our clients. We add the greatest value when we are entrenched in a client's goals and mission and can serve as an extension of its marketing department. We bring ideas to the table, and depending on your goals and strategies, we develop PR concepts, partnerships and campaigns that advance your mission. The JWC staff is creative, strategic, responsive and proactive and their client experience is complementary to the needs of the City of San Diego.

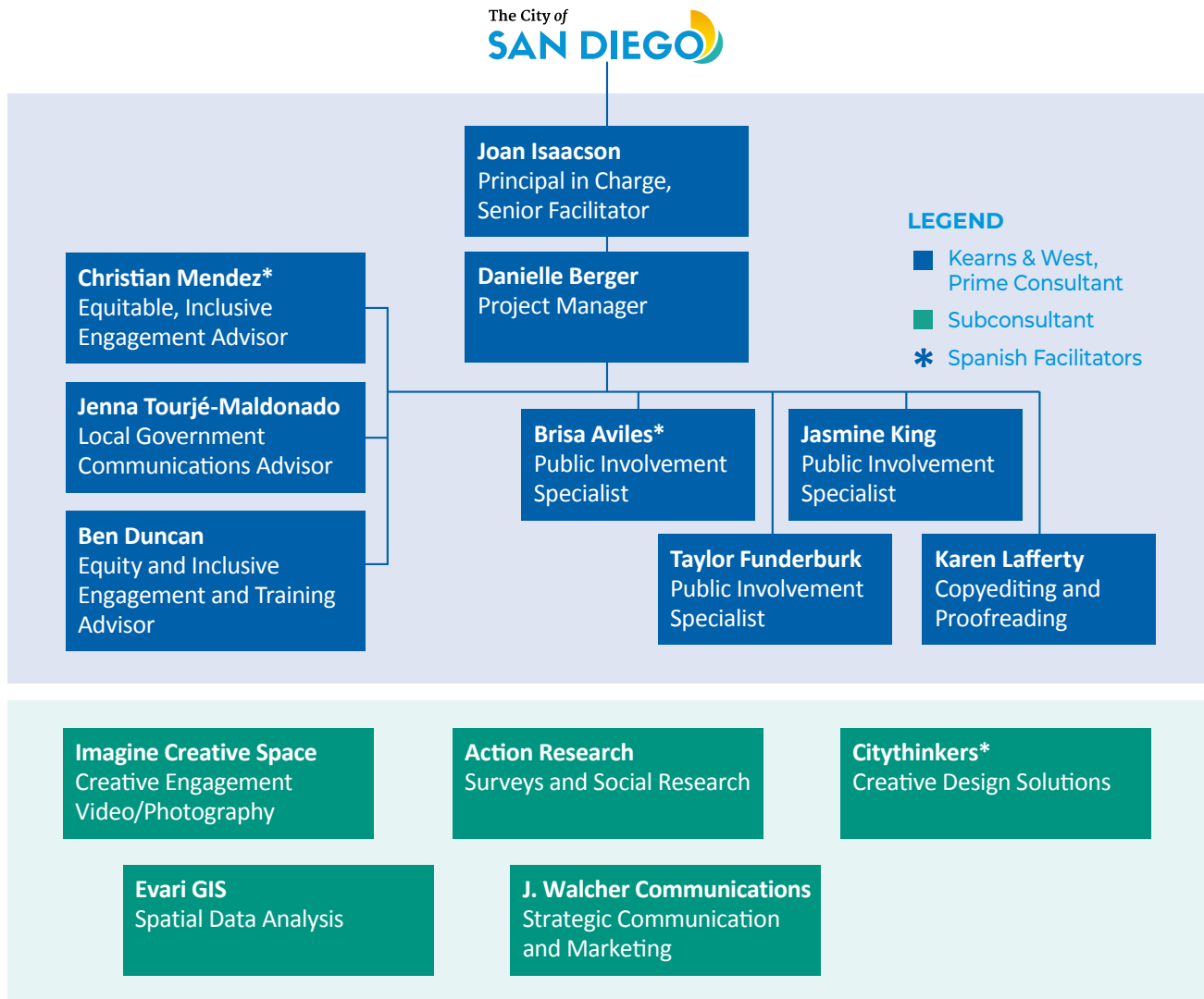
Commitment to Inclusiveness and Diversity

Kearns & West considers Diversity, Equity, and Inclusion (DEI) a business imperative because it creates a more inclusive culture, employees value diversity, and quite frankly diverse organizations are more profitable. However, Kearns & West's efforts go beyond checking the box through a compliance-focused or programmatic approach to DEI. Instead, we focus on continuing to develop a fully inclusive culture. To that end we employed the services of DEI consultants to provide training for all staff. We have developed a DEI Strategy and Plan to ensure we weave DEI throughout our processes for talent acquisition: hiring and recruitment, employee experience: building an inclusive culture, training and development, client and employer branding, community investment, and supplier diversity. Our DEI plan will continue to enable Kearns & West's workforce and leadership to mirror the communities we serve, provide all employees a safe space to bring their full selves to work and contribute meaningfully, and confirm that diverse employees are developing and advancing at the same rate as everyone else. Kearns & West's management team is spearheading all DEI efforts with the support of its People & Operations department, to include a DEI Council and employee resource/affinity groups.

Team Bios and Org Chart

Name	Role	Staff Bio
Joan Isaacson	Principal-in-Charge, Senior Facilitator	Joan Isaacson is a Principal at Kearns & West in San Diego, bringing over 30 years of experience consulting in community engagement, stakeholder facilitation, and urban and environmental planning across San Diego and beyond. She brings particular expertise in equitable, inclusive engagement; process and meeting facilitation; and participatory process design. Joan's experience spans the full arc of projects, from planning to design, environmental review, and construction. In earlier years of her career, Joan had significant roles in San Diego parking and affordable housing studies, parks planning, mobility and transit projects, water supply, and arts and culture.
Danielle Berger	Project Manager	Danielle Berger is a Director at Kearns & West in San Diego and has 10 years of professional experience in the San Diego region as a project and contract manager working on planning, mobility, and land use projects. She specializes in creative public outreach and meeting facilitation. Danielle approaches outreach and engagement with a focus on tactile and creative educational experiences to meaningfully engage community members in planning and design processes.
Christian Mendez	Equitable and Inclusive Engagement Advisor	Christian Mendez is a Director and Bilingual Facilitator at Kearns & West. He brings 10 years of experience in community engagement across California. His insights and practical ideas for achieving inclusive engagement of historically marginalized communities, including labor communities, have provided him with firsthand experience in community planning, resident organizing, participatory planning processes, and capacity building.
Jenna Tourjé- Maldonado	Local Government Communications Advisor	Jenna Tourjé-Maldonado is a Principal at Kearns & West with over 15 years of experience in community engagement, stakeholder facilitation, and urban planning. Her practice includes engagement with federal, state, and local government; tribes and indigenous communities; coastal communities; environmental organizations; recreational interests; and community groups. She is certified by the International Association of Public Participation (IAP2).

Name	Role	Staff Bio
Ben Duncan	Equitable and Inclusive Engagement and Training Advisor	Ben Duncan is a Senior Director at Kearns & West with over 15 years of experience in executive leadership and public and non-profit management facilitation focused on policy and program design, organizational culture change, and best practices in Environmental Justice and Diversity, Equity, and Inclusion. He specializes in developing practical and inclusive processes in complex political and organizational environments and partnering with communities and all levels within organizations, from executive leadership to front-line employees, to develop collaborative solutions.
Brisa Aviles	Public Involvement Specialist	Brisa Aviles is an Associate at Kearns & West in San Diego with experience in community organizing, engagement, and planning. Brisa brings expertise in facilitation and relationship-building in historically marginalized communities in San Diego County. She is a native Spanish speaker with experience in Spanish language facilitation and is an advocate for language justice.
Taylor Funderburk	Public Involvement Specialist	Taylor Funderburk is a Senior Associate at Kearns & West in San Diego and supports public involvement and stakeholder facilitation processes in regional and community planning. Taylor's expertise includes managing projects, planning and coordinating logistics for in-person and virtual engagement events, developing project materials, and notetaking and summary writing. She has served local San Diego nonprofits in community engagement and project management.
Jasmine King	Public Involvement Specialist	Jasmine King is a Senior Associate on the Kearns & West San Diego team, a core member of the firm's Equitable and Inclusive Engagement Practice Team, and a native of the San Diego region. They have extensive knowledge of and experience conducting engagement at the regional scale in San Diego County. Jasmine has supported strategic planning processes for government agencies, integrating equitable and inclusive engagement for historically excluded communities.
Karen Lafferty	Copyediting and Proofreading	Karen Lafferty is a communications and writing specialist with Kearns & West in San Diego. She supports documentation of public involvement and stakeholder facilitation processes for local and regional community planning projects. Karen brings a background in community outreach and engagement, urban planning, affordable housing, cultural consulting, grassroots organizing, and nonprofit development.



Our So Cal team – including San Diego folks – celebrating together last December.

Philosophy & Approach to Service Categories

Kearns & West specializes in facilitating community and stakeholder engagement processes for complex projects and has particular expertise in integrating engagement into planning processes and special studies. We are committed to ensuring these processes are grounded in an equitable and inclusive engagement framework with the understanding that engagement is best tailored and responsive to each context and situation. We strive to build the capacity of clients and communities to understand and address the implications of communities and backgrounds including race, culture, ability, gender, sexual orientation, religion, and socio-economic status. By utilizing equitable and inclusive processes, we strive to be cognizant of social inequities and aim to address them. As we create these processes, we are committed to ensuring that community and stakeholder engagement is tailored and accessible to those that are impacted by or involved in a process, particularly those with greater impacts such as vulnerable populations including youth, older adults, and low-income community members.



Kearns & West are specialists in using multiple formats to engage community members and stakeholders.

Our approaches to the services included in the RFP follow below:

Project Management and Deliverables

Almost all projects supported by Kearns & West are described as “complex” and “challenging” by our public agency clients, and almost all involve multiple project partners, stakeholders, and elected officials. Additional complexities often include geographic and socioeconomic diversity across the project area, equity considerations, multiple and changing regulatory requirements, and the element of change itself.

Project management techniques that we apply to multi-task projects include the structure of assigning a project manager and separate leads for specific tasks, scheduling standing meetings with the client and other consultants, keeping the initial engagement strategy concise and conducting sufficient but not excessive analysis, building off related community engagement conducted by other agencies (not reinventing things), and maintaining a simple and straightforward process at Kearns & West for community-based organization compensation agreements and payment.

Quality assurance and review processes are essential ingredients of our approach. Given the number of projects underway at the City Planning Department, and the high expectations of elected officials, stakeholders, and community members, you need to count on your consultants to deliver high quality service and deliverables. All deliverables are reviewed for content by a senior team member – Principal or Vice President – to ensure that we always meet and exceed our clients’ quality expectations (and our own too) and that deliverables thoroughly address the specific needs, issues, and opportunities of projects. All deliverables are also reviewed by a professional copyeditor and proofreader with experience in technical content. When we create schedules for task performance and deliverables, they account for time requirements to conduct these internal processes for quality assurance. Several schedule controls contribute to meeting client needs and expectations:



Report cover and table of contents from City of Laguna Niguel General Plan Update Phase II engagement summary.



Open house participants share input on land use development scenarios in Laguna Niguel.

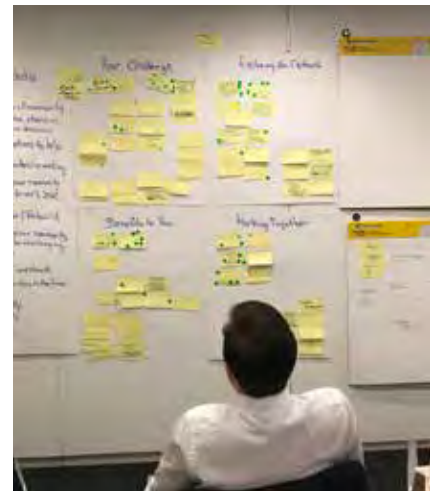
- Our local team syncs up during standing Monday morning meetings, which focus on reviewing upcoming tasks, deliverables, timelines, staffing needs, and quality control and copyediting cycles, while making real-time updates to our online project management systems.
- Regular project team meetings and conference calls with the client's technical and community outreach staff and their consultants.
- The logistics plans we prepare for outreach events have detailed timelines for preparation of tasks, noticing and announcements, and dry runs. This keeps the entire team on track when approaching public meetings and workshops, public review periods, online and social media engagement, etc.

Lastly, an important driver of Kearns & West's approach is adaptive management. Although we establish and faithfully implement a public involvement and engagement plan, we also keep an eye on performance metrics through ongoing evaluation of the plan's effectiveness. Most important is the incremental feedback received from participants and community leaders. We strive to make the second and third rounds of outreach for a project more successful than the first by building on successes and trying new ideas and tools if needed.

Outreach and Engagement Research and Planning

Kearns & West is expert at research and planning for outreach and engagement strategies. Most of our projects start with preparing a community engagement plan, which includes establishing strategic objectives, stakeholder identification, GIS analysis of environmental and demographic data to be lead by Evri GIS, assessment for equitable and inclusive engagement techniques, specific engagement techniques for the project, and a process chart that shows the integration of the engagement with the project's technical steps to demonstrate how specific kinds of input will be solicited and considered at each step. Increasingly, we're working with our government agency clients on including evaluation metrics in the community engagement plans.

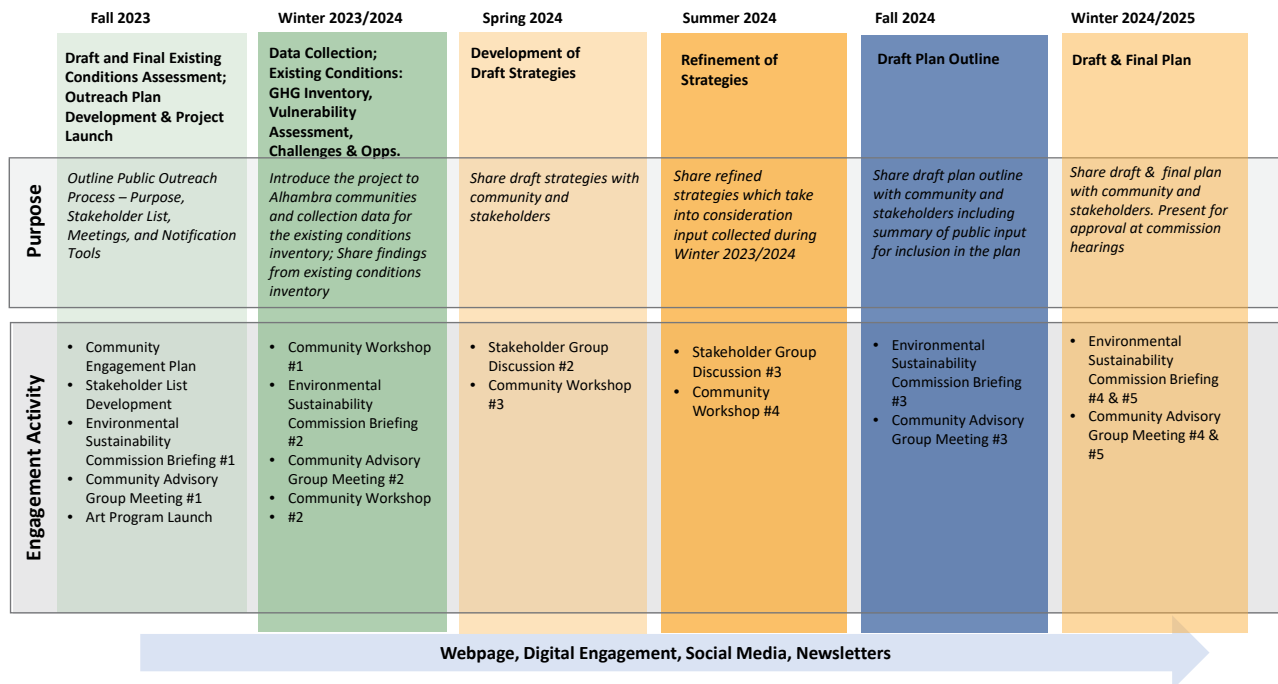
We know the City is committed to conducting a transparent, inclusive, and meaningful planning process for all its projects. Our engagement strategies provide a roadmap for public involvement that includes an engagement assessment to identify challenges and obstacles to accessible and inclusive engagement in the City.



Project team strategy session to formulate the community engagement program for a hazard mitigation plan update.

Informed by the evaluation of challenges and obstacles, the assessment will generate specific outreach strategies to inform engagement planning and activities. A variety of equity considerations are referenced in the assessment, including accessible and inclusive engagement activities in previous planning processes at the City, environmental justice data, community snapshot data, and language justice. Our assessments use demographic datasets for San Diego from the Environmental Protection Agency (EPA) EJScreen, CalEnviroScreen 4.0, and the Healthy Places Index, and also include notes about community characteristics and needs that could hinder participation and therefore require special consideration when identifying specific engagement activities. Kearns & West understands the historical barriers and discriminatory practices that have systematically contributed to the marginalization, underrepresentation, and under-resourcing of many

City of Alhambra Comprehensive Environmental Sustainability Plan – Community Engagement Process



Example of Kearns & West process chart integrating multi-pronged engagement process with the steps of a planning process

communities. One of our four firmwide practice groups is the Equitable and Inclusive Engagement Practice Team, which is co-led by members of the San Diego team, reflecting their lifelong professional commitment to the work. Multiple agencies and utilities in Southern California have enlisted our team to make improvements and advance their objectives for more inclusive engagement, especially for projects involving equity considerations.

Our approach to developing effective engagement strategies includes listening to community members, learning about the types of engagement that work best for them, considerations for federal Section 508 compliance, and developing multi-pronged processes where their input helps to shape and form project outcomes. San Diego's remarkable diversity means that reaching out to communities requires materials, meetings, and events conducted in languages other than English. In addition to linguistic differences, Kearns & West understands that culture and tradition impact how people like to participate and that effective engagement requires partnering with formal and informal community organizations and using flexible engagement methods. Creating environments that feel safe, comfortable, and meaningful are essential for productive dialogue. Another important component is providing financial compensation to community-based organizations who partner on engagement and/or community participants. We have established in-house systems for handling compensation for our clients.

Some considerations for conducting inclusive, equitable engagement for the City of San Diego include:

- Building and expanding on methods that are already in use by the City Planning Department and project-specific public participation guidelines, including the forthcoming Inclusive Public Engagement Guide.
- Leveraging established committees and working group structures.
- Bringing new techniques and expertise from our other projects in Southern California, including engagement of underserved and under-resourced unincorporated community members, whose situations and needs can vary from disadvantaged communities in urban areas; additionally, they often aren't identified in CalEnviroScreen mapping.
- Exploring compensation for community participants – in recognition of their knowledge and the value of their time – in addition to compensation for organizations.
- Seeking ways to combine the engagement for multiple projects – based on feedback we've heard from participants – to create time efficiency and therefore increased accessibility for involvement.
- Transitioning from using the terminology “translation and interpretation” to a language justice approach.
- Assigning Kearns & West team members who have shared background, experience, and language with community members. Integrating GIS data analysis to develop tailored approaches to outreach and engagement.

Planning, Execution, and Facilitation of Engagement Activities

Kearns & West has a track record of successfully planning, executing, and facilitating a wide variety of engagement activities for clients across the region. We ensure engagement activities are designed and implemented to be accessible to all community members including engaging communities typically underrepresented in public processes due to language, culture, ethnicity, mobility, and/or economic constraints, and historic racism.

Once an engagement strategy is developed, our role transitions to implementation, which includes facilitating various types of meetings and workshops (in-person and virtual), conducting other types of outreach activities for greater involvement, leading advisory group processes, creating materials that are interesting and understandable, documenting and synthesizing input, and participating in post-program evaluations and reporting.

Our approach to community engagement is grounded in the International Association of Public Participation (IAP2) principles, with particular focus on equitable, inclusive engagement techniques. Our approach to public outreach begins with research and strategy development, followed by the implementation of multi-pronged activities that optimize the number and diversity of participants. Kearns & West draws from a comprehensive suite of in-person and virtual engagement techniques, visual communications, social media tools, and facilitated conflict resolution services. Equitable, inclusive engagement techniques, including bilingual staff, are essential to our work in diverse underserved and vulnerable communities. At the core of our approach is building trust and relationships, the cornerstones for effective communication. When communication channels are open and accessible, agencies can hear people's questions and concerns and then respond with meaningful information and potential project adjustments and mitigation where possible.

Kearns & West practices and implements the IAP2 approach and tools for public participation. Under the leadership of Joan Isaacson, Principal, and Jenna Tourjé-Maldonado, Principal — both of whom have completed the first IAP2 certification process — the Kearns & West Southern California team's foundation incorporates IAP2's three pillars of public participation: Code of Ethics, Core Values, and Spectrum of Public Participation.



Kearns & West staff talking with community members at a farmers' market pop-up event about what sustainability means to them.



Kearns & West staff facilitating small group discussions during a community workshop for a comprehensive environmental sustainability plan.

Examples of integration of IAP2's three pillars in our work include:

- Establishing objectives for public involvement when developing the initial engagement strategy, including the level of participation, emphasis on relationships and trust, identification of communities and other stakeholders that could be affected or who have an interest, consideration of how input will be used, and the kinds of questions/discussions that will yield that input. This occurs before the discussion of specific engagement techniques.
- Introducing clients to the spectrum of public participation to guide exploration of their public involvement needs and objectives and asking, "Is that what you really mean?" when clients identify general goals about "reaching consensus."
- Helping clients understand that sometimes their engagement objective is to "inform." And, from there, to help clients feel comfortable with the recognition that to inform is a legitimate type of public involvement that should avoid in-depth solicitation of community input in order to steer away from giving misperceptions among community members about their role in the process.
- Working with teams to develop process charts at project kick-off to show how engagement will be integrated into the technical steps, the focus or topic of the public engagement in each step, and the specific tools to be used. This gives the project team a road map while also helping to engender community members' trust and confidence that they will be involved in a transparent and meaningful way.
- Valuing and nurturing opportunities for community members and other stakeholders to build relationships with each other during project activities, including incorporating activities and methods for people to connect and share perspectives.



Screenshots from Imagine videos created for various City of San Diego projects.

- Maintaining our firm’s commitment to impartial involvement in projects. We explain that “We are impartial and neutral on outcomes but advocates for meaningful, productive participatory process.” See our published impartiality principles: <https://kearnswest.com/principles-and-values-on-impartiality>

In addition, Kearns & West has partnered with Imagine, ELBE to support in the planning, execution, and implementation of art-based engagement, audiovisual media production, and creative outreach. Imagine Creative Services has supported the City of San Diego’s Planning Department to help develop more inclusive ways for city residents to learn about and provide input for upcoming projects for Build Better SD, Inclusive Public Engagement Guide, and Mid-Cities Community Plan Update.

Training and Capacity Building for Inclusive Engagement

Kearns & West is a national leader in training and capacity building for inclusive engagement. The feedback from our public agency clients often highlights how their staff grew in knowledge and skills as the result of working with us on community engagement projects. “Knowledge share” happens both formally through training and engagement guide development and informally through working side-by-side, from co-developing initial strategies to implementing activities together, navigating solutions to address issues, and brainstorming on opportunities to utilize input to help shape and form the project.

Senior team members across Kearns & West have portfolios of training programs that they’ve developed and led and the San Diego team leadership is no exception. Our experience conducting training as part of professional organizations’ programming and conferences bolsters what we can efficiently develop for specific client needs. Examples include:

- For the Federal Emergency Management Agency (FEMA) hazard mitigation planning and disaster response teams, training on techniques for building trust and relationships with local community members and equity considerations in engagement.
- Coaching and training for subject matter experts on presenting technical materials in understandable formats, addressing questions from community members, and empathy.
- Facilitation training for staff involved in small group discussions and in helping to lead large meetings.
- “All-hands” cross-departmental staff communication training on key project information before the public launch of projects.
- Public involvement for environmental review pursuant to the California Environmental Quality Act and National Environmental Policy Act.
- Effective advisory group processes.
- Equitable and inclusive engagement – purpose, need, and techniques.



Community engagement and communications training with FEMA staff in New York City and San Francisco, developed and led by Joan Isaacson



Ben Duncan and Joan Isaacson leading training for the County of San Diego Climate Action Plan team focused on engagement of underserved and environmental justice communities.

Documentation and Consolidation of Public Input

Kearns & West is an expert in both documenting and synthesizing input received from the public and other stakeholders during participatory processes and we create engagement summaries for nearly every project we work on. Kearns & West understands that documentation and consolidation of public input is just as important as the engagement activities themselves to ensure transparency in the process. Thorough documentation and consolidation of public input is also increasingly important to elected officials, especially for high-profile projects, to ensure their constituents' voices were heard. We understand the importance of documenting and consolidating public input for grant applications and other funding opportunities.

Documentation includes tracking of attendance and participation in engagement activities, including sign-in sheets, registration, and voluntary disclosure of contact information. It also includes memorializing public input gathered via engagement activities such as pop-up events, discussion groups, open houses, town halls, and community meetings. Consolidating public input focuses on the distillation of what was heard from the community into key themes and takeaways that can be applied to the planning process. Kearns & West is also adept at summarizing results of the types of questionnaires and surveys that are often integrated into multi-pronged engagement processes for planning projects.

Of note is Kearns & West's use of applied social science techniques for assessing and identifying themes in large volumes of qualitative data in the form of focus group discussions, interviews, community brainstorming sessions, etc. We have several team members with PhDs who develop and implement customized methodologies. A recent example is the use of constant comparative analysis for recent dialogues with community-based organizations in Imperial Valley.



Transcribing and synthesizing input from a three-language workshop conducted for a citywide parks master plan.

Strategic Communications, Marketing and Outreach

Kearns & West has been running strategic communications, stakeholder engagement and reputation management for over 30 years. We bring decades of expertise building and implementing comprehensive communications strategies to support successful legislative engagement. Our work spans every level of government from local to state to federal and we understand how to leverage earned and social media to amplify messages to target audiences. We pride ourselves on the ability to translate complex policy into compelling narratives, messaging and communications products combining marketing, public relations and public affairs tactics. Kearns & West's approach to marketing, public relations and strategic communications is designed to deliver messages that resonate to the audiences that matter most. Our success lies in our ability to connect the dots and tell a story in a context that will achieve your communications objectives.

We offer the City of San Diego a team that comprises seasoned Kearns & West staff who have decades of expertise in strategic communications, social media and legislative engagement at the local, state and national levels with the branding and media relations expertise of J.Walcher Communications. We understand the interplay between media strategies,

effective outreach, and creating change in our communities. Our team is uniquely qualified to support this effort with our expertise and experience in:

- Creating strategic communications plans that reach targeted audiences.
- Developing brand identities that stand out from the crowd.
- Creating unified messaging that raises awareness and understanding.
- Utilizing traditional media and social media to share objectives and project milestones.
- Engaging with decision-makers and stakeholders.



At the height of the COVID-19 pandemic in 2020, J.Walcher Communications worked with Multicultural Health Foundation, on behalf of the County of San Diego, to launch the “Together Against COVID” campaign to promote awareness, resources and information about COVID-19 prevention and vaccines to San Diego’s African American/ Black community.

Statistically Valid Surveys

The Kearns & West team’s approach to statistically valid surveys and other research methods starts with identifying and understanding the City of San Diego’s needs, existing research, and relevant analytics. We will use published literature and targeted audience research to inform and develop engagement materials and techniques to facilitate public understanding and participation in planning initiatives. We are fully equipped to develop and implement statistically valid surveys with unbiased questions; we can also design and facilitate intercept and in-depth interviews, focus groups, and behavioral observations.

Our research staff are members of the American Association for Public Opinion Research, the leading organization that promotes and disseminates public opinion and research method best practices. Additionally, our senior staff members have graduate-level degrees in the behavioral sciences, with extensive experience in survey and sampling methods, strategy development, and both qualitative and quantitative research designs. Our team’s extensive research knowledge and experience will ensure sampling strategies produce a representative and statistically valid sample for the population of the City of San Diego. We have worked with the County of San Diego for over a decade, with a specific focus on reaching residents in unincorporated areas, so we understand the nuances of reaching specific audiences. Our work with the County of San Diego requires all research and outreach materials to be translated into eight different languages, including Spanish. Our team will consult with City staff and key stakeholders to determine the target sample audience and appropriate research method (e.g., in-person intercept, online, mail, or mixed-mode) as needed. Our team will analyze data (weighting as needed) and summarize results in a straightforward and accessible format (e.g., PowerPoint or Word) for City staff, community members, and key stakeholders.



Action Research staff conducted bin tag deliveries to distribute educational outreach materials regarding illegal dumping of trash and debris in the Chollas Creek channel of the City of San Diego.



Action Research staff (far right) attending a Think Blue outreach event to administer stormwater surveys and deliver educational materials to residents.

Design Solutions

Kearns & West, in partnership with Citythinkers, will leverage similar approaches to recent work with the City of San Diego Planning Department including but not limited to the community plan updates, objective design standards, supplemental development regulations, graphics and visualizations, site and development feasibility testing and analysis, coastal resilience planning, architectural design concepts, mobility planning concepts, and 2D and 3D visualizations. Our team will work closely with department staff to deliver relevant and effective urban design concepts and graphics that are tailored to the specific needs of diverse communities across the city. Outreach activities have included designing and facilitating workshops, open houses, community meetings, and pop-up events. We work carefully with city staff to develop outreach materials that are engaging, accurate, and effective communication tools for public participation and community empowerment aligning with the city's established visual identity and guidelines. We have the capacity, know-how, and on-the-ground knowledge of the local environment to deliver work products that further the department's plans and initiatives. We are also responsive, nimble, and flexible; capable of adapting to the changing needs of the department.



Citythinkers developed 3D visualizations for the UTC area showing development focused on key corridors and transit stations in the community as part of the City of San Diego University Community Plan Update.

Experience and Qualifications

Client: City of San Diego, Inclusive Engagement Guide

Project Manager: Anisha Gianchandani, (619) 533-6551, AnishaLG@sandiego.gov

Contract Amount: \$67,498

Period of Performance: March to Present

Scope of Work: Kearns & West (subconsultant to Ascent) supported the City of San Diego Planning Department in partnership with the Public Works Department and the Diversity, Equity, and Inclusion Office in the development of an Inclusive Engagement Guide. The Guide is intended for use by all City of San Diego departments. Kearns & West facilitated the focused discussion group process, which included support on the community application process, protocols and charge development, meeting agenda and discussion activities development, and related meeting facilitation.

Client: County of San Diego, Airport Sustainability Management Plan

Project Manager: Roger Griffiths, (619) 375-7529, roger.griffiths@sdcounty.ca.gov

Contract Amount: \$175,660

Period of Performance: Fall 2022 to Present

Scope of Work: Kearns & West (subconsultant to Arup) is supporting the County of San Diego in developing the Airport System Sustainability Management Plan for the eight airports owned and managed by the County. The purpose of the Plan is to outline how the County's eight airports will individually and collectively reduce resource consumption, environmental impacts, and greenhouse gas emissions and become an industry leader in sustainability while promoting social responsibility. Kearns & West is leading the development and execution of the stakeholder and community engagement strategy. Work has included a comprehensive engagement strategy and stakeholder assessment (including mapping Zone 6 and underserved communities), website content, and a framework for focused stakeholder meetings with airport users, aeronautical and nonaeronautical tenants, and community organizations representing sustainability, climate, equity, labor, environment, and safety interests.

Client: City of San Marcos, General Plan Update

Project Manager: Beth Herzog, (760) 744-1050 x3280, bherzog@san-marcos.net

Contract Amount: \$142,125

Period of Performance: November 2019 to August 2022

Scope of Work: Kearns & West (subconsultant to De Novo Planning Group) supported outreach and engagement for the City of San Marcos General Plan. Kearns & West prepared an effective comprehensive community and stakeholder engagement strategy, provided support for online content and activities, helped to launch and facilitate the community advisory committee process, and facilitated multiple rounds of well-attended, in-person visioning meetings, digital surveys, and social media engagement.

Client: San Diego Community Power, Community Needs Assessment

Project Manager: Nelson Lomeli, (619) 657-0416, nlomeli@sdcommunitypower.org

Contract Amount: \$200,000

Period of Performance: May 2022 to June 2023

Scope of Work: Kearns & West (subconsultant to Arup) supported San Diego Community Power (SDCP) on the Community Power Plan. SDCP is a new electricity provider for the cities of Imperial Beach, Encinitas, La Mesa, Chula Vista, San Diego, and National City, and unincorporated San Diego County. Kearns & West assisted SDCP with development of its Community Power Plan, which provides a decision-making framework to guide its program strategy and selection and development of local programs. Kearns & West planned and facilitated the community engagement process, which included a community needs assessment and the creation of the Community Power Plan. Engagement included three phases: Listening, Community Survey, and Sharing Community Survey results and feedback. Based on community needs and gaps in program offerings evaluated in a community needs assessment, the Community Power Plan will guide investments in developing local renewable generation, demand reduction, storage, and other distributed energy resources in SDCP's service territory.

Client: City of Newport Beach, Comprehensive General Plan Update

Project Manager: Ben Zdeba, (949) 644-3253, bzdeba@newportbeachca.gov

Contract Amount: \$450,000

Period of Performance: July 2023 to Present

Scope of Work: Kearns & West (subconsultant to Dudek) is supporting the City of Newport Beach on updating its General Plan to reflect the City's current vision and meet complex state requirements and long-term goals. Kearns & West is working closely with City staff, planning and design consultants, and the General Plan Advisory Committee to develop a comprehensive engagement and outreach strategy to inform the community about the General Plan Update and solicit community input, vision, and feedback for the General Plan elements. Engagement will follow a multi-pronged approach, including pop-up events, go-to meetings, workshops, surveys, open houses, and community partnerships to gather input from a diverse representation of stakeholders. Outreach is currently in Phase 1, focusing on asking community members about their vision for the future of Newport Beach.

Client: San Diego International Airport Authority, Aircraft Noise Advisory Committee (ANAC)

Project Manager: Sjohnna Knack, (619) 400-2639, sknack@san.org

Contract Amount: \$78,700

Period of Performance: May 2023 to Present

Scope of Work: Kearns & West (subconsultant to Jacobsen|Daniels) is supporting the San Diego International Airport Authority (SAN) in facilitating the quarterly San Diego Airport Authority's Aircraft Noise Advisory Committee (ANAC). The ANAC comprises representatives from communities and neighborhoods near the airport or in the flight path. Kearns & West works closely with Airport Authority staff to review agenda items and meeting minutes.

Client: County of San Diego, Ocean View Blvd Affordable Housing

Project Manager: Angela Jackson-Llamas, (619) 214-1378, angela.jackson-llamas@sdcounty.ca.gov

Contract Amount: \$50,085

Period of Performance: June 2023 to October 2023

Scope of Work: Kearns & West (subconsultant to Ascent) supported the County of San Diego in executing public outreach efforts regarding the closure of the San Ysidro Health Clinic at 3177 Ocean View Blvd. The County identified this location for a potential affordable housing project. Kearns & West worked closely with County staff to develop comprehensive public-facing materials and host virtual and in-person listening sessions as well as a virtual industry day. Kearns & West's commitment to impartiality was pivotal in facilitating the public input process amidst the sensitivities surrounding the clinic's closure.

Client and Project: City of Los Angeles, Venice Sea Level Rise Adaptation Planning

Project Manager: Jonathan Hershey, (213) 978-13337, jonathan.hershey@lacity.org

Contract Amount: \$50,000

Period of Performance: June 2017 to June 2018

Scope of Work: Kearns & West supported the Venice community during the City of Los Angeles comprehensive Local Coastal Program. Kearns & West made three highly valued contributions: (1) preparation of a comprehensive public engagement plan, (2) facilitation of a community workshop series, and (3) introduction of new focused outreach strategies for involvement of Venice's lower income and Spanish-speaking community members. The public engagement plan built upon the "lessons learned" from prior City-led outreach and seized on opportunities to expand efforts in engaging a broader cross-section of residents. Starting with a framework of engagement objectives, the public engagement plan included an issue-and-stakeholder-interest assessment and a process chart showing how the outreach and engagement activities would inform the steps in adaptation planning. Public workshops were designed and expertly facilitated to feel open, meaningful, and comfortable for all community members. Recognizing the limited appeal of workshops, special attention was given to engagement beyond the series, especially for lower income and underrepresented communities.

TAB C

COST PROPOSAL



TAB C COST PROPOSAL

Kearns & West has reviewed the cost proposal as indicated as part of the RFP, Exhibit B, and directions in the addendum, released August 26, 2024.

Kearns & West

Labor Classification	Position Title	Year 1 – Fully Burdened Hourly Rate
Principal	Principal	\$330
Project Manager	Director	\$215
Vice President	Vice President	\$275
Senior Director	Senior Director	\$235
Senior Associate	Senior Associate	\$190
Associate	Associate	\$165
Project Coordinator	Project Coordinator	\$140

Action Research

Labor Classification	Position Title	Year 1 – Fully Burdened Hourly Rate
Principal	President	\$225
Project Manager	Research Director	\$185

Citythinkers

Labor Classification	Position Title	Year 1 – Fully Burdened Hourly Rate
Principal	President	\$220
Project Manager	Urban Designers	\$150

Evairi GIS Consulting, Inc.

Labor Classification	Position Title	Year 1 – Fully Burdened Hourly Rate
Principal	Managing Director	\$220
Project Manager	Senior GIS Analyst	\$150

Imagine Creative Services LLC

Labor Classification	Position Title	Year 1 – Fully Burdened Hourly Rate
Principal	Director of Programs or Director of Operations	\$235
Project Manager	Project Coordinator	\$170

J. Walcher Communications

Labor Classification	Position Title	Year 1 – Fully Burdened Hourly Rate
Principal	Vice President	\$280
Project Manager	Account Executive	\$175

APPENDIX

RESUMES



JOAN ISAACSON

PRINCIPAL, SENIOR FACILITATOR



San Diego Region, CA

JIsaacson@kearnswest.com

619.966.8077

EXPERTISE

- Public Involvement
- Stakeholder Facilitation
- Participatory Process Design
- Training
- Urban and Environmental Planning

EDUCATION & CERTIFICATIONS

BS, Psychology

California State University, Fullerton

MA, Geography

San Diego State University

International Association of Public Participation Trained

American Institute of Certified Planners, 1995-2017

MEMBERSHIPS

American Planning Association – San Diego Board, Professional Development Chair, 2018-2022

Lambda Alpha Honorary Land Use Economics Society

SUMMARY OF QUALIFICATIONS

Joan Isaacson, Principal and Senior Facilitator, is located in the Kearns & West San Diego region office and leads the Southern California team. She has over 30 years of experience consulting in community engagement, stakeholder facilitation, and urban and environmental planning across San Diego and beyond. She brings particular expertise in equitable, inclusive engagement; process and meeting facilitation; and participatory process design.

The depth and breadth of Joan's experience is highly valued by local government clients. Her current projects – spanning community planning, housing, transportation, clean energy, water, natural resources, parks, major infrastructure, and CEQA/NEPA – intersect with climate, resiliency, and equity. Her experience spans the full arc of projects, from planning to design, environmental review, and construction. In earlier years of her career, Joan had significant roles in San Diego parking and affordable housing studies, parks planning, mobility and transit projects, water supply, and arts and culture.

Joan's approach to participatory process is informed by earlier years working as an urban and environmental planner. Clients value her skills in developing meaningful community and stakeholder processes that are integrated with technical, planning, and design processes. This approach also transfers to her facilitation approach with advisory groups, stakeholder committees, and technical working groups. Even in controversial, contentious public meeting settings, Joan can handle disruptions and keep meetings on track while maintaining productive opportunities for community participation and input. Her team also implements multi-pronged participatory outreach programs that combine traditional activities such as workshops, surveys, and open houses with virtual and web-based engagement. She is also helping numerous local agencies and utilities to establish inclusive engagement approaches to involve underserved communities subject to racism and marginalization.

RELEVANT EXPERIENCE

City of San Diego – City-Wide Inclusive Engagement Guide Focused Discussion Group Process

Director and Senior Facilitator | 2023

Led by the Planning Department in partnership with the Public Works Department and the Diversity, Equity, and Inclusion Office, an Inclusive Engagement Guide was developed for the intended use by all City departments. Joan's role was facilitation of a "focused discussion group" process, which included the community application process, protocols and charge development, meeting agenda and discussion activities development, and facilitation.

San Diego Community Power (SDCP) – Community Power Plan Needs Assessment

Project Director, Facilitator, and Advisor | 2022 to 2023

Joan and team worked closely with SDCP staff to engage and hear input from communities of concern regarding needs, priorities, and energy burden. Work included partnerships with compensation for community-based organizations and spanned the cities of San Diego, Chula Vista, Imperial Beach, National City, Encinitas, La Mesa, and all of the County's unincorporated communities.

San Diego International Airport Authority – Community Noise Advisory Committee

Facilitator | 2023 to Present

Comprised of community and local government agency representatives, this committee meets quarterly and addresses noise regulatory compliance, land use compatibility, and mitigation. Joan facilitates the meetings and works closely with Airport Authority staff on agenda and presentation materials preparation, with an eye on building relationships and trust.

City of San Diego De Anza Revitalization Plan/Mission Bay Park

Facilitator and Engagement Program Designer | 2015 to 2016

For a new plan addressing re-use, restoration, and transition of existing recreational activities to new ones, Joan facilitated and led the outreach team's involvement in a strategy plan, community workshops, advisory committee, online engagement, stakeholder interviews, and pop-up outreach at Mission Bay Park.

City of Oxnard Parks Master Plan

Facilitator and Engagement Designer | 2018 to 2019

Joan led an outreach team for a multi-pronged program involving stakeholder interviews, public workshops, advisory committee, mail survey, and community organization partnerships for greater involvement of multiple disadvantaged communities. Input informed a needs assessment, new park siting, and reprogramming concepts for existing parks. One focus was on underserved Hispanic communities, including farmworkers.

County of San Diego –Ocean View Boulevard Affordable Housing, Climate Action Plan/Equity, San Diego River Park Funding Feasibility Study, Butterflies Habitat Conservation Program, and Airports Sustainability Plan

Project Director, Facilitator, and Strategist | 2021 to Present

Starting in 2021, Joan and team have provided engagement strategy and implementation for projects combining regional interests and local footprints, including objectives for equitable and inclusive engagement per Board of Supervisors' direction. Joan has supervised and supported prepared community outreach and engagement plans preparation, assessment of underserved communities using the County's latest mapping tools, informational materials and web content, stakeholder assessments and interviews, input documentation, customized staff training on engagement in underserved communities, and inclusive and accessible engagement strategies. Recent work included the Ocean View Boulevard affordable housing project located in Southeastern San Diego.

Metropolitan Water District of Southern California (MWD) Climate Adaptation Planning Master Plan for Water (CAMP4W) and Pure Water Southern California EIR

Facilitator, Engagement Strategy, and Director | 2022 to Present

For CAMP4W, Joan is facilitating MWD Board workshops as well as workshops with the 26 member agency managers and public information officers, in addition to providing overall strategy on planning process design for productive collaboration and community engagement. For Pure Water, Joan and team have played an instrumental role helping MWD expand meaningful engagement of underserved communities – including Carson and Wilmington – in the environmental review process with partnerships with community-based organizations, pop-up engagement activities, and community-friendly questionnaires. By leveraging her years of CEQA experience, Joan has also helped develop materials differentiating short-term construction-related impacts and long-term impacts associated with operations and maintenance.

City of San Marcos – 2012 General Plan Update and 2023 General Plan Update

Facilitator and Advisor | 2011 to 2012, 2019 to 2023

Joan facilitated community engagement and the advisory group process for San Marcos' prior General Plan Update, including parks and open space planning, and she recently completed the public engagement for the City's current General Plan Update. A particular focus was updates to land use planning to reflect opportunities related to CSU San Marcos, the Sprinter transit infrastructure, and re-use of aging commercial and light industrial areas.

City of Los Angeles – Venice Sea Level Rise Vulnerability Study and Adaptation Planning

Facilitator and Engagement Director | 2016 to 2018

Joan and her team completed a community engagement process for the City of Los Angeles. It focused on providing essential information about sea level rise and flood risks, community vulnerabilities, and mitigation opportunities, including many opportunities for community input and knowledge development. Specialized activities were conducted to involve Venice's underserved populations as well as canal homeowners. Input helped to guide the vulnerability assessment and mitigation planning.

DANIELLE BERGER

DIRECTOR



📍 San Diego Region, CA

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📞 858.326.3362

EXPERTISE

- Community Engagement
- Tactical Urbanism
- Environmental and Land Planning
- Visual Storytelling

EDUCATION & CERTIFICATIONS

BA, Geographic Information Systems (GIS) and Geography
University of Toronto | Toronto, ON, Canada

MS, Urban Planning
Columbia University | New York, NY

American Institute of Certified Planners (AICP) No. 029083

MEMBERSHIPS

American Planning Association, San Diego County Chapter

Association of Environmental Professionals, San Diego Chapter

SUMMARY OF QUALIFICATIONS

Danielle Berger is a senior project manager with 10 years' professional experience in the San Diego region as a project and contract manager working on transportation and land use projects and specializing in creative public outreach and meeting facilitation. Danielle's approach to outreach focuses on equity and inclusivity, tactile educational experiences, and demonstration projects to meaningfully engage community members in the planning and design process.

Danielle has direct experience working with the City of San Diego, partner agencies including SANDAG, County of San Diego, local community-based organizations and non-profit organizations, and stakeholders to successfully plan and implement a variety of sustainability and equity-focused programs.

RELEVANT EXPERIENCE

City of San Diego — Inclusive Public Engagement Guide Project Manager | 2023

Danielle is managing several tasks for the City Planning Department in preparation for the forthcoming Inclusive Public Engagement Guide. Tasks include documenting and consolidating the meeting summaries from the Kearns & West supported Focus Discussion Group process in 2023. Other tasks include developing engagement guidance for advisory groups, working groups, and committees, and best practices for facilitating public meetings and general engagement guidelines.

County of San Diego — Airports Sustainability Management Plan Project Manager | 2023 to Present

Danielle is coordinating and facilitating in-person and virtual meetings in support of the Sustainability Management Plan for the County's eight regional airports. Meeting content and facilitation has been tailored to meeting audiences, including aeronautical tenants, non-aeronautical tenants, community-based organizations, and the public.

County of San Diego – 3177 Ocean View Boulevard Affordable Housing Outreach Services

Project Manager | 2023

Danielle and the Kearns & West team provided outreach services to the County of San Diego for the affordable housing project at 3177 Ocean View Boulevard. Outreach strategies included bi-lingual in-person and virtual informational meetings that were facilitated by Kearns & West. These meetings provided an opportunity for community members to learn about the future development including future medical clinic facilities and ask questions directly to County staff. Public input gathered from these meetings will be included in the forthcoming develop Request for Proposals (RFP). Kearns & West also facilitated an industry day virtual meeting for local affordable housing developers and medical clinic providers to connect prior to the County releasing the RFP.

City of Alhambra – Comprehensive Environmental Sustainability Plan

Outreach Manager | 2023 to Present

The City of Alhambra is developing a Comprehensive Environmental Sustainability Plan to provide a long-term, transformational pathway to improve sustainability across communities and critical sectors and provide mutual benefits for Alhambra's social, physical, and natural environment. Kearns & West leads engagement for this process with a focus on developing equitable, inclusive, and accessible public engagement that captures that vision and feedback from diverse local communities. Key engagement elements include stakeholder discussion groups, community workshops, a community advisory body, and arts-based programming to launch the process.

County of San Diego – San Diego Racial and Ethnic Approaches to Community Health

Project Manager | 2020 to 2021

Prior to joining Kearns & West, Danielle worked for Circulate San Diego and served as the project manager for the San Diego Racial and Ethnic Approaches to Community Health multi-year project. This project was part of a national program administered by the Centers for Disease Control and Prevention to reduce racial and ethnic health disparities. The focus area of this project was Imperial Avenue in the Chollas View/Encanto neighborhood of San Diego. The project was a collaborative effort between the City of San Diego, County of San Diego, and community groups to improve roadway safety and active transportation in southeastern neighborhoods of San Diego. The multi-year project identified built environment improvements to calm traffic, enhance walking and bicycling, and increase opportunities for residents to incorporate physical activity into their daily routines.

County of San Diego – Community Action Partnership Needs Assessment Project Manager | 2020 to 2021

While with Circulate San Diego, Danielle provided project management for the County of San Diego Health and Human Services Agency, Community Action Partnership Needs Assessment. The Community Needs Assessment captures the voice of the region every two years and collects resident feedback through robust community outreach on various quality of life indicators that ultimately guide the direction of County's investment of resources, including the use of San Diego County's allocation of Community Service Block Grant funding. Community outreach was conducted in English, Spanish, Vietnamese, and Arabic and engaged over 1,000 residents. The effort partnered with Resident-Leadership-Academy-affiliated groups across the region as well as community-based organizations Project New Village, The Urban Collaborative, Jewish Family Services of San Diego, Escondido Education COMPACT, Vista Community Clinic, Poder Popular, and South Bay Community Services.

San Diego Association of Governments (SANDAG) – Mobility Solutions for Environmental Justice Communities Assessment and Toolkit

Planner | 2016

Danielle served as lead planner for the Mobility Solutions for Environmental Justice Communities Assessment and Toolkit. The study developed mobility solutions for City Heights – an environmental justice neighborhood of San Diego with a young population of many non-English speaking residents. Existing mobility infrastructure and services were visualized and analyzed to identify gaps such as limited bus service, incomplete bike networks, and/or dangerous walking paths.

City of National City, City of El Cajon, and City of Vista – Healthy Communities, Healthy Residents Policy Reports

Project Manager | 2019 to 2020

Danielle served as project manager for the County of San Diego's Healthy Cities, Healthy Residents project in National City, City of El Cajon, and City of Vista, respectively. In partnership with the community-based organizations Environmental Health Coalition, International Rescue Committee, and Vista Community Clinic, the project team worked with the Healthy Cities, Healthy Residents Coalition, City staff, and community partners to identify and champion policy solutions to improve pedestrian safety that support the active transportation needs of the community as well as climate action goals relating to reducing greenhouse gas emissions.

City of Oceanside – Buena Vista Creek Restoration and Disadvantaged Community Stewardship Project

Outreach Lead | 2021 to 2023

Danielle served as public outreach lead for the Buena Vista Creek Restoration and Disadvantaged Community Stewardship project, identified by the City of Oceanside to exemplify the City's mission to improve public access to open space, ensure the protection and restoration of water resources, and facilitate community watershed stewardship. Notably, public outreach included emphasis on disadvantaged communities in the project area.

City of National City – Homefront to Waterfront

Project Manager | 2019 to 2020

Danielle served as the public outreach lead on the consultant team for the Homefront to Waterfront project. This project seeks to re-connect downtown National City to the city's vibrant, working waterfront through a connected network of bicycle, pedestrian, and micro-mobility improvements.

City of San Diego – San Diego Housing Commission Vacancy Study

Project Manager | 2021

Danielle served as the project manager on the San Diego Housing Commission Vacancy Study. The GIS-based analysis examined five years of residential water consumption and electricity usage data to identify vacant properties. An outlier analysis was performed on the datasets to identify properties with significantly low water and electricity usage. Results were mapped using "hexbins" as a method to anonymize parcel-level data and generalize data visualization.

City of Oceanside – City of Oceanside Safe Routes to School Plan

Outreach Manager | 2016 to 2017

Danielle served as the public outreach manager for the consultant team on the City of Oceanside Safe Routes to School Plan for Oceanside Unified School District and parts of Vista Unified School District. Outreach included in-person walk audits, community events, and virtual bilingual engagement at 25 schools to identify safety improvements for walking and bicycling to school, as well as improvements to traffic circulation. Preliminary engineering drawings were developed based on community outreach for inclusion in future grant applications.

CHRISTIAN MENDEZ

DIRECTOR - INCLUSIVE ENGAGEMENT



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EXPERTISE

- Facilitation
- Public Involvement
- Stakeholder Engagement
- Participatory Process Design
- Urban and Regional Planning
- Graphic Design
- Web Design
- Spanish Public Speaking

EDUCATION

BSW, Social Work

La Sierra University | Riverside, CA

MURP, Urban and Regional Planning

University of California, Los Angeles

MEMBERSHIPS

American Planning Association, Los Angeles Chapter

SUMMARY OF QUALIFICATIONS

Christian Mendez, Director and Bilingual Facilitator at Kearns & West, has 10 years of experience in community engagement across Southern California. He holds a Master of Urban and Regional Planning from the University of California, Los Angeles, focused on community engagement design and development. Christian's insights and practical ideas to achieve inclusive engagement of historically marginalized communities make him a valuable team member, and he is one of the founding leaders of Kearns & West's Equitable and Inclusive Engagement Practice Team. His upbringing and involvement in community organizing efforts have provided him firsthand experience in community planning, resident organizing, community-based organization partnerships, participatory planning processes, and resident capacity building. Since his early work as a planner, he has focused on creative and culturally sensitive engagement tools to work with residents on environmental justice issues. Much of his current work focuses on community involvement in a variety of planning projects across Southern California.

Christian is a native Spanish speaker and brings bilingual facilitation expertise. He also brings accomplished graphic design skills, experience working with community-based organizations, and expertise in designing engagement processes grounded in cultural competency.

RELEVANT EXPERIENCE

County of San Diego – Climate Action Plan Equity Strategies and Engagement

Community Engagement Project Manager | 2021 to 2022

Christian worked closely with County of San Diego planners to break new ground in engaging environmental justice community members effectively. Initial tasks included a daylong staff training event and overall strategy development. Christian and the team designed engagement activities focused on building relationships, learning about community needs and priorities, and soliciting input to inform the Climate Action Plan.

San Diego Community Power (SDCP) – Community Power Plan Needs Assessment

Project Manager, Facilitator | 2022 to 2023

SDCP conducted engagement as part of its efforts to develop its Community Power Plan. Christian served as a lead in the engagement activities conducted during Phase 1 of community engagement, including participating in pop-up events, community workshops, and virtual community meetings. Christian served as lead facilitator at various meetings where input was gathered from communities regarding concerns, needs, priorities, and energy burdens. Engagement spanned San Diego, Chula Vista, Imperial Beach, National City, Encinitas, La Mesa, and all of the County's unincorporated communities.

Metropolitan Water District of Southern California (MWD) – Climate Adaptation Planning Master Plan for Water (CAMP4W)

Project Manager | 2022 to Present

Christian serves as Kearns & West's project manager for this monumental regional project looking to strengthen resiliency and reliability for MWD and member agencies. He supports the project team in the implementation

of multiple tasks associated with CAMP4W, including facilitation of workshops with the MWD Board, member agency managers, and public information officers. His role includes providing strategy on planning process design for productive collaboration and community engagement that integrates member agencies, community-based organizations, and community members across the MWD service region.

City of Los Angeles Department of Water and Power (LADWP) – LA100 Renewable Energy Study and Equity Strategies Project

Environmental Justice Community Engagement, Advisory Group Support | 2020 to 2023

Christian provided support for the City of Los Angeles 100% Renewable Energy Study to determine what investments should be made to achieve a 100% renewable energy supply. The comprehensive study was developed by the U.S. Department of Energy's National Renewable Energy Laboratory with input from the 100% Renewable Energy Advisory Group, comprised of technical experts, university researchers, commercial/industrial customers, local government officials, and community interest groups, among other partners. In addition, Christian supported environmental justice community engagement, including supporting stakeholder interviews. Christian served as Kearns & West's project manager for the groundbreaking Equity Strategies project to identify projects benefitting environmental justice communities during the renewable energy transition.

California Coastal Conservancy and California Department of Fish and Wildlife – Tribal Connection to Ballona Wetlands Restoration

Project Manager & Facilitator | 2021 to Present

Christian is working with the California Coastal Conservancy and the California Department of Fish and Wildlife to engage tribal governments, tribal groups, and tribal community members in Southern California to develop and deepen participation from tribes regarding the Ballona Wetlands Restoration Project, located in the Ballona Wetlands Ecological Reserve in the City of Los Angeles. The project has a long history of Tribal engagement, including identifying and contacting interested tribes, supporting tribe participation with stipends, developing and facilitating a tribal committee, and documenting tribal recommendations.

U.S. Environmental Protection Agency (EPA) – Desert View Power Community Meetings

Project Manager and Facilitator | 2023 to Present

Christian supports the EPA Region 9 team in the design of community engagement frameworks for engagement as it relates to power facilities in the community of Mecca, CA. Christian's role focuses on working with the EPA team to identify communication and engagement tools to work alongside community members as the EPA addresses a notice of violation with the site. Christian's role includes facilitating public meetings, coordinating outreach, and providing engagement support to the EPA Region 9 team.

City of Oxnard – Sustainable Transportation Plan

Community Engagement Project Manager | 2021 to 2022

Christian was part of a multi-disciplinary team that worked to rethink Oxnard's transportation system based on community input on needs, priorities, and ideas. Particular attention was given to engaging South Oxnard communities that score high on CalEnviroScreen and have transportation challenges that could worsen with climate change. Christian provided strategy and ideas for the overall community engagement strategy, including establishing partnerships with key community-based organizations to support the project's outreach and engagement efforts.

Southern California Association of Government – Go Human

Project Associate | 2014 to 2015

Christian supported implementing a series of Go Human Campaigns to promote safe and active transportation throughout Southern California. His role included the prototyping of engagement tools, implementation of events, and facilitation of activities at events focused on preferred transportation improvements. The pop-up events demonstrated imaginative temporary complete street improvements, garnering community input and support for permanent initiatives.

City of Los Angeles Department of Transportation (LADOT) – Vision Zero Dignity Infused Community Engagement

Project Fellow | 2018 to 2019

Christian supported the launch of the Vision Zero 2019 Dignity-Infused Engagement Project, the latest phase of LADOT's Vision Zero engagement efforts that helped analyze the sustainability of infrastructure safety improvements throughout Los Angeles. As a fellow, he supported the roll-out of the engagement plan developed to ensure the engagement of residents along the high-injury network. Other tasks included researching and analyzing data to support the prioritization of project corridors and conducting social climate analysis to understand the relationship between physical and social conditions along project corridors.

JENNA TOURJÉ-MALDONADO

PRINCIPAL & SENIOR FACILITATOR



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EXPERTISE

- Public Involvement
- Stakeholder Facilitation
- Urban and Environmental Planning

EDUCATION & CERTIFICATIONS

BA, International Development
University of California, Irvine

MURP, Urban and Regional Planning
University of California, Irvine

American Institute of Certified Planners (AICP)
American Planning Association

Certificate, Public Participation
International Association of Public Participation (IAP2)

MEMBERSHIPS

American Planning Association, Orange County Chapter (OC-APA)

International Association of Public Participation (IAP2)

SUMMARY OF QUALIFICATIONS

Jenna Tourjé-Maldonado (she/her) is a Principal at Kearns & West with 15 years of experience in meeting facilitation, planning, and process design, and is also a core senior member of the firm's Equitable and Inclusive Engagement Practice Team. She has designed and facilitated complex stakeholder and committee processes for federal, state, and local agencies, including senior-level meetings that engage across agencies. Jenna's breadth of experience, combined with her key insights, are highly valued by clients in advancing viable, multi-benefit solutions. Her municipal government experience includes facilitation of complex processes, process design, and regional planning and engagement. She also has extensive experience working on and managing on-call contracts. Jenna designs collaborative projects to include multi-pronged techniques, scaling engagement to engage even the hardest to reach community members.

Jenna designs collaborative processes that engage participants towards durable outcomes. Her practice includes engagement with federal, state, and local government; tribes and indigenous communities; coastal communities; environmental organizations; recreational interests; and community groups. She is certified by the International Association of Public Participation (IAP2) and co-instructs the Graduate Planning Practicum for the Masters of Urban Planning and Public Policy department at UC Irvine.

RELEVANT EXPERIENCE

City of San Marcos — San Marcos General Plan Update

Lead Facilitator | 2019 to Present

The City of San Marcos began a General Plan Update with an emphasis on economic development and infill strategies alongside a Housing Element Update. Jenna leads community and stakeholder outreach for the General Plan Update, including leading virtual and in-person engagement.

City of Santa Clarita — Old Town Newhall Specific Plan Update

Senior Facilitator | 2021 to 2022

Kearns & West supported the City of Santa Clarita by providing community outreach and engagement to gather input for an update of the successful Old Town Newhall Specific Plan. Jenna provided strategy and direction for engaging stakeholders and the community to update the Specific Plan, including facilitating focus groups and a socially distanced walking tour of Old Town Newhall. Engagement included pop-up events in Old Town Newhall.

California Coastal Conservancy — Tribal Advisory Committee Facilitation

Senior Facilitator | 2022 to Present

Jenna is the Senior Facilitator for the Ballona Wetlands Tribal Advisory Committee. Working alongside the Coastal Conservancy and California Department of Fish and Wildlife, Jenna facilitates the Tribal Advisory Committee, including process and agenda design, meeting facilitation, and incorporating insights into design processes.

Bureau of Ocean Energy Management (BOEM) — California Offshore Wind Intergovernmental Renewable Energy Task Force Facilitation

Senior Facilitator | 2021 to Present

Kearns & West has been working to support BOEM and the State of California to facilitate the California Intergovernmental Task Force Meetings. Jenna provided strategic direction, agenda development, meeting objectives, and led engagement

with Task Force members for the June 2022 Task Force Meeting. Jenna also helped facilitate the July 2021 Task Force Meeting.

Bureau of Land Management (BLM) – Desert Renewable Energy Conservation Plan Compensatory Mitigation Fee Advisory Committee Facilitation

Senior Facilitator | 2022 to Present

Jenna facilitates the advisory committee for the development of a compensatory mitigation fee for the Desert Renewable Energy Conservation Plan. As part of the process, Jenna supports the BLM in identifying committee members, assessing challenges and themes for discussion, developing meeting protocols and processes, facilitating the meetings, and leading the development of meeting summaries.

City of Los Angeles Department of Water and Power – 100% Renewable Energy Study Advisory Group

Facilitator | 2019

The City of Los Angeles launched the 100% Renewable Energy Study to determine what investments should be made to achieve a 100% renewable energy supply. The comprehensive study was developed by the U.S. Department of Energy's National Renewable Energy Laboratory with input from the 100% Renewable Energy Advisory Group, comprised of technical experts, university researchers, commercial/industrial customers, local government officials, and community interest groups, among other partners. Kearns & West was chosen to manage and facilitate the advisory group, and Jenna supported the process by serving as a group facilitator.

City of Newport Beach –Listen & Learn for the General Plan Update, Housing and Circulation Element Updates, and Comprehensive General Plan Update

Project Manager & Lead Facilitator | 2019 to Present

Jenna led the initial community engagement for the Listen & Learn process for Newport Beach, as well as the General Plan Update outreach for the City. The project was an opportunity for the City of Newport Beach to listen and learn from the Newport Beach community as the first step towards a future General Plan Update. The project included a launch event, seven Council District Workshops, pop-up events, stakeholder interviews, focus groups, and digital engagement. Kearns & West, led by Jenna, then implemented community engagement for Housing, Land Use, and Circulation Elements to reflect updated Regional Housing Needs (RHNA) allocation numbers. For the City's current comprehensive General Plan Update, Jenna again is leading additional rounds of community engagement.

City of Mission Viejo – Oso Creek Golf Course and Open Space Vision Plan

Facilitator | 2019

Jenna led the public involvement program for the golf course and the open space vision plan. Kearns & West's approach included engagement with current and future users of the course, neighbors who have a vested interest in the success of the course and availability of open space, and residents who live in Mission Viejo. The multi-pronged approach included stakeholder listening sessions, a community-wide workshop, and an online survey tool.

City of Indian Wells – General Plan Update Outreach

Senior Facilitator | 2019 to 2021

Jenna led the Kearns & West team in the outreach process for the Indian Wells General Plan Update. Outreach for the project included a digital engagement strategy and visioning and health workshops.

City of Rancho Santa Margarita – Comprehensive General Plan Update & Environmental Impact Report (EIR)

Lead Facilitator | 2018

Jenna's team led the outreach team for the Rancho Santa Margarita General Plan Update that engaged over 1000 residents. Residents were engaged through focus groups, roadshows, pop-up workshops, digital communication, and website design. The focus of the update was to "refresh" the Land Use, Economic Development, Conservation/Open Space, Safety, and Noise elements to address the continued vision for the City. Additionally, updates ensured that all elements were consistent with new state requirements for general plans.

County of San Bernardino – Community Plans Continuum Project

Lead Facilitator & Project Manager | 2017 to 2018

As Group Project Manager, Jenna was responsible for managing six community plans in San Bernardino County as part of the larger community planning effort. As part of the countywide planning process, Jenna helped lead the development of community plans for 26 unincorporated communities ranging from the San Bernardino Mountains to the Mojave Desert. The project included intensive weeks where multiple facilitation teams were immersed in each community conducting collaborative public workshops to engage communities to help develop goals, objectives, and action plans to address the issues and needs of each community.

BEN DUNCAN

SENIOR DIRECTOR



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EXPERTISE

- Diversity, Equity and Inclusion
- Environmental and Public Health
- Air Quality
- Transportation
- Strategic Planning and Facilitation

EDUCATION & CERTIFICATIONS

BS, Environmental Science
University of Oregon | Eugene, OR

MEMBERSHIPS

Oregon Commission on Black Affairs

Oregon Environmental Justice Task Force

Eastside Portland Lacrosse

Oregon Physicians for Social Responsibility Technical Advisory Board

SUMMARY OF QUALIFICATIONS

Ben Duncan brings expertise in executive leadership and public and non-profit management facilitation focused on policy and program design, organizational culture change, and best practices in Environmental Justice and Diversity, Equity, and Inclusion. He specializes in developing practical and inclusive processes in complex political and organizational environments and partnering with all levels of organizations, from executive leadership to front-line employees and communities, to develop collaborative solutions. His background includes a founding appointment and past Chair of the Oregon Environmental Justice Task Force, the Oregon Commission on Black Affairs, and as a founding board member of OPAL Environmental Justice Oregon he focused on advancing environmental justice for low-income communities of color in Portland, Oregon.

His many roles across over two decades include efforts to engage the community and inform agencies and other decision-making bodies on local and statewide policy, work with the Governing Alliance for Racial Equity, supporting a movement of local and state governments to advance racial equity approaches in governing, and informal consultation with Tribes and other impacted communities on issues of environmental justice across Oregon.

RELEVANT EXPERIENCE

Clark County, Washington State: Climate Planning

Senior Director | 2024 to Present

Ben is facilitating the Environmental Justice Coalition as part of the Comprehensive Plan Climate element for Clark County in Washington State. With the passage of ES2HB 1181, Clark County must add a Climate Change Element to its Comprehensive Plan by June 30, 2025. ES2HB 1181 crosscuts multiple topics in the comprehensive plan, including transportation, land use, parks, capital facilities and utilities, environmental, economic development, housing, rural and resource lands, and adds requirements related to health disparities and environmental justice. Ben is leading process with environmental justice organizations to help the County engage with community groups who are most vulnerable to climate pollution and the impacts from climate change such as extreme heat, flooding, and wildfire smoke, and to guide the development of an Equity Lens to ensure benefits and burdens are analyzed as policies are developed.

Oregon Health Authority (OHA), State of Oregon

Senior Director | 2024 to Present

Kearns & West is partnering with the Oregon Health Authority to develop a Community Engagement Framework for the agency to support OHA's Strategic Goal of Eliminating Health Inequities in Oregon by 2030. Ben is leading a team that is working to design governance structures and processes that bring together teams within the agency to discuss and align around an engagement framework that will effectively reduce the burden on communities interacting with OHA, leadership, and staff. The work aims to establish a common vision, understanding of, and expectations for community engagement practice, and ensure that a community engagement framework is embedded in future

strategic planning. Ben's expertise and years of experience connecting with and designing models for authentic and relationship-driven connection with communities is serving as a baseline for process design.

Department of Interior (DOI): Environmental Justice Strategic Plan Engagement

Senior Director | 2023 to 2024

Ben led a team conducting engagement to inform the Department's Environmental Justice Strategic Plan. As required by Executive Order 14096, *Revitalizing our Nation's Commitment to Environmental Justice for All*, the DOI was required to update its Environmental Justice Strategic Plan (EJSP). Ben led a team that solicited feedback from Tribal Nations, Alaska Native Corporations, Native Hawaiian Organizations, the public, and DOI employees on its draft environmental justice vision, goals, and objectives through a series of virtual listening sessions. To develop priority actions and performance metrics for achieving the goals and objects, Ben and his team facilitated topical focus groups with internal subject matter experts. Interested parties were also invited to provide written comments. A final report was developed reflecting themes and findings that was submitted to the agency to inform the plan.

Environmental Protection Agency (EPA): St. Louis Air Toxics Region VII

Senior Director | 2023

Ben facilitated multiple listening sessions with EPA Region VII to support the design of Listening Sessions and to facilitate sessions with interested and impacted members from communities. Two public meetings were held in October 2023 providing an update to communities on the work that EPA has and continues to do. Following this engagement, Ben provided a memo with recommendations for outreach and engagement practices to improve participation, mitigate barriers, and sustain relationships with impacted communities in the area.

Metro Regional Government: Affordable Housing Bond Facilitation

Senior Director | 2022 to Present

Ben is facilitating three structures supporting the investment and oversight of housing bond dollars across three counties in the Portland, OR region. This includes a bond oversight committee focused on ensuring that construction of new housing is aligned with regional goals, a supportive housing services committee providing oversight on County plans to connect supportive housing with the chronically homeless and those at risk of experiencing homelessness to permanent housing, and a Tri-County Regional Planning Body that collaborates to develop regional plans that support alignment, jurisdictional partnerships, and community-based organization success to improve the homelessness response regionwide.

Oregon Health Authority (OHA): Interagency Task Force on Healthy Homes

Senior Director | 2022

Ben led facilitation of the Task Force to meet statutory goals including the identification of barriers to deployment and success of programs to improve the health and safety of homes; identify potential solutions to identified barriers; identify new measures to improve the health and safety of homes; and determine the extent to which renters can take advantage of health and safety upgrades to homes. This work resulted in a report to the Oregon Legislature in winter 2022 with recommendations for legislation to reduce barriers or expand program access and benefits in service to advancing health and eliminating racial health disparities in alignment with Healthy Together Oregon goals.

Department of Land and Conservation Development — Oregon Housing Needs Analysis Stakeholder Focus Groups

Senior Director | 2022

Kearns & West was contracted by the Department of Land and Conservation Development to engage stakeholders in the Oregon Housing Needs Analysis (OHNA). Ben designed and facilitated a series of focus groups and follow-up engagement sessions to inform policy approaches that advance racial equity and affordable, fair, and equitable housing outcomes. Feedback from the engagement sessions was used to inform a recommendations report to the Legislature in advance of the 2023 session advising on how the state could implement an OHNA into state and local planning programs.

State of Oregon: Sustainability Commission

Senior Director | 2022

Ben planned, designed, and facilitated a strategy and planning retreat in partnership with the Oregon Secretary of State and the Sustainability Commission. The process worked to identify and prioritize areas of focus, develop a workplan, and identify partnerships and opportunities to better embed environmental justice and equity into sustainability efforts across the state. A report of recommendations with baseline actions and a strategic plan was also produced.

BRISA AVILES

ASSOCIATE



📍 San Diego Region, CA
✉️ BAviles@kearnswest.com
☎️ 619.488.6892

EXPERTISE

- Community Engagement
- Public Involvement
- Urban and Regional Planning
- Project Management
- Spanish Public Speaking

EDUCATION

BA, International Development Studies, Urban and Regional Studies
University of California, Los Angeles

MEMBERSHIPS

Board of Directors Treasurer
California Community Land Trust Network | California

Board of Directors Treasurer
Tierras Indigenas Community Land Trust | San Diego, CA

SUMMARY OF QUALIFICATIONS

Brisa Aviles is a bilingual Associate at Kearns & West in San Diego and brings experience in community organizing, engagement, and planning. She holds a Bachelor of Arts in International Development Studies with a minor in both Urban Studies and Environmental Systems and Society from the University of California, Los Angeles.

Brisa is skilled in facilitation, relationship building in historically marginalized communities, and regional planning and engagement spanning multiple cities and unincorporated areas in San Diego County. In her previous roles, she has worked with community-based organizations on projects related to affordable housing, transportation, public health, and environmental justice. During her time at Casa Familiar, she led community engagement campaigns that informed neighborhood development projects in South Bay San Diego. In addition, she is a native Spanish speaker with experience in Spanish language facilitation and an advocate for language justice all throughout her work.

RELEVANT EXPERIENCE

City of San Diego — City-Wide Inclusive Public Engagement Guide Focused Discussion Group Process Associate | 2023

Led by the City of San Diego Planning Department in partnership with the Public Works Department and the Diversity, Equity, and Inclusion Office, an Inclusive Engagement Guide was developed for the intended use by all City departments. The role of Kearns & West in the project was facilitation of the focused discussion group process and included support on the community application process, protocols and charge development, meeting agenda and discussion activities development, and related meeting facilitation. The input from this process has broadened the City's understanding of community members' interests and obstacles in participating in government processes and informed guide development, including engagement activities, follow-up techniques, and metrics.

SANDAG — Anti-Displacement Policy Toolkit Focused Workshop Guest Presenter | 2023

The focused workshop provided a deeper discussion of anti-displacement policies, case studies, and implementation strategies. As a guest presenter, Brisa shared local and statewide initiatives community land trusts have adopted to protect affordability. Brisa is currently a Board Member at the statewide Community Land Trust Network.

San Diego Community Power (SDCP) — Community Power Plan Needs Assessment Associate and Facilitator | 2022

Kearns & West staff worked with SDCP to engage and gather input from communities of concern regarding their priorities, needs, and experiences of energy burden. Brisa supported the engagement partnership with community-based organizations serving the areas of San Diego, Chula Vista, Imperial Beach, National City, Encinitas, La Mesa, and unincorporated communities throughout San Diego County. Brisa provided Spanish facilitation services for the team.

Southern California Edison (SCE) – Stakeholder Education and Engagement Services

Associate | 2022 to Present

Kearns & West is working with SCE to build effective education and engagement channels with community members and other stakeholders at the local level. Brisa has assisted with research and identifying engagement strategies to reach underserved communities. This work includes the development and execution of the Community Listening Roundtables initiative, which brings together community-based leaders to discuss local priorities and needs.

Salt River Project (SRP) – Power Integrated System Plan

Associate | 2022 to 2023

Kearns & West led a large and multi-faceted community and stakeholder engagement effort in support of the development of SRP's first Integrated System Plan in the Phoenix region. Brisa supported Technical Working Sessions and the development and facilitation of Stakeholder Advisory Group meetings with an emphasis on addressing affordability and the transition to clean energy.

Casa Familiar – Avanzando San Ysidro Community Land Trust

Public Vitality Associate | 2021 to 2022

Brisa collaborated with her team in the development and implementation of San Ysidro's first community land trust (CLT). As the Public Vitality Associate, she led the day-to-day project management, pro forma development, and precedent research related to affordable housing and community development. She facilitated neighborhood engagement workshops for San Ysidro residents related to the CLT and other housing justice topics.

Public Matters – University Park Slow Jams

Urban Futures Lab Fellow | 2019 to 2021

University Park Slow Jams is a creative call to action for safer streets. Slow Jams blend socially engaged art, education, and capacity building among local stakeholders with creative public acts to build awareness of street safety and elevate community perspectives. Brisa co-developed the education and engagement plans that prioritized families' and students' transit and mobility experiences in the University Park neighborhood. She facilitated virtual workshops and partnerships that led to collaborations with local agencies to create long-term systemic and infrastructural change.

Public Matters – Greetings from East LA

Urban Futures Lab Fellow | 2019 to 2021

Greetings from East LA is an art, design, urban planning, and community journalism project at Esteban E. Torres High School in East Los Angeles. In collaboration with the County of Los Angeles Vision Zero Action Plan, students learned concepts relating to transportation safety, exploring the conditions of five corridors in East LA, and crafted recommendations to enhance East LA traffic safety communicated through zines and maps. Brisa worked with collaborators to develop the project's curriculum and helped the students interact with professional planners and engineers on proposed plans that will impact their community.

The River Project – Water LA Pilot Project

Community Engagement Intern | 2019

Water LA is a parcel-scale water management project in the unincorporated communities of Florence-Firestone, Bassett, and West Whittier-Los Nietos in Los Angeles County. The project helped retrofit residential properties into spaces of water capture, conservation, and reuse. Brisa helped analyze soil filtration for potential worksites and developed educational materials that communicate key principles of nature-based strategies. Brisa was an integral part of cultivating community relationships with project participants and advocating for language justice all throughout the project.

TAYLOR FUNDERBURK

SENIOR ASSOCIATE



San Diego Region, CA

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619.468.5208

EXPERTISE

- Project Coordination
- Research Data Collection & Analysis
- Meeting Management
- Event Planning
- Survey Development
- Materials Development

EDUCATION & CERTIFICATIONS

BA, Philosophy

The College of Wooster | Wooster, OH

MA, Nonprofit Management & Leadership

University of San Diego | San Diego, CA

Certified Nonprofit Professional (CNP)

Nonprofit Leadership Alliance | San Diego, CA

MEMBERSHIPS

Board of Directors President

So Say We All | San Diego, CA

SUMMARY OF QUALIFICATIONS

Taylor Funderburk (she/her) is a Senior Associate at Kearns & West in San Diego and supports public involvement and stakeholder facilitation processes for projects focused on water resources, renewable energy, climate change and resiliency, environmental conservation and policy, and regional and community planning. Taylor's expertise includes managing projects, planning and coordinating logistics for in-person and virtual engagement events, developing project materials, and notetaking and summary writing.

Taylor holds a bachelor's in philosophy from The College of Wooster in Ohio and a master's in Nonprofit Management and Leadership from the University of San Diego. While in graduate school, she worked as a consultant for local San Diego nonprofits, providing recommendations and execution plans on topics such as community engagement, sector-issue needs assessment, and program design and evaluation. Her professional expertise includes project management for local government, foundations, and community organizations; implementing evaluations and conducting data analysis for sector trends and community needs; and event and logistics planning for trainings, workshops, or conferences (virtual and in-person) for up to 300+ participants to provide capacity building and stakeholder engagement.

RELEVANT EXPERIENCE

County of San Diego – Airports Sustainability Management Plan

Task Lead & Project Support | 2022 to Present

Kearns & West is working with the San Diego County Airports in the creation of their Sustainability Management Plan to collectively reduce environmental impacts. Taylor served as co-project manager for each airport's community engagement planning process to inform about the community outreach plan to understand surrounding communities and landscapes. She attended project meetings with the project team in addition to creating an outreach plan and stakeholder logistics plans for each community meeting.

San Diego Community Power (SDCP) – Community Engagement Power Plan Needs Assessment

Associate & Task Lead | 2022 to 2023

San Diego Community Power is the newest renewable energy provider in the greater San Diego County region. Kearns & West provided community outreach and engagement for SDCP's Community Power Plan (CPP) for the cities of San Diego, Chula Vista, Imperial Beach, National City, Encinitas, La Mesa, and all of the County's unincorporated communities. Taylor supported a variety of community engagement activities. During Phase 1 of community engagement, Taylor was a notetaker for five community listening sessions and aggregated responses into a summary for SDCP to incorporate into the CPP. For Phase 2, Taylor served as the task lead for the launch of the community survey. She coordinated community events to encourage survey participation, event staffing, and project timelines.

San Diego County Department of Parks and Recreation – Off-Highway Vehicle (OHV) Park Siting Feasibility Study

Project Manager | 2022 to Present

Kearns & West is working with the San Diego County Department of Parks and Recreation on the OHV Park Siting Feasibility study to determine potential sites for the County's first OHV Site. Taylor serves as project manager for the

community engagement planning process and implementation of outreach events, such as stakeholder roundtable meetings and public workshops. She has attended project meetings with the project team and taken meeting notes, in addition to creating an outreach plan, a logistics plan, and meeting memos.

City of Newport Beach — General Plan Update

Project Manager | 2023 to Present

Newport Beach, CA, is embarking on phase 2 of its General Plan Update, following a previous Listen & Learn process. Kearns & West collaborates with City staff and the technical team to host a flexible, interactive community engagement process. Taylor is serving as the project manager. She has supported the development of the Community Engagement and Outreach plan, presenting it to the General Plan Advisory Committee for their feedback and approval. In addition, she is leading the research and implementation of an interactive General Plan Update website. Engagement activities will focus on being flexible and adaptable to what works best for the local community. Each phase of the process will offer various opportunities for the community to get involved. Taylor and the project team will stay informed of community needs and priorities throughout the General Plan Update.

San Diego County Department of General Services — Emergency Shelter Site Outreach

Co-Project Manager | 2023 to Present

Kearns & West is working with the San Diego County Department of General Services and Homelessness Solutions to host outreach events to inform the public about new emergency shelter sites in their area. Taylor served as co-project manager for each site's community engagement planning process. She has participated in project team meetings and created drafts of the Community Engagement Strategy plans to inform outreach events.

San Diego County Department of Parks and Recreation — Regional Butterflies Habitat Conservation Plan (HCP)

Project Manager | 2022 to 2023

Kearns & West worked with San Diego County to create a protection and regional management plan to facilitate the conservation of endangered butterfly species. The final HCP will focus on four identified species in conjunction with the County's other conservation programs. Taylor served as the project manager for the community engagement process by attending bi-weekly project team meetings, coordinating with a graphic designer to create branding for the project, and drafting a 'meeting-in-a-box' for County staff to present at the community workshop. In addition, Taylor worked closely with the project team to develop questions for a community polling activity.

U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) — Community Engagement & Risk Communications

Deputy Contract Manager | 2022 to Present

Working closer with the lead staff for Kearns & West's FEMA practice, Taylor has been involved in various projects to support FEMA's community engagement efforts for the National Flood Insurance Program. She has played a crucial role in managing multi-year contracts for the National Outreach Strategy, Risk MAP engagement program, the National Hazard Mitigation Assistance Directorate with its Building Resilience Infrastructure and Communities (BRIC) program summer webinar series, and Hazard Mitigation Assistance (HMA) in developing their annual partners conference, which is expected to have over 1,500 participants, including executive level presenters and White House staff. At the regional level, Taylor has been on the team to support a range of engagements, such as the Region 9 Mitigation Summit and creating the Resilience Story Video Library.

City of Rancho Palos Verdes Mixed-Use Overlay District — Community Engagement

Associate | 2022 to 2023

The City of Rancho Palos Verdes has proposed establishing a Mixed-Use Overlay Zoning District (MUOD) for select parcels, primarily in the City's commercial zones. The city collected input from the community on what type of mixed-use areas the community would like to see around town. Kearns & West coordinated and facilitated community outreach opportunities. Taylor served as the project manager, working closely with a Kearns & West Vice President to create an outreach plan and logistics plan and staff the in-person outreach event.

JASMINE KING

SENIOR ASSOCIATE



San Diego Region, CA

JKing@kearnswest.com

760.690.7664

EXPERTISE

- Public Outreach and Equitable Engagement
- Project Management
- Event Planning
- Meeting Management
- Materials Development

EDUCATION

BA, Sociology and Environmental Science
University of California, Irvine

MPP, Public Policy
Oregon State University |
Corvallis, OR

MEMBERSHIPS

Association of Environmental Professionals, San Diego County Chapter

SUMMARY OF QUALIFICATIONS

Jasmine King (they/them) is a Senior Associate on the Kearns & West San Diego team, a core member of the firm's Equitable and Inclusive Engagement Practice Team, and a native of the San Diego region.

For projects integrating innovative and equitable engagement, Jasmine provides project coordination for Kearns & West, including public outreach, community-based organization (CBO) partnership and compensation coordination, virtual meeting management, facilitation, event planning, and materials development. They have extensive knowledge of and experience with conducting equitable and inclusive engagement at the regional scale with the statewide 30X30 initiative and the Bay Area Air Quality Management District, as well as locally with San Diego Community Power on the Community Power Plan and the County of San Diego Climate Action Plan Equity Engagement.

Jasmine's background includes community outreach and advocacy for racial, economic, and social justice while they served on the United Black Council and the Women of Color Caucus at Oregon State University. They have also worked in the nonprofit sector providing supportive and capacity-building services to adults with disabilities.

RELEVANT EXPERIENCE

City of San Diego – City-Wide Inclusive Engagement Guide Focused Discussion Group Process

Associate and Facilitator | 2023

Led by the Planning Department in partnership with the Public Works Department and the Diversity, Equity, and Inclusion Office, an Inclusive Engagement Guide was developed for the intended use by all City of San Diego departments. Kearns & West's role was facilitation of a "focused discussion group" process, which included support for the community application process, protocols and charge development, meeting agenda and discussion activities development, and facilitation. Jasmine served as facilitator for the meetings.

San Diego Community Power (SDCP) – Community Power Plan Needs Assessment

Associate and CBO-Partnerships Task Lead | 2022

Kearns & West staff worked with SDCP to engage and gather input from communities of concern regarding their priorities, needs, and experiences of energy burden. Jasmine led the engagement partnership with CBOs serving the cities of San Diego, Chula Vista, Imperial Beach, National City, Encinitas, La Mesa, and unincorporated communities throughout the County. Jasmine also provided facilitation services and materials development for the needs assessment.

County of San Diego – Climate Action Plan Update Equity Engagement

Associate | 2021 to 2022

The County of San Diego conducted intentional engagement within Environmental Justice Communities (EJCs) to gather input and recommendations for the Climate Action Plan. Jasmine assisted with coordinating and facilitating a training on equity with County staff and a meeting in the Sweetwater community designed to promote dialogue, create an engaging environment, and explore opportunities and challenges related to greenhouse gas reduction measures in the community. They were involved in the planning of engagement with EJCs in San Diego County.

California Natural Resources Agency (CNRA) – Advancing 30x30 and Climate Smart Lands

Associate | 2021 to 2022

As part of the Executive Order N-82-20 to conserve 30% of lands and coastal waters by 2030, CNRA conducted collaborative and inclusive engagement processes to gather expertise on the opportunities and strategies for achieving 30X30. Jasmine coordinated and facilitated stakeholder and priority community engagement for regional, topical, and Advisory Committee workshops. They were involved in the planning and implementation of all engagement and materials development for CNRA's Pathways to 30x30 and Climate Smart Lands strategy documents.

California Energy Commission (CEC) – AB 525 Outreach

Associate | February 2023 to Present

In September 2021, the California Legislature passed, and the Governor signed, Assembly Bill (AB) 525 (Chiu, Chapter 231, Statutes of 2021) requiring the CEC, in coordination with California state agencies and other relevant federal and local agencies as needed, to develop a strategic plan for offshore wind energy developments installed off the California coast in federal waters and submit it to the CNRA and the legislature in 2023. Kearns & West is currently supporting outreach with California fisheries to understand impacts and ways to mitigate those impacts. The Kearns & West team has participated in situational assessments, meeting and process design, materials development, notetaking, and facilitation. Jasmine has been involved in all aspects of the planning and implementation of fisheries outreach across California. They are currently supporting the development of the Condition 7c Working Group, in coordination with the CEC.

City of Los Angeles Department of Water and Power (LADWP) – 100% Renewable Energy Equity Strategies

Associate | 2021 to 2023

Following the City of Los Angeles 100% Renewable Energy Study in 2021, the City undertook a study of the equitable implementation and distribution of 100% renewable energy across the City of Los Angeles. Jasmine assisted with notetaking for the LA100 Equity Strategies Steering Committee and Advisory Committee meetings and was involved in the planning and implementation of community engagement focused on EJC's.

Bay Area Air Quality Management District – Community Sensing Center

Associate | 2021 to Present

The Bay Air Center is a community resource sponsored by the Bay Area Air Quality Management District that provides technical guidance, materials, and trainings to Bay Area community members and organizations, free of charge, to support their efforts to understand and improve air quality. Jasmine serves as the project manager and is coordinating materials development for the Bay Area Air Quality Management District's resource documents for the community-led sensing program. They are currently involved in all planning, management, and implementation of public engagement and website development for Bay Area community members and organizations.

Bureau of Ocean Energy Management (BOEM) Offshore Wind Renewable Energy Leasing

Associate | 2021 to 2022

As part of BOEM's directive to expand renewable energy by 2030, the Bureau is advancing areas for wind energy development off the coasts of California. Jasmine was involved in all planning and implementation of stakeholder outreach and engagement in the National Environmental Policy Act (NEPA) process to solicit input on the Humboldt and Morro Bay Wind Energy Areas. They were involved in the facilitation and coordination of Scoping, Draft Environmental Assessment, and fishing communities outreach meetings, as well as notetaking support for Tribal government-to-government consultation meetings.

Santa Clarita Valley Water (SCV Water) – Inclusive Engagement Assessment and Recommendations

Project Coordinator | 2021

Kearns & West provided support to the recently unified water agency in building community trust and relationships and reinforcing the agency's role in watershed stewardship, formulating stakeholder and public involvement plans and facilitating virtual engagement and meetings. Kearns & West developed a consolidated dashboard and communication program for six-plus plans and studies to help the public navigate involvement opportunities and understand the agency's objectives. Kearns & West staff also prepared and implemented multiple logistics plans for community workshops and provided support on noticing, social media, and traditional media. They also worked closely with SCV Water staff on a series of Water Resources and Watershed Committee Meeting briefings on the need and potential methodology for integrated water planning. Kearns & West conducted research and strategy for expanding inclusive engagement techniques. Jasmine assisted with conducting research on inclusive engagement processes across water districts in California.

Jennifer Tabanico, President



Role: Behavioral Science Expertise

Location: Oceanside, CA

Years of Experience: 23

Qualifications

Jennifer is recognized internationally as an expert in community-based social marketing (CBSM) and has more than two decades of experience developing, implementing, and assessing behavior change programs for public and private agencies. She has assisted a diverse array of clients in developing initiatives that leverage

behavioral and social science principles and overcome barriers to behavior change. Jennifer has conducted dozens of community-based social marketing training courses and regularly delivers keynote presentations on sustainable behavior change. Her work has been published in peer-reviewed journals, including the *Journal of Environmental Psychology*, *Social Influence*, *Energy*, and *Social Marketing Quarterly*. She has also contributed book chapters to the *Handbook on Household Hazardous Waste*, *Producer Responsibility in Practice*, and the *Handbook on Persuasion and Social Marketing* and is currently co-authoring the 4th edition of *Fostering Sustainable Behavior: An Introduction to Community-Based Social Marketing*. Jennifer is an Editorial Board member for *Social Marketing Quarterly* and an instructor for the Behavior Change and Sustainability and the Sustainable Business Practices Certificate Programs at the University of California San Diego (UCSD) Extended Studies.

Education

- M.A. in Experimental Psychology, California State University San Marcos
- B.A. in Psychology, Minor in Criminology, California State University San Marcos

Selected Project Experience

- **City of San Diego, Think Blue (2006 – 2015; 2020 – Present):** Annual citywide telephone surveys, event intercept surveys, focus groups, observational research, and focused mail surveys to assess knowledge and awareness of issues impacting water quality and roadway flooding.
- **County of San Diego Watershed Protection Program (2009 – Present):** Behavior change and evaluation expertise for stormwater pollution prevention programs aimed at residents, businesses, and youth in unincorporated San Diego County. Countywide telephone and focused mail surveys to inform the development of programs for residents and businesses addressing water quality, illegal dumping, and erosion.
- **County of Orange, H₂OC Program (2017 – Present):** CBSM expertise and application of behavioral insights to the development of countywide behavior change campaign to protect water quality. Strategic advisement for the development of programs addressing irrigation runoff, trash, and pesticide use. Countywide telephone and mail surveys to inform the development of outreach campaigns to protect water quality.

- **Minnesota Zoo, MN, Chloride Reduction (2022 – 2024):** Statewide survey of Minnesota single-family homeowners to inform the development of programs addressing sidewalk salt, fertilizer use, and pet waste management. CBSM expertise and application of behavioral insights to the development of outreach programs to address water quality issues impacting freshwater mussel populations.
- **The Bay Foundation, CA, Marina Bacteria Reduction (2022 – 2023):** Developed a campaign to promote the use of marine pump-out stations by recreational boaters in Los Angeles.
- **CalRecycle, I Recycle Smart Campaign (2020 – 2021):** Statistically robust statewide mail and online survey to inform a statewide campaign to increase the quality and quantity of recyclable material.

Selected Publications

Books

- McKenzie-Mohr, D. & **Tabanico, J.** (expected 2024). *Fostering Sustainable Behavior: An Introduction to Community-Based Social Marketing* (4th ed).

Book Chapters

- **Tabanico, J.** (2024, in press). Designing behavior change programs to reduce waste. In A. Cabaniss (Ed.), *Producer Responsibility in Practice A Guide for Decision Makers*. Lanham, MD: Rowan and Littlefield.
- **Tabanico, J.** & Schultz, P.W. (2018). Designing outreach programs that change behavior. In A. Cabaniss (Ed.), *Handbook on Household Hazardous Waste, 2nd*. Lanham, MD: Rowan & Littlefield.
- **Tabanico, J.**, Schmitt, J., & Schultz, P.W. (2015). Driving Change: The Role of Theory in Social Marketing. In D. Stewart (Ed.) *Handbook of Persuasion and Social Marketing*.

Peer-Reviewed Journals

- Bator, R.J., Phelps, K., **Tabanico, J.**, Schultz, P.W., & Walton, M.L. (2019). When it is not about the money: Social comparison and energy conservation among residents who do not pay for electricity. *Energy Research & Social Science*, <https://doi.org/10.1016/j.erss.2019.05.008>

Professional Memberships

- Editorial Board Member, *Social Marketing Quarterly* (SMQ)
- Editorial Board Review Editor, *Science and Environmental Communication, Frontiers in Communication* and *Frontiers in Environmental Science*.
- Board Member, Clean Trails/National Clean Up Day
- Member, California Resource Recovery Association (CRRA)
- Member, California Stormwater Quality Association (CASQA)
- Member, American Association for Public Opinion Research (AAPOR)
- Member, International Social Marketing Association (ISMA)
- Member, Social Marketing Association of North America (SMANA)

Joey Schmitt, Director



Role: Project direction, staff oversight, deliverable review

Location: Oceanside, California

Years of Experience: 13

Qualifications

Joey has extensive experience managing and directing projects for multi-jurisdictional public agencies, non-profits, and private businesses. He has directed CBSM projects on stormwater, composting, energy conservation, water conservation, and transportation. His background is in applied social psychology and he has expertise in designing field experiments in a research environment. He has worked in both professional and academic positions where he has conducted field research in the areas of environmental attitudes, community outreach, and behavior change. His most recent publications appear in the *Journal Energy* and *the Handbook of Persuasion and Social Marketing*.

Education

- M.A. in Experimental Psychology, California State University, San Marcos (2014)
- B.A. in Psychology, Illinois Wesleyan University (2010)

Selected Project Experience

- **County of San Diego Watershed Protection Program (2013 – Present):** Project lead for design, development, implementation, evaluation, and oversight of residential, commercial, and school programs aimed at stormwater pollution prevention. Oversaw implementation of a countywide awareness mail survey.
- **County of Orange, H₂OC Program: (2017 – Present):** Project lead, key project phases include researching barriers and benefits, developing behavior change strategies, executing a social media strategy to increase public awareness of stormwater issues, and refreshing brand identity. Project topics include overwatering, pesticides, and trash. Oversaw implementation of research efforts including countywide mail/web surveys, focus groups, and intercept surveys.
- **City of San Marcos; Sub to DMAX Engineering, Inc. (2020 – Present):** Led research as a precursor to the development of outreach materials for businesses to report irrigation runoff.
- **Project Clean Water; Sub to MIG (2020 – Present):** Consult on social sciences best practices to improve public education messages addressing water quality across San Diego County.
- **Riverside County Watershed Protection (2020 – Present):** Developed a community-based social marketing program aimed at reducing dry weather flow. Participated in multi-jurisdictional PEST meetings to present research strategies and results. Oversaw graphic design of annual reports.
- **City of San Diego, Think Blue Program; Sub to Michael Baker International (2023 – Present):** Facilitated the updating of Think Blue materials with a new logo and graphic standards.

Oversaw the development of new informational fact sheets. Provided behavioral expertise on social media posts.

- **City of San Diego, Think Blue Program; Sub to Rick Engineering (2023 – Present):** Facilitated the updating of Think Blue materials with a new logo and graphic standards. Oversaw the development of new informational fact sheets and outreach for bulk trash issues in Chollas Creek.
- **City of San Diego, Think Blue Program, Sub to WSP (2020 – 2023):** Facilitated the updating of Think Blue materials with a new logo and graphic standards. Oversaw the development of new informational fact sheets and outreach for bulk trash issues in Chollas Creek.
- **City of San Diego, Think Blue Program; Sub to Tetra Tech (2017 – 2023):** Developed an outreach strategy to revive the public face of the Think Blue brand. Assisted with focus group facilitation to determine the public’s perception of the value of the stormwater system. Led efforts to update programmatic materials to reflect new brand identity.
- **City of Carlsbad, CA – Climate Action Plan Activities (2017 – 2020):** Developed and deployed a mail survey for City residents about barriers and benefits to completing a home energy audit. Coordinated research via surveys and in classroom transportation mode tallies to increase parent participation in carpooling their students. Worked with graphic designer to develop campaign materials.
- **San Diego Association of Governments (SANDAG); Sub to Southwest Strategies – Bus-on-Shoulder Research (2019):** Developed and conducted focus groups to assess perceptions of bus riders and car drivers on a route where busses drive on the shoulder in traffic. Wrote recruitment and discussion guide, oversaw recruitment, co-facilitated two focus groups.
- **San Diego International Airport; Sub to MIG – Airport Satisfaction Research (2019):** Developed a satisfaction survey about experience at the airport; coordinated researchers; conducted data analyses; reported results.
- **City of San Diego, Think Blue Program (2013 – 2016):** Conducted field observations, interviews, and survey development. Oversaw research assistants in the field.
- **City of Oceanside (2015 – 2016):** Developed a survey of residents in a target neighborhood. Conducted observations of irrigation behaviors. Conducted statistical analyses and developed a report with key findings.

Publications

- Tabanico, J. J., **Schmitt, J.**, & Schultz, P. W. (2015). Driving change: The role of theory in social marketing. In D. W. Stewart (Ed.), *The Handbook of Persuasion and Social Marketing*, Volume 2 (pp. 119–154). Santa Barbara: Praeger.
- Schultz, P. W., Estrada, M., **Schmitt, J.**, Sokoloski, R., & Silva-Send, N. (2015). Using in-home displays to provide smart meter feedback about household electricity consumption: A randomized control trial comparing kilowatts, cost, and social norms. *Energy*, 90,351-358.<http://dx.doi.org/10.1016/j.energy.2015.06.130>.

Jessica Cooper, Research Director



Role: Qualitative and quantitative research design, analysis, and reporting

Location: Oceanside, CA

Years of Experience: 12

Qualifications

Jessica joined Action Research in 2024 and has over 10 years of experience in managing and designing research projects for a diverse array of clients. Her background is in experimental psychology, and she possesses comprehensive knowledge of qualitative and quantitative research methods and analyses. She has effectively customized research solutions and analytical frameworks, derived actionable insights, and prepared comprehensive reports for various professional audiences. As a member of the American Association for Public Opinion Research (AAPOR), Jessica stays up to date on market research, statistics, and research methodology best practices.

Education

- M.A. in Experimental Psychology, California State University, San Marcos
- B.A. in Psychology, California State University, San Marcos

Project Experience

- **County of San Diego, Watershed Protection Program (2024 – Present):** Provide research and survey support for the County-wide mail survey related to stormwater pollution and prevention. Facilitated various focus groups with residents and developed summary reports; insights were used by the County to inform the development of outreach materials and programs. Drafted a survey to better understand residents' pest management practices. Currently overseeing projects related to erosion and sediment control, integrated pest management, and signage for green infrastructure projects.
- **Orange County Transportation Authority (OCTA), OC Streetcar Ridership Marketing and Customer Communication Program; Sub to Pulsar Advertising – Potential Riders Research (2024 – Present):** Project management; developed and proposed various research methods to get insights from potential Orange County Streetcar riders.
- **Aquai Technologies – Residential Water Use (2024 – Present):** Provide research and data analysis support for household water utility consumption data from the Olivenhain Municipal Water District (Encinitas, CA) and daily water flow data from Aquai devices. The research aims to test the efficacy of Aquai's water measurement products at reducing water usage through real-time feedback.
- **County of Orange, H₂OC Program (2024):** Assisted with public education and outreach at the OC County Fair (August 2024); topics included irrigation and pest control.

- **Denver Department of Public Health & Environment, Food Waste Recovery Program – Edible Food Waste Reduction (2024):** Consulted on target audience sampling and evaluation methods, survey development, and data analysis of food waste behaviors of Denver, CO residents. Presented summary report to client.
- **Ecology Action - Electric Vehicles (2024):** Consulted on event outreach materials aimed at driving participation in the EV Promotion program.
- **Rock Creek Conservancy (2024):** Assisted with analyzing pilot data for a community-based social marketing pilot program that promoted getting Rock Creek Park visitors with dogs to keep their dogs on leashes.
- **Swarthmore College (2024):** Assisted with data analysis and reporting of the Zero Waste community-based social marketing pilot that included waste sorting data from tabling events at campus common areas and waste characterization data.

Professional Memberships

- Member, American Association for Public Opinion Research (AAPOR)
- Member, Psi Chi – The International Honor Society in Psychology

Dani Ballard, Research Manager



Role: Research implementation and oversight, data tracking and management, data collection oversight, protocol development, training

Location: Oceanside, CA

Years of Experience: 23

Qualifications

Dani has 23 years of social and policy research experience. Her expertise lies in the implementation of survey research and qualitative data collection. She oversees all aspects of research implementation, including recruitment, administration, interviewer training, tracking, and data management. She has managed the implementation of large and complex research projects for a variety of public agencies and government organizations in the areas of environment, health, and public safety. She is a skilled interviewer and has completed thousands of interviews across dozens of social and public opinion research projects.

Education

- A.A. in Computer Science, Parks College, Denver

Selected Project Experience

- **County of San Diego, Watershed Protection Program (2013 – Present):** Project management, data tracking and collection oversight. Trained field teams on intercept and recruiting protocols. Assisted with survey design and implementation of various mail/web surveys to residents. Conducted intercept surveys, in-person surveys with commercial retailers, residential door-to-door surveys focused on erosion, and conducted residential observations focused on irrigation behaviors. Responsible for focus group logistics (participant communications, securing venues, refreshments, incentives) and facilitation support.
- **County of Orange, H₂OC Program – Stormwater Pollution Prevention (2022 – Present):** Implementation of county-wide mail/online survey of residents regarding behaviors relating to stormwater pollution prevention. Data entry and tracking oversight; material development for over-irrigation observations. Trained staff on observation protocols; conducted observations of irrigation behaviors. Developed and implemented evaluation survey to gauge program efficacy; survey analysis and reporting support.
- **County of San Diego; sub to DMAX (2019 – Present):** Process online survey data from participants of septic rebate program; analyze and report insights.
- **City of Carlsbad, CA (2017 – 2020):** Conducted classroom transportation mode tallies; attended Back-to-School Night to provide parents with carpooling information.

- **CalRecycle, State of California (2020 – 2021):** Implemented statewide mail/online survey of residents regarding recycling knowledge and current practices; data tracking and management, analysis, and reporting support.
- **Caltrans, City of San Diego, San Diego Association of Governments (SANDAG); sub to BBC (2019 – 2020):** Conducted in-depth telephone interviews of business owners regarding their experiences bidding on City of San Diego/State of California projects; compiled data and provided reporting support.
- **North County Transit District (NCTD); sub to Southwest Strategies (2018 – 2019):** Developed recruitment scripts, trained staff in recruiting participants to focus groups regarding transportation and quality of life concerns. Responsible for focus group logistics (participant communications, venues, refreshments, incentives); provided facilitation support and assisted with reporting.
- **San Diego Association of Governments (SANDAG); Sub to Southwest Strategies – Bus-on-Shoulder (2019):** Developed recruitment scripts; trained staff in recruiting participants to focus groups regarding proposed transportation options. Responsible for focus group logistics (participant communications, venues, refreshments, incentives); provided facilitation support and assisted with reporting.
- **San Diego International Airport; Sub to MIG – Airport Satisfaction Research (2019):** Survey development, data collection protocol, and interviewer training. Conducted intercept interviews of arriving and departing passengers at the San Diego International Airport regarding their satisfaction of their airport experience. Conducted intercept interviews of people arriving and departing from parking areas at the San Diego International Airport. Assisted with analysis and reporting.

Relevant Professional Memberships

- Member, American Association for Public Opinion Research (AAPOR)

Kim Nguyen, Project Associate



Role: Project and Research Support

Location: San Diego, CA

Years of Experience: 5

Qualifications

Kim has worked with various non-profit organizations and public entities in developing marketing plans that address their concerns revolving around community engagement. With a background in marketing and experience in research, she has utilized different research methods, such as market research, interviews, focus groups, and surveys, and integrated key findings into actionable recommendations that can maximize her clients' impact. She also assisted in event planning by recruiting people to aid at events and oversaw their responsibilities while ensuring that the events run seamlessly and resolving any issues that occur. She also coordinates with vendors to facilitate traffic and the production process of translating and printing creative and research materials. Using her diverse skills, she is excited to leverage research to make local communities cleaner, healthier, and more sustainable.

Education

- B.S. in Marketing and minor in Accounting, San Diego State University

Selected Project Experience

- **County of Orange, H₂OC Program (2022 – Present):** Assemble survey materials for county-wide mailing outreach regarding residents' behaviors on stormwater pollution prevention topics (e.g., pesticide, pet waste). Build databases and codebooks in preparation of data entry and data analysis. Program county-wide web surveys and prepare QR codes for mailing outreach. Track incoming mail surveys. Perform quality control on completed mail surveys in preparation of data entry. Data entry. Conducted field observations in residential neighborhoods regarding irrigation activities. Coordinate translation of outreach materials into 4 different languages. Proof translated materials for quality control.
- **County of San Diego Watershed Protection Program (2022 – Present):** Conduct in-person intercept and telephone surveys with residents to inform outreach material development. Compile sample list for surveys. Program county-wide web surveys regarding residents' behaviors on stormwater pollution prevention topics (e.g., irrigation runoff, septic maintenance). Build databases and codebooks in preparation of data entry and data analysis. Coordinate translation of outreach materials into 8 different languages. Proof translated materials for quality control.
- **Minnesota Zoo – Chloride Reduction (2022 – 2024):** Built database and codebook for data entry and analysis. Programmed web survey. Assembled survey materials for mailing outreach

regarding residents' chloride usage as a deicing strategy. Performed quality control on surveys. Data entry.

- **County of San Diego Watershed Protection Program; Sub to D-Max Engineering (2023 – 2024):** Conducted phone interviews with septic technicians to inform outreach material development and verify contact information. Updated technicians' contact information in a comprehensive spreadsheet.
- **City of San Diego; Sub to WSP (2023):** Conducted field observations regarding residents' activities of trash and bulk waste disposal. Summarized observation findings. Conducted outreach in Chollas area by placing bin tags onto trash bins. Built database and codebook for data entry and data analysis.
- **City of San Marcos; Sub to D-Max Engineering – Stormwater Pollution Prevention (2023):** Conducted phone and in-person interviews with property managers and business tenants. Built datasheet for data entry and analysis.
- **CalRecycle, State of California (2020 – 2021):** Assembled survey materials for statewide mailing outreach regarding residents' recycling and food disposal behaviors. Performed quality control on completed mail surveys in preparation for data entry.

Diego Velasco AICP, LEED AP

Diego Velasco is Principal and Founder of Citythinkers, an integrated and multi-disciplinary planning and urban design firm based in San Diego, California. With 25 years of experience in both urban planning and architecture, he maintains a comprehensive and interdisciplinary approach to that makes him versatile and diverse in his skills. His planning work ranges in scale and scope from Master Planned Communities to General Plans, Community Plans, Zoning Codes, Streetscape Design, Resiliency Planning, and Community Outreach. His work in architecture focuses on urban, infill housing, affordable housing, and mixed-use.

Diego is currently active in his community as Section Director for the American Planning Association, a member of the Management Committee of ULI San Diego/Tijuana, and as a frequent speaker at national and local APA and ULI events. He teaches undergraduate city planning, urban design, and architecture studio courses at the University of California, San Diego and the University of San Diego.



SELECTED RELEVANT EXPERIENCE

Site Feasibility and Due Diligence for Price Charities Properties

PRICE CHARITIES

Principal-in-Charge of Schematic Design and Site Feasibility Analysis
Contact: Sophie Bernabe: 858-551-2327; sbernabe@price-entities.com

City of Encinitas El Camino Real Corridor Specific Plan

CITY OF ENCINITAS

Principal-in-Charge of Urban Design and Site Feasibility Testing
Contact: Brooke Peterson, Rick Engineering; bpeterson@rickengineering.com

24th Street Transit Oriented Development Overlay

CITY OF NATIONAL CITY

Principal-in-Charge of Urban Design
Contact: Brad Raulston: 619-336-4256; braulston@ci.national-city.ca.us

City of San Diego On-Call Planning Services

CITY OF SAN DIEGO

Principal-in-Charge; Urban Design Lead on Multiple Plans
Contact: Nancy Graham: 619-236-6891; nhgraham@sandiego.gov

City of San Diego Complete Communities

CITY OF SAN DIEGO

Principal-in-Charge; Site Feasibility Testing, Standards, & Illustrations
Contact: Nancy Graham: 619-236-6891; nhgraham@sandiego.gov

Community Plan Updates for Clairemont, University, College Area, and Hillcrest Communities of San Diego

CITY OF SAN DIEGO

Principal-in-Charge; Urban Design and Land Use
Contact: Nancy Graham: 619-236-6891; nhgraham@sandiego.gov

City of San Diego Blueprint SD

CITY OF SAN DIEGO

Principal-in-Charge; Urban Design and Objective Design Criteria
Contact: Suchitra Lukes: 619-533-5931; slukes@sandiego.gov

City of San Diego Mixed-Use Zoning Code

CITY OF SAN DIEGO

Principal-in-Charge; Zoning Code Writing & Illustrations
Contact: Renee Mezo: 619-236-6033; rmezo@sandiego.gov

YEARS OF EXPERIENCE

25 years; 4 years with Citythinkers

AWARDS

American Planning Association, San Diego Chapter Comprehensive Plan Award for the El Cajon Transit District Specific Plan (2019)

American Planning Association, San Diego Chapter Urban Design Award (Honorable Mention) for USD Master Plan (2018)

American Planning Association National Achievement Award - Public Outreach (2015)

EDUCATION / CERTIFICATIONS

University of Washington (2006)

Master of Urban Planning
Urban Design Certificate

University of California, Berkeley (1999)

Bachelor of Arts Degree, High Honors
Architecture Major, City Planning Minor

American Institute of Certified Planners,
Certified Planner

U.S. Green Building Council
LEED Accredited Professional

ACTIVITIES / AFFILIATIONS

Urban Land Institute (Member, Management Committee TAP Chair, Partnership Forum Mentor 2014-present)

Lambda Alpha International, Member

Citizens Coordinate for Century 3 (Board Member 2013-2019, President 2014)

Centre City Advisory Committee (2009)

American Institute of Certified Planners

American Planning Association, Member, Section Director



BRIAN GAZE, AICP Managing Director

RELEVANT EXPERIENCE

EDUCATION

- Master of City Planning, San Diego State University (2007)
- B.A. Communication, UC San Diego (1999)

LICENSES/REGISTRATIONS

- American Institute of Certified Planners (AICP)

PROFESSIONAL HISTORY

- Transit Planner, IBI Group (San Diego, 2007 - 2011)
- Active Transportation Planner, Alta Planning (San Diego, 2011 - 2014)
- Director of Programs, Circulate San Diego (San Diego, 2014 - 2017)
- Senior Active Transportation Planner, CR Associates (San Diego, 2017 - 2019)
- Managing Director, Evari GIS Consulting (San Diego, 2019 - Present)

Brian Gaze, AICP has over 17 years of experience in the environmental, land use and transportation planning field, with an emphasis on using GIS to support active transportation planning in disadvantaged communities. His areas of expertise include public-facing WebGIS websites and dashboards, disadvantaged communities mapping, grant-writing for master planning efforts, and communicating the spatial relationships between complex disparate datasets.

Since joining the firm as Evari's Director in 2019, he has grown the firm's planning portfolio to include several ArcGIS Hub and Experience Builder websites for a mix of municipal, utility, corporate, and nonprofit clients, including equity analyses in support of grantwriting efforts, transportation policy changes, and web-based Vision Zero dashboards designed to inform diverse, non-technical stakeholders of the relationship between transportation networks and the communities they serve.

CITY OF SAN DIEGO, CA - TRAFFIC ENGINEERING SUPPORT FOR COMMUNITY PLAN UPDATES, PROJECT DIRECTOR

Evary provided vital traffic engineering and GIS support for the City of San Diego's Community Plan Updates, focusing initially on the University Community Plan Amendment. By analyzing five scenarios across 80 intersections, Evary utilized Esri's ArcGIS Network Analyst to predict traffic behavior changes due to potential infrastructure modifications, such as constructing a bridge or widening a major avenue. Evary produced over 50 interactive GIS webmaps to illustrate recommended updates for various transportation networks, aiding the Mira Mesa Community Plan Update.

SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG) - NORTH COUNTY REGIONAL CORRIDOR SR78 COMPREHENSIVE MULTIMODAL CORRIDOR PLAN (CMCP), PROJECT DIRECTOR

Brian led Evary's work to complete a comprehensive project database for this project along SR78 in North County. Evary compiled a listing of planned walking and biking congestion-relief and traffic management projects for each city in the study area, and developed a high-level visualization of each project, including cost estimates, timelines, source document, and a project description for use by project stakeholders and community members.

CITY OF SANTA ANA, CA - STREET LIGHT MASTER PLAN, PROJECT DIRECTOR

Brian was responsible for all Evary work under this contract, including draft and final project deliverables, schedule and budget adherence, and staff resource planning. To support the project, Evary developed materials to facilitate a series of community engagement events designed to elicit feedback on the project, which attracted over 200 residents over the course of a 2-day charrette.

CITY OF EL MONTE, CA - VISION ZERO ACTION PLAN SIDEWALK INVENTORY AND REPAIR PROGRAM, PROJECT DIRECTOR

Brian managed Evary's work on a number of pedestrian field data collection and analysis projects for the City, including the a comprehensive pedestrian network data collection consisting of 250 lineal miles of sidewalk, a detailed analysis of collision data, identification of related public safety hazards, and the development an approach for implementing appropriate countermeasures. Through the creation of collision heat maps, project dashboards and online web maps, Evary provided conceptual GIS visualizations illustrating "hot spot" locations for proposed safety programs.

CITY OF PHILADELPHIA - CITYWIDE LED CONVERSION, PROJECT DIRECTOR

Brian served as the Project Director for this project, which involved inventorying over 130,000 fixtures citywide throughout the City of Philadelphia. In addition to the inventory effort, Brian led Evary's role in the community engagement aspect of the project, including a trial installation effort at 15 locations citywide, which solicited feedback from community members, developed priority locations for implementation based the City's Vision Zero High Injury Network, and identified communities of concern slated for additional "boosting" of light levels to improve safety and livability.



CARL SORENSON

Senior GIS Analyst



EDUCATION

- B.A. Geography, Arizona State University (2013)
- Certificate in GIS, Arizona State University (2013)
- Amazon Web Services: TCO and Cloud Economics Accreditation (2014)
- Amazon Web Services: Business Professional Accreditation (2014)
- Amazon Web Services: Technical Professional Accreditation (2014)

YEARS OF EXPERIENCE

10

Carl Sorenson is Evari GIS Consulting, Inc's Senior GIS Administrator. He is responsible for developing and implementing Evari's GIS and cloud computing systems. With deep technical skills and a high attention to detail, Carl ensures that every system Evari deploys meets or exceeds clients' expectations. Carl started with Evari GIS as a GIS Technician in 2013, and has become progressively more integral to the team, now managing Evari's Amazon Web Services cloud infrastructure network, including Elastic Compute Cloud (EC2) servers, Amazon Workspaces within a Virtual Private Cloud (VPC), and web and mobile GIS systems using ArcGIS Server, SqlServer, and ArcGIS JavaScript API in order to streamline management of various construction, planning, and street lighting projects.

RELEVANT EXPERIENCE

CITY OF SAN DIEGO, CA - TRAFFIC ENGINEERING SUPPORT FOR COMMUNITY PLAN UPDATES, GIS ANALYST

Evary provided vital traffic engineering and GIS support for the City of San Diego's Community Plan Updates, focusing initially on the University Community Plan Amendment. By analyzing five scenarios across 80 intersections, Evary utilized Esri's ArcGIS Network Analyst to predict traffic behavior changes due to potential infrastructure modifications, such as constructing a bridge or widening a major avenue. Evary produced over 50 interactive GIS webmaps to illustrate recommended updates for various transportation networks, aiding the Mira Mesa Community Plan Update.

SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG) - NORTH COUNTY REGIONAL CORRIDOR SR78 COMPREHENSIVE MULTIMODAL CORRIDOR PLAN (CMCP), GIS ANALYST

Carl was the GIS Lead on this effort to complete a comprehensive project database for this project along SR78 in North County. Evary compiled a listing of planned walking and biking congestion-relief and traffic management projects for each city in the study area, and developed a high-level visualization of each project, including cost estimates, timelines, source document, and a project description for use by project stakeholders and community members.

CITY OF SANTA ANA, CA - STREET LIGHT MASTER PLAN, GIS ANALYST

Carl developed a comprehensive GIS database of the city's streetlight data, including monitoring dashboards, webmaps, and a 3D GIS model to pinpoint underlit elements of the pedestrian and bicycle networks. He also supported a series of community engagement events designed to elicit feedback on the project, which attracted over 200 residents over the course of a 2-day charrette.

CITY OF PITTSBURGH, PA - LED STREETLIGHT CONVERSION, GIS ADMINISTRATOR

As the GIS Administrator, Carl created a web-based GIS system for streetlight data collection as a crucial component of the City of Pittsburgh's LED streetlight conversion. He hosted the data in an enterprise geodatabase and published it as web services, enabling multiple users to simultaneously input data through various custom-built web and mobile front ends. The collected data was analyzed and used to develop a digital twin of the City's lighting environment, which was critical in Evary's work to identify lighting deficiencies and help to develop a phased construction schedule which prioritized disadvantaged neighborhoods.

COUNTIES OF OREGON - STREETLIGHT AUDIT AND INSTALLATION SUPPORT, DEPARTMENT OF TRANSPORTATION, GIS ADMINISTRATOR

Carl was responsible for setting up an enterprise GIS system to facilitate the auditing of streetlights along Oregon DOT roads, as well as the installation of new LED fixtures. Carl worked with other subcontractors to create a WebGIS dashboard system that met the needs of installers, including setting up offline editing in tunnels and assisting with the reconciliation of offline edits. Carl created custom front ends so that the Oregon Department of Transportation could share project progress with the public.

CATHERINE HANNA SCHROCK

Imagine Co-Founder & Director of Programs

PROJECT ROLES

Engagement Strategy
Communication Strategy
Creative Direction
Event Design & Programming
Curriculum & Workshop Design
Lead Facilitator
Cultural Competency Trainer
Experiential Learning Specialist
Program Management

CONTACT

(619) 894-6444

catherine@imaginebravespaces.com

219 1/2 22nd St
San Diego, CA
92102

EDUCATION

MA New York University
Educational Theatre
Applied Theatre & Human Rights

BA Calvin College
Sociology
Int'l Development & Social Work

PROJECT DESCRIPTION

Project: SOL1110177: On-Call Public Affairs Consulting Services

Location: San Diego County

Imagine provides innovative, arts-based and creative public engagement strategies and implementation support, including video development and production.

HISTORY

Co-Founder & Director of Programs | Imagine Creative Services

2021 - present, San Diego, CA

Launched and led development of all program content for new San Diego-based company working at the intersection of applied theatre, multimedia arts, and community development. Imagine utilizes the arts to educate, connect, inspire, and activate in order to support the flourishing of San Diego's diverse communities.

- **Build Better SD (2022) - City of San Diego Planning Department.** Creative public engagement and facilitation, including high-school youth and adults. Promotional video (<https://bit.ly/3tdsl7K>) created for use in City outreach and decision-making.
- **Housing Action Package 2.0 (2023) - City of San Diego Planning Department.** Public outreach event design and facilitation. Design/layout of printed and electronic communication elements.
- **Equity Forward: Inclusive Public Engagement Guide (2023) - City of San Diego.** Creative public engagement, including pop-up events, educational workshops, visual and theatre arts-based survey techniques, event facilitation, and community-informed responsive outreach. Promotional video (<https://bit.ly/46mwwSw>) created for use in City training and outreach.
- **Mid-City Communities Plan Update (2023-24) - City of San Diego Planning Department.** Promotional video (video completed but not yet public) created for use in City outreach and decision-making. Included extensive drone flyover footage of Mid-City area.
- **K-12 Youth Services Community Grant Recipient (2022) - Public Safety Group, County of San Diego.** Grant received for full year delivery of theatre-based programs. Included a bullying prevention program for elementary and middle school students across San Diego County and the development and delivery of a new trafficking awareness and prevention program for middle school students.
- **San Diego County School Districts (2021-ongoing) -** Contracted with San Diego Unified, Cajon Valley Unified, San Diego County Office of Education, and others to deliver arts-based social and emotional learning programs to students via live assembly, in-class, and after-school elements.

Equity, Diversity, Inclusion & Access Consultant | Various

2021-present, San Diego, CA

Leadership coaching to support executive staff and non-profit boards in developing cultural competency and communication skills with diverse teams. EDIA training for staff. Clients include the Old Globe Theatre, Diversionary Theatre, PCI Global, the Museum of Us, Outside the Lens, Arts Education Connect, the San Diego Episcopal Diocese, others.

Co-Founder & Director of Community Development | Blindspot Collective

2017-2021, San Diego, CA

Developed original community-inspired performances and community and school-specific curriculum, hired and managed a team of artists and artist educators. Cultivated and maintained relationships with community partners. Integrated culturally-aware community engagement processes in all programs on and off-stage.

(continued on second page)

Artistic Director & Program Director | Center for Justice & Reconciliation, Point Loma Nazarene University

2016-2020, San Diego, CA

Creator and manager of forum theatre-based human trafficking prevention curriculum to inspire student learning and engagement. Assembled, designed, and drafted comprehensive curriculum. Coordinated and managed program delivery.

Teaching Artist | The Globe Theater & La Jolla Playhouse

2014-present, San Diego, CA

Developed and delivered creative/dramatic curriculum for 1) arts and academic integration, 2) performance, 3) youth empowerment, and 4) professional development.

Role-Play Coach & Facilitator | Performance of a Lifetime

2011-2018, New York, NY

Performed in various professional & corporate settings using theater/improvisation, role-play as a coaching mechanism for professional development and skill-building.

Teaching Artist & Facilitator | The New Victory Theater

2013-2015, New York, NY

Theater/storytelling teacher artist in partnership with NYC public schools. Co-developed curriculum appropriate for students elementary-high school age.

Program Director | Teacher Exchange Program, Invisible Children

2007-2014, Gulu, Uganda

Directed program for professional exchange between Ugandan and North American educators. Included program development, design and facilitation, budget creation and management, general program outlining, logistical coordination, implementation, assessment and oversight over all programming. Designed and facilitated workshops on cultural preparation, dialogue, critical pedagogy, informal education, creative education, and the use of dramatic/active learning methods in the classroom with war-affected youth. Conference design and facilitation. Program research to create and implement a full program impact evaluation since program inception. Compiled, analyzed, and reported the results. Taught high school English to Ugandan war-affected youth. Developed theatre/creative activities integrated in regular academic curriculum.

Teaching Artist | The Leadership Program

2006-2014, New York, NY

After school and in-school program instructor in various NYC public schools teaching drama, original performance creation, creative writing, poetry/spoken-word, playwriting, literacy, dance, Theater of the Oppressed/Boalian drama methods, film critique, character education, mentoring, leadership, life skills, social justice, youth empowerment, violence prevention programming. Professional development facilitation including workshops with teachers and parents teaching theater arts integration/active teaching, multiplicity in learning, conflict resolution, Theater of the Oppressed, community building. Curriculum development including creation of creative, dramatic, and social/emotional curriculum.

PETER SCHROCK

Imagine Co-Founder & Director of Operations

◎ PROJECT ROLES ◎

Engagement Strategy
Communication Strategy
Creative Direction
Event Design & Programming
Video Production
Video Editing
Graphic Design
Photography
Print & Online Content

◎ CONTACT ◎


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peter@imaginebravespaces.com


219 1/2 22nd St
San Diego, CA
92102

◎ EDUCATION ◎

BA Biola University
Communication Studies
Radio, Television & Film

Art Center Pasadena
Night program
Graphic Design/Photography



PROJECT DESCRIPTION

Project: SOL1110177: On-Call Public Affairs Consulting Services

Location: San Diego County

Imagine provides innovative, arts-based and creative public engagement strategies and implementation support, including video development and production.



HISTORY

Co-Founder & Director of Operations | Imagine Creative Services

2021 - present

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- **Housing Action Package 2.0 (2023) - City of San Diego Planning Department.** Public outreach event design and facilitation. Design/layout of printed and electronic communication elements.
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Director of Communications | Novo Mission

2001 - 2020

Launched and grew a multi-functional non-profit communications team to provide clear messaging, rich content, and engaging events for donors and staff that laid the foundations for long-term sustainability. Organized and directed first organizational rebranding project since founding in 1980. Designed and produced printed communication materials. Developed, launched, and maintained multiple organizational websites. Traveled extensively to visit international project sites to develop content for marketing and project documentation.

Communications Coordinator | Jet Propulsion Lab

1999 - 2001

Designed and produced publications to share research internally with other JPL departments and partners. Designed presentations for scientific conferences.

Jean Walcher
1940 Market St
San Diego, CA 92102

40 years of experience in corporate, media and community relations, marketing, special events, and film and TV production and development.

Work Experience:

J. Walcher Communications

President, San Diego (Jan. 2001 to Present)

- Demonstrate strong leadership, strategic planning, business development and management skills to build a successful communications agency with long-term clients
- Mentor and lead long term PR and marketing staff in PR; social media strategies; media training; crisis communications and general marketing initiatives
- Worked with City of San Diego, City Council Offices, Mayor's Office and Board of Supervisors on projects, press events and outreach on issues such as immigration (Jewish Family Service, San Diego Rapid Response Network), health (COVID campaign targeted to African Americans/County of San Diego), transportation (Circulate San Diego), real estate development (Greystar, Zephyr, Gerding-Edlen, AMLI) and equity (San Diego Regional Policy & Innovation Center; San Diegans vs. Big Tobacco)

American Council on Exercise (ACE)

Vice President, Marketing and Public Relations, San Diego (November 1996 to January 2001)

- Participate in business planning and overall strategic direction of \$6 million international nonprofit organization as a member of company executive staff
- Supervise the integration of marketing activities among a team of seven marketing and public relations employees
- Oversee and provide direction to publications staff responsible for producing two bimonthly magazines and numerous book projects
- Edit marketing communications and public relations materials, website content and magazines
- Supervise strategic website partnerships and other Internet marketing initiatives

Matthews/Mark (formerly Capener, Matthews & Walcher)

Account Executive, San Diego (April 1993 to November 1996)

- Developed and managed local and national public relations campaigns, media relations for clients including Priority Pharmacy, Life Benefactors, Sycuan Band of Mission Indians, Eastlake Development and American Council on Exercise
- Researched, wrote and edited press materials, strategic PR plans, new business proposals
- Specific accomplishments included creating a partnership between Priority Pharmacy and national nonprofit to host/sponsor premieres of the film "Philadelphia." The project was awarded first place "Mark of Excellence" award from the Public Relations Society of America, San Diego chapter; spearheaded national publicity campaign for launch of San Diego Zoo's Website.

FREEJACK Productions

Executive Assistant to the Producer, Los Angeles (1990 – 1992)

- Assisted producer from pre- through post- production on \$40 million feature film, FREEJACK
- Liaison between producer and studio, actors and director
- Research, procurement of contracts with key talent: actors, cinematographer, costume designer, production personnel

Independent Production Coordinator, Los Angeles, (1988 – 1990)

- Coordinated national TV commercials with budgets averaging \$500,000; clients included NIKE, TOYOTA, ISUZA, UNIVERSAL PICTURES
- Coordinated talent contracts, procurement of permits and insurance, budgeting and scheduling
- Hired crews, coordinated equipment and support services

Witt/Thomas Films

Development Assistant, Los Angeles (1986 – 1988)

- Researched and evaluated scripts, books and story treatments for feature film potential
- Developed director and casting lists for shopping of feature film scripts
- Administration of script, literary submissions

Lapin & Rose Public Relations

Account Executive, New York (1984 – 1986)

- Coordinated 15-city media tour for Hagler/Hearns Championship Title Fight; included booking the sports celebrities on radio and TV shows
- Developed and implemented press conferences for national sporting events
- Managed press room operations, credentials for major sporting events including the Los Angeles Marathon

Ruder Finn & Rotman

Account Coordinator, New York (1983 – 1984)

- Coordinated public relations and media campaigns and developed budgets for multi-city media tours for clients such as the Jamaican Tourist Board, Thorn EMI Home Video through a national network of more than 70 independent PR agencies.

Community Activities:

Board Positions: Serving Seniors, Citizens Coordinate for Century 3 (C-3), San Diego County Bar Foundation

Volunteer Committees: Sharp Healthcare/Executive Marketing Committee, Institute of Contemporary Art/Marketing Committee, City of San Diego/Commission for Arts & Culture Marketing Committee, Mama's Kitchen/Gala Committee

Sandy Young
1940 Market St
San Diego, CA 92102

Over her 19-year career in public relations, Sandy Young has proven herself a self-starter, innovator and leader, excelling at strategic planning, marketing campaign execution and crisis communications.

Work Experience:

J. Walcher Communications

Vice President, San Diego (June 2009 to Present)

- Oversee clients in a variety of industries, with an emphasis on nonprofit and crisis communications clients, by determining year-long publicity goals and monthly tactical measures.
- Plan and promote numerous press conferences, groundbreakings, grand opening and community events, and related social and traditional media relations.
- Regularly works with the City of San Diego, Mayor's Office and City Council to promote joint initiatives and progress, including for the City of San Diego's four Safe Parking Program lots via Jewish Family Service, as well as City-related projects for clients City Heights Community Development Corp., San Diego Regional Policy & Innovation Center and San Diego Housing Federation. Efforts include press conferences, feature stories, op-eds, social media, talking points, etc.

Benedetto Communications (now Chemistry)

Senior Account Executive, San Diego (July 2008 to January 2009)

- Directed high-profile accounts and provided strategic plan formation and message creation and execution.
- Led communications programs and produced events to promote local, regional and national client efforts.
- Worked on multiple architecture and construction-related clients to promote projects related to housing and the environment, including several government projects. Provided media relations, thought leadership and general PR consultation.

The McRae Agency

Account Manager, San Diego (February 2005 to July 2008);

PR and Marketing Communications Consultant, San Diego (February 2009 to May 2009)

- Supervised PR and marketing campaigns to promote brand awareness, real estate projects, services and products, community/charity partnerships, events and business developments.
- Served as direct contact for clients to ensure all communications goals were understood and met/surpassed.
- Consistently secured top coverage for clients on CNN, CNET.com and Univision.com, as well as in USA Weekend, SELF Magazine and Outside Magazine.

AOL's La Jolla Patch, 944 Magazine, SanDiegoBargainMama.com, bizSanDiego, SoCal PR Blog

Freelance Editorial Contributor (September 2005 to September 2011)

- Developed articles, columns and write-ups for the outlets' local and national content, both print and online.
- Interviewed local and national business owners, along with media- and entertainment-related individuals.
- Researched and wrote regular "Live Well" section articles for bizSanDiego Magazine.

Community Activities:

- **Public Relations Society of America, San Diego/Imperial Counties Chapter: PR Pro of the Year (2023); Speaker (Crisis Communications; Diversity Equity & Inclusion; Networking; etc.; Ongoing); National Counselors Academy Section Member (2022 to Present); Volunteer (2005 to Present); Board of Directors Nominating Committee (2022); Edward L. Bernays Awards of Excellence Special Awards Judging Committee Member (2022); Western District Conference Programming Co-Chair (2014); Executive Board Member (2010 to 2014); Silent Auction Chair (2008); (New Pro of the Year (2007)**
- **San Diego Repertory Theatre: Probono PR Representative (2022-Present); Taskforce Member (2022); Board Member (2020-2022)**
- **Women’s Symposium, by Academy of Our Lady Peace: Planning Committee (2019-2021); Speaker (2018 & 2021); School Volunteer of the Year (2021)**
- **San Diego County Bar Foundation: Communications and Grants Committees (2015-2020)**
- **Speaker: California State Parks, San Diego State University, Vista Chamber of Commerce, U.S. Superyacht Association’s Superyacht Summit San Diego, Business for Good’s Doing Business for Good Summit, South Park Business Group and more**

Education:

University of California, San Diego

B.A. in Communication, Minor in Literature/Writing with Provost Honors and Warren College Honors

Pembroke College, University of Cambridge

Emphases in Film Studies and Italian Renaissance Art with Opportunities Abroad Program

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