

ATTACHMENT 2

GRANT AGREEMENT Initial Public Access, Operation & Maintenance Soda Springs Ranch

This Initial Public Access, Operation and Maintenance Grant Agreement ("Agreement") dated as of January 7, 2025 ("Effective Date") is entered into by and between the Sonoma County Agricultural Preservation and Open Space District ("District"), and the City of Cloverdale, a California municipal corporation ("Grantee").

RECITALS

A. *IPAOM Policy.* On February 2, 2016, by Resolution No. 16-0040, the District's Board of Directors adopted its current Initial Public Access, Operation and Maintenance Policy under which the District provides initial public access, operation and maintenance funding for District-protected recreational lands ("IPAOM Policy"), consistent with the Expenditure Plan approved by Sonoma County voters in November 2006 as part of the Sonoma County Open Space, Clean Water and Farmland Protection Measure, Measure F.

B. *Property.* Grantee owns the Soda Springs Ranch Open Space Preserve, a 208.72-acre property, located at 600 Cherry Creek Road in Cloverdale, California ("Property").

C. *Conservation Easement.* Grantee conveyed a conservation easement over the Property to the District by that certain Deed and Agreement Conveying a Conservation Easement and Assigning Development Rights recorded in the Official Records of Sonoma County on September 1, 2023 as Document No. 2023-040971 ("Conservation Easement").

D. *Recreation Covenant.* Grantee also conveyed a recreation covenant over the Property to the District by that certain Recreation Conservation Covenant recorded in the Official Records of Sonoma County on September 1, 2023 as Document No. 2023-040972 ("Recreation Covenant"), requiring the Property to remain open to the public for recreational and education purposes in perpetuity after compliance with the California Environmental Quality Act (CEQA).

E. *Funding Request.* Grantee submitted an application for funding for the following tasks (each, a "Task"): (i) trailhead and restoration features, (ii) multi-use trail construction, (iii) public access amenities, (iv) gates, signage, trail marker and boundary improvements, (v) survey work, (vi) CEQA analysis, (vii) trail maintenance and vegetation management, (viii) picnic tables and (ix) community engagement to support initial public access on the Property ("Project").

F. *Grant Approval.* On January 7, 2025, the District's Board of Directors approved funding for the Project in an amount not to exceed **\$962,375** ("Grant Funds").

ATTACHMENT 2

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

AGREEMENT

1. The foregoing recitals are true and correct and are incorporated into this Agreement.

2. GRANT REQUIREMENTS

a. *District Grant.* Subject to all terms and conditions herein, the District shall provide Grant Funds to be used exclusively for eligible costs, as described in the Work Plan to be approved by the District pursuant to Section 3(a), below.

b. *Project Completion.* By no later than **September 1, 2026** (“Completion Date”), the Project shall be completed, grant funds shall be expended, and Grantee shall open the Property for low-intensity public outdoor recreation consistent with the Conservation Easement and Recreation Covenant. Any Grant Funds not expended by the Completion Date shall revert to the District and shall no longer be available under this Agreement. Should the cost of implementation of the Project and provision of public access on the Property by the Completion Date exceed the Grant Funds, Grantee shall be responsible for all such excess costs.

c. *Operations and Maintenance.* Grantee shall use, manage, operate and maintain the Property in a manner consistent with the Conservation Easement and the Recreation Covenant. This Agreement does not relieve Grantee of its responsibility for all costs of management, operation and maintenance of the Property.

3. PROCEDURAL REQUIREMENTS

a. *Work Plan.* Prior to the disbursement of any Grant Funds and no later than ninety (90) days from the Effective Date of this Agreement, Grantee shall submit for District approval a Work Plan to implement the Project. The District’s review of the Work Plan shall consider whether the Work Plan is consistent with this Agreement, the Conservation Easement, the Recreation Covenant, and the District’s IPAOM Policy. Once approved by the District, the Work Plan (together with any exhibits thereto) shall be considered an addendum to of this Agreement and shall be specifically enforceable hereunder. The District’s review and approval of the Work Plan is not an entitlement or permit of any kind. The Work Plan shall include:

- (i) A detailed description, including conceptual and, if available, construction plans for each Task;

ATTACHMENT 2

- (ii) A timeline or schedule for Task implementation, including final Project implementation date; and
- (iii) A detailed budget, describing expenditure of the Grant Funds and the source of any additional funds necessary to accomplish the Task.

A sample form for the Work Plan required by this Agreement is attached hereto as Exhibit A. With prior written approval from District, Grantee may amend the Work Plan from time to time, provided that such amendments further the original purpose of the Project. Amendments to the Work Plan, once approved by the District, shall comprise a further addendum to this Agreement and shall be specifically enforceable hereunder.

b. *Disbursement Conditions of Grant Funds.* The District shall not be obligated to disburse any Grant Funds unless and until the following conditions have been met:

- (i) The District's Board of Directors has approved funding for the Project, as evidenced by execution of this Agreement.
- (ii) Grantee has provided written evidence to the District that all permits and approvals necessary to implement the Project under applicable local, state and federal laws and regulations have been obtained.
- (iii) Grantee is in compliance with the terms of the Conservation Easement and Recreation Covenant.
- (iv) A Work Plan has been approved pursuant to Section 3 of this Agreement by the District.
- (v) Grantee has provided a current negotiated rate letter approved by a cognizant federal agency, an Indirect Cost Rate (ICR) plan, or current billing rates for Grantee's staff.
- (vi) Grantee has provided proof of compliance with the California Environmental Quality Act (CEQA), as applicable.

c. *Reimbursement Payments.* Grantee may submit reimbursement claims following District approval of the Work Plan. Grantee shall complete and submit no more frequently than monthly and no less frequently than quarterly, reimbursement claims in a form acceptable to the District containing at a minimum all the information in the sample form attached hereto as Exhibit B. Each invoice should be accompanied by a Performance Report as described in Section 3(e)(i), below. The District will pay the claims of Grantee on a reimbursement basis within 45 days of receipt of claims that comply with the following

ATTACHMENT 2

requirements: (i) claims must be complete and include adequate supporting documentation; (ii) claims must be only for eligible expenditures as detailed in the approved Work Plan; and (iii) all claimed expenditures must be demonstrated to be reasonable and consistent with the IPAOM Policy.

d. *Final Reimbursement.* In submission of the final request for reimbursement, Grantee shall ensure that the reimbursement claim filed with the District is labeled as final and includes photos documenting 100% implementation of the Project, attesting to the Project's completion. This documentation of Project completion must be submitted as a final performance report prepared in accordance with Section 3(e)(ii) and shall accompany the final reimbursement request.

e. *Reporting Timeframes.*

- (i) Quarterly Performance Report. After the Work Plan is approved, Grantee shall complete and submit no less frequently than quarterly, a performance report ("Performance Report") demonstrating Grantee's progress under its approved Work Plan. The first Performance Report, consistent with the sample form provided in Exhibit C shall be submitted no later than ninety (90) days after the date the Work Plan is approved by the District. The Performance Report shall be in a form acceptable to the District's General Manger and shall include (i) a summary of the current status of the Project; (ii) a description of any challenges and opportunities encountered within the reporting period and how Grantee will address them; (iii) percent of the Project implemented; (iv) amounts and sources of Grantee funds expended; and (v) percent of the Grant Funds expended.
- (ii) Final Performance Report. The Final Performance Report, consistent with the sample form provided in Exhibit D shall be submitted no later than 45 days after Project completion ("Final Performance Report") demonstrating 100% implementation of the Project, including documentation that the District's Grant Funds have been expended consistent with the terms of this Agreement. The Final Performance Report should include photos documenting Project completion.

4. IMPLEMENTATION REQUIREMENTS

a. *Procurement.* In expenditure of Grant Funds for goods or services, Grantee shall comply with District's competitive procurement procedures, including those required by

ATTACHMENT 2

laws applicable to a special district created by Public Resources Code section 5500 *et seq.* Alternatively, with District consent, Grantee may use its own competitive procurement procedures, provided that such procedures provide financial protection equal to or greater than those provided by the District's competitive procurement procedures. Should Grantee desire to use its own competitive procurement procedures in lieu of District's, Grantee shall submit its procedures to District for review and approval. If District, in its sole discretion, determines that Grantee's procurement procedures are not sufficiently rigorous, District may deny the request and Grantee shall thereafter use District's procurement procedures for all transactions undertaken in connection with Grant Funds. District's approval under this Section may be provided by the District's General Manager. In any event, District reserves the right to reimburse Grantee for only such costs it deems commensurate with the fair market value of the goods and services supplied.

b. *Prevailing Wage.* With respect to any portion of the Project that constitutes the performance of a "public work" within the meaning of Labor Code section 1720, Grantee shall comply, and shall require compliance by all of its contractors, with all applicable wage and hour laws, including without limitation Labor Code Sections 1775, 1776, 1777.5 1813 and 1815 and California Code of Regulations, Title 8, Section 16000, *et seq.*

c. *ADA Requirements.* Grantee shall ensure that the Project complies with all applicable requirements of the Americans with Disabilities Act (ADA) including, without limitation, providing fully accessible public access to the Property and all facilities and programs provided thereon.

d. *Non-Discrimination.* Grantee shall comply with all applicable federal, state and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation, or other prohibited basis including, without limitation, the District's Non-Discrimination Policy. All nondiscrimination rules and regulations required by law to be included in this Agreement are incorporated herein by this reference.

5. PROJECT REVISIONS AND EXTENSIONS

a. *Changes to Project.* No substantive changes or alterations to the Project may be made without prior written consent of the District. As a condition of the District's approval for any changes or alterations to the Project, Grantee shall amend the Work Plan as deemed reasonably necessary by the District.

b. *Project Implementation Extension.* The General Manager may grant a single extension of time of no more than two years for implementation of the Project in his or her sole discretion if extraordinary circumstances warrant. The District's granting of an extension

ATTACHMENT 2

is dependent upon Grantee's ability to demonstrate that reasonable progress on the Project has been made, that Grantee has been compliant with all provisions of this Agreement, the Conservation Easement, and the Recreation Covenant, and that the extension will result in successful implementation of the Project within the extended timeframe.

6. RECORD KEEPING

a. *Records.* Grantee shall maintain all financial, procurement, accounting, licenses, insurance, and other Project records for no less than five (5) years after the completion of the Project.

b. *Records Access.* Upon not less than 24-hours advance notice, Grantee shall provide District with access during normal business hours to all financial, procurement, accounting, licenses, insurance, and other Project records for no less than five (5) years after completion of the Project.

c. *Annual Audit.* Grantee shall annually submit to the District until Project completion an annual audited financial statement within 6 months of Grantee's previous fiscal year end. If a Grantee does not have an audit conducted, a biennial accountant review will be accepted in lieu of an annual audit.

d. *Accounting Requirements.* Grantee shall maintain an accounting system that is in accordance with generally accepted accounting procedures and standards, and as such:

- (i) Accurately reflects responsible fiscal transactions, with the necessary controls and safeguards.
- (ii) Provides a solid audit trail, including original source documents such as contracts, purchase orders, receipts, progress payments, invoices, timecards, and evidence of payment related to the Project.
- (iii) Provides accounting data so the total cost of the Project and each individual component can be readily determined.

e. *Fiscal and Project Monitoring.* The Project will be subject to compliance monitoring by the District. The monitoring may include examination of books, papers, accounts, documents or other records of Grantee as they relate to the expenditure of Grant Funds.

ATTACHMENT 2

7. GENERAL PROVISIONS

a. *Statutory Compliance/Living Wage Ordinance.* Grantee agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies (“Laws”), including but not limited to the County of Sonoma Living Wage Ordinance, to the extent applicable to the grant provided under this Agreement, as such Laws exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Grantee expressly acknowledges and agrees that this Agreement may be subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

b. *Access to Project Site.* The District shall have the right to enter and inspect the Project and Property upon 24-hours’ notice to Grantee for the purposes of ensuring compliance with this Agreement and progress of Project.

c. *Failure to Perform.* Failure by Grantee to comply with the terms of this Agreement may result in any or all of the following actions at the District’s sole discretion:

(i) If District reasonably determines that the Project will not be implemented or that the purposes of the Project will not be met within the timeframes provided herein, the District may cease all further funding and may commence and pursue all available legal remedies to recoup any and all Grant Funds disbursed to Grantee pursuant to this Agreement.

(ii) District may seek specific performance of this Agreement in a court of competent jurisdiction. Grantee hereby agrees that the public benefits sought by this Agreement exceed the dollar amount of the grant and are impracticable or extremely difficult to measure. Grantee further agrees that, in the event of a breach of this Agreement by Grantee, reimbursement of the Grant Funds, alone, would be inadequate compensation and that, in addition to damages, the District shall be entitled to injunctive relief, including specific performance, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies. Specific performance, however, shall not be compelled if changes in circumstances have rendered such performance impossible or financially infeasible.

d. *Indemnification.* Grantee agrees to accept all responsibility for loss or damage to any person or entity, including but not limited to the District, its officers, agents, and

ATTACHMENT 2

employees and to defend, indemnify, hold harmless, reimburse and release the District, its officers, agents, and employees, from and against any and all actions, claims, damages, disabilities, liabilities and expense, including but not limited to attorneys' fees and the cost of litigation, whether arising from personal injury, property damage or economic loss of any type, that may be asserted by any person or entity, including Grantee and its officers, agents, and employees, arising out of or in connection with this Agreement and/or the Project, whether or not there is concurrent negligence on the part of the District, but, to the extent required by law, excluding liability due to the sole or active negligence or due to the willful misconduct of the District. If there is a possible obligation to indemnify, Grantee's duty to defend exists regardless of whether it is ultimately determined that there is not a duty to indemnify. The District shall have the right to select its own legal counsel at the expense of Grantee, subject to Grantee approval, which approval shall not be unreasonably withheld. The parties agree this indemnity clause shall not apply to claims arising exclusively out of the parties' separate rights and responsibilities under the Conservation Easement ("Easement Claims") and that all such Easement Claims shall be governed by the indemnity provisions of the Conservation Easement.

e. *Method and Place of Giving Notice, Making Submissions and Payments.*

Except as otherwise expressly provided herein, any notice, invoice, report, demand, request, approval, disapproval, or other communication that either party desires or is required to give under this Agreement shall be in writing and either served personally or sent by first class mail, private courier or delivery service, or telecopy addressed as follows:

TO DISTRICT:	General Manager Sonoma County Agricultural Preservation and Open Space District 747 Mendocino Avenue Santa Rosa, CA 95401 Telephone: (707) 565-7360 Fax: (707) 565-7359
--------------	---

TO GRANTEE:	City Manager City of Cloverdale 124 N. Cloverdale Blvd. Cloverdale, CA 95425 Telephone: (707) 894-1710
-------------	--

f. *Assignment and Delegation.* Grantee shall not assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the District, and no such transfer shall be of any force or effect whatsoever unless and until such

ATTACHMENT 2

consent is received. The District's consent to a proposed assignment or delegation may be conditioned, withheld or denied by the District for any reason or no reason.

g. *Amendment.* No changes in this Agreement shall be valid unless made in writing and signed by the parties to this Agreement. No oral understanding or agreement not incorporated in this Agreement shall be binding on any of the parties.

h. *No Third-Party Beneficiaries.* Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

i. *No Waiver of Breach.* The waiver by District of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

j. *Merger.* This writing is intended both as the final expression of the agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

k. *Severability.* If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement which can be given effect without the invalid provision shall continue in full force and effect and shall in no way be impaired or invalidated.

l. *Survival of Terms.* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion, termination, or expiration for any reason.

m. *Time of Essence.* Time is and shall be of the essence of this Agreement and every provision hereof.

n. *Counterpart; Electronic Signatures.* The parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and together which when executed by the requisite parties shall be deemed to be a complete original agreement. Counterparts may be delivered via electronic mail (including PDF) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered, be valid and effective for all purposes, and shall have the same legal force and effect as an original document. This Agreement, and any counterpart, may be electronically signed by each or any of the parties through the use of any commercially-available digital and/or

ATTACHMENT 2

electronic signature software or other electronic signature method in compliance with the U.S. federal ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code § *et seq.*), or other applicable law. By its use of any electronic signature below, the signing party agrees to have conducted this transaction and to execution of this Agreement by electronic means.

[Remainder of Page Intentionally Blank – Signature Page Follows]

ATTACHMENT 2

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as set forth below.

APPROVED:

**SONOMA COUNTY AGRICULTURAL
PRESERVATION AND OPEN SPACE
DISTRICT**

Misti Arias, General Manager

Date: _____

APPROVED:

CITY OF CLOVERDALE

Kevin Thompson, City Manager

(The above signatory hereby warrants and represents he/she is authorized to execute this document on behalf of Grantee)

Date: _____

Exhibits

- A: Form of Work Plan
- B. Form of Reimbursement Claim
- C: Form of Performance Report
- D. Form of Final Performance Report

ATTACHMENT 2



EXHIBIT A **[PROJECT TITLE]** **WORK PLAN**

Sonoma County Agricultural Preservation and Open Space District Initial Public Access and Operations and Maintenance Program

Applicant Organization and Project Manager Contact Information:

Location/Address:

Assessor's Parcel Number:

Estimated Total Project Cost: \$

PROJECT DESCRIPTION: *(This description should match the project summary that was included in the Initial Public Access and Operations and Maintenance (IPAOM) agreement)*

SCOPE OF WORK: Please describe what **District grant funding will accomplish.** *(Include specific information about project tasks, milestones, and anticipated outcomes using the following general task titles. Add sub-tasks as needed to describe in detail the work to be completed.)*

- **Task 1:** Project Administration
- **Task 2:** Planning, Design, Environmental Compliance and Permitting
 - 2.1 Planning
 - 2.2 Design
 - 2.3 Environmental Compliance
 - 2.4 Permitting
- **Task 3:** Project Implementation/Construction *(provide detailed sub-tasks for each step of the construction component (i.e. 3.1 site preparation, 3.2 trail construction, 3.3 native plant restoration))*
- **Task 4:** Post project performance
- **Task 5:** Operations and Maintenance

ATTACHMENT 2

PROJECT SCHEDULE (using the table below include anticipated dates of completion for the following project milestones; include any other milestones important to project implementation)

- ✓ Finalize initial public access plans
- ✓ Obtain necessary permits and CEQA compliance
- ✓ Send request for bids for construction
- ✓ Begin construction
- ✓ Complete construction
- ✓ Installation of signage
- ✓ Property implementation complete and property opens to the public: *(can be no more than three years from the date the project was protected by Ag + Open Space)*
- ✓ Final Performance Report submitted to the District: *(due date will be specified in the grant agreement)*

Using the tasks/sub-tasks in number 1 above, provide a brief narrative of the project schedule and fill out the table below with additional details.

TASK/SUB-TASK	DELIVERABLES	COST	START DATE	END DATE
Task 1: Project Administration				
Task 2: Planning, Resource Studies, Community Engagement, Design, Environmental Compliance and Permitting				
Task 3: Engineering, Design, Bidding & Construction, Project Implementation/Construction				
Task 4: Post project performance/Operations & Maintenance				
TOTAL				

ATTACHMENT 2

LINE ITEM INVOICE	PROJECT NAME			REIMBURSEMENT CLAIM FOR MATCHING GRANT FUNDING		
ORGANIZATION NAME				SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT		
APPROVED GRANT AMOUNT						
DATE OF INVOICE						
DATE RANGE OF EXPENSES						
Item/Task	Budgeted Amount	Total Complete to Date	Prior Paid to Date	This Invoice Request	% of Total Complete to Date	Total Complete to Date
Total Project	\$ -	\$ -	\$ -	\$ -		\$ -
<i>Expand Line Item Invoice with additional Items/Tasks if needed.</i>						
<i>For any personal costs, please provide a separate line for salary (one line) and for benefits (another line). Also provide the job title of the staff member, their hourly wage, and the number of hours spent on the task.</i>						
Brief Narrative of Tasks Performed During the Invoice Period:						
Attach copies of receipts.						
Invoice certification:						
Approving Signature	Name and Title of Approving Signature				Date	
<i>Note: If this is a final invoice, please mark it as "FINAL".</i>						

ATTACHMENT 2

EXHIBIT C

EXAMPLE

[PROJECT TITLE] PERFORMANCE REPORT

PERFORMANCE REPORT # _____

REPORTING PERIOD: _____

Task 1: Project Administration

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 2: Planning, Design, Environmental Compliance and Permitting

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 3: Project Implementation/Construction

Please provide the following information for each task:

ATTACHMENT 2

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 4: Operations and Maintenance.

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

ATTACHMENT 2

EXHIBIT D

EXAMPLE

[PROJECT TITLE]

**COMMUNITY SPACES
MATCHING GRANT PROGRAM
FINAL PERFORMANCE REPORT**

PERFORMANCE REPORT # _____

REPORTING PERIOD: _____

Task 1: Project Administration

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 2: Planning, Design, Environmental Compliance and Permitting

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

ATTACHMENT 2

Task 3: Project Implementation/Construction

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 4: Operations and Maintenance.

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

ATTACHMENT 2

PROJECT TIMELINE

PROJECT COST

Activity 1

Project Administration ¹					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE	AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH
1.1	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
1.2	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
1.3	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
SUBTOTAL					\$ 0	0%		\$ 0		0%	\$ 0	

- NOTES:
- ¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 25% of total Grant Funds, 25% of total Match Funds
 - ² Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
 - ³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

ATTACHMENT 2

Activity 2					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
Planning, Design, Environmental Compliance & Permitting ¹					AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE								
2.1	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
2.2	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
2.3	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
SUBTOTAL					\$ 0	0%		\$ 0			0%	\$ 0

NOTES:

- ¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% of total Match Funds
- ² Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
- ³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

ATTACHMENT 2

Activity 3					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS				TOTAL	
Project Implementation/Construction/Acquisition					AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE								
3.1	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
3.2	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
3.3	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
					0	0						
SUBTOTAL					\$ 0	0%					\$ 0	

NOTES:

- ¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% of total Match Funds
- ² Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
- ³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Fund

ATTACHMENT 2

ACTIVITY 4					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
Operation & Maintenance ³					AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE								
4.1	NA	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
4.2	NA	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
4.3	NA	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
TOTAL					\$ 0	0%		\$ 0		0%	\$ 0	
SUBTOTAL					\$ 0	0%		\$ 0		0%	\$ 0	

NOTES:

- ¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% of total Match Funds
- ² Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
- ³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds