

## WORK PROGRAM

**Grantee Name: City of Capitola**

**Project Name: Esplanade Park Coastal Access Enhancement & Adaptation Plan**

**Conservancy Grant Agreement # G25-062**

**Today's Date April 23, 2026**

### I. PROJECT DESCRIPTION

The purpose of this project is to develop a community-informed coastal access enhancement and adaptation plan for Esplanade Park that addresses sea level rise, coastal hazards, and stormwater impacts, while maintaining and enhancing public access consistent with Coastal Conservancy funding objectives.

The Grantee will prepare a planning-level (approximately 10–30% design) coastal adaptation and access enhancement plan that integrates technical analysis, community engagement, and regulatory considerations. The project will evaluate coastal hazards including wave runup, overtopping, erosion, and sea level rise, and will identify feasible adaptation strategies that enhance public access, improve resilience, and support long-term implementation.

The project will result in a preferred adaptation alternative with conceptual design, order-of-magnitude cost estimates, phasing strategy, and a clear regulatory and permitting pathway, positioning the Grantee to pursue future funding and implementation.

### II. SCOPE OF WORK

#### **Task 1 Project Management**

The Grantee will coordinate with Conservancy Project Manager to keep him/her informed about the status of the project. The Grantee will be responsible for managing the budget and schedule, submitting requests for disbursement, and other project management activities. Before hiring subcontractors for work under this grant agreement, the Grantee will submit subcontractors to perform specified tasks for the review and approval of the Conservancy Project Manager. In the progress reports, the Grantee will document all subcontractor activities, deliverables completed, progress, issues and proposed resolutions.

**Task Deliverable(s):** progress reports, invoices, and subcontract documentation (see Section V).

**Task 2 Community Engagement and Stakeholder Coordination**

The Grantee will conduct a community engagement process to inform the development and evaluation of coastal access enhancement and adaptation strategies. Engagement will include public workshops, stakeholder meetings, and outreach activities to gather input on existing conditions, community priorities, and conceptual alternatives. Input will be documented and used to inform alternatives development and refinement of the preferred alternative.

**Task Deliverable(s):**

- Outreach/engagement plan
- Workshop materials and summaries
- Community input summary

**Task 3 Technical Studies and Existing Conditions Assessment**

The Grantee will evaluate existing site conditions, coastal hazards, and drainage considerations to inform development of adaptation strategies. Technical studies will include assessment of sea level rise, wave runup, erosion, and stormwater interactions, and will identify constraints and vulnerabilities affecting public access and infrastructure.

**Task Deliverable(s):**

- Existing conditions memorandum and maps
- Coastal hazards and vulnerability assessment
- Technical summary graphics

**Task 4 Conceptual Alternatives Development**

The Grantee will develop and evaluate a range of conceptual coastal access enhancement and adaptation alternatives. Alternatives will reflect technical findings and community input and will be compared based on feasibility, cost, public access benefits, and environmental and regulatory considerations.

**Task Deliverable(s):**

- Conceptual alternatives
- Comparative evaluation

**Task 5 Preferred Alternative Design**

The Grantee will refine a preferred alternative to approximately 30% conceptual design based on evaluation of alternatives and stakeholder input. The preferred alternative will include conceptual plans, cost estimates, and a phasing strategy to support future implementation.

**Task Deliverable(s):**

- Preferred alternative conceptual design
- Cost estimate
- Phasing strategy

**Task 6 Regulatory Pathway and Final Plan**

The Grantee will evaluate permitting and environmental compliance requirements associated with implementation of the preferred alternative and prepare the final Esplanade Park Coastal Access Enhancement & Adaptation Plan. The final plan will integrate technical analysis, community engagement results, alternatives evaluation, preferred alternative design, and regulatory considerations to support decision-making and future funding.

**Task Deliverable(s):**

- Regulatory roadmap
- Permitting memorandum
- Administrative draft plan for review
- Final plan document

**III. PERMIT COMPLIANCE**

This project consists of planning and conceptual design and does not include construction. No permits are required for completion of the work program. Future implementation will require permits including a Coastal Development Permit and environmental review under CEQA.

**IV. SCHEDULE**

Work Completion Date:	June 30, 2027
Final Request for Disbursement and Final Progress Report:	July 31, 2027
Grant Termination Date:	September 30, 2027

The Grantee will submit project deliverables to the Conservancy project manager as listed in the schedule below. In the event the Grantee anticipates a delay in the project schedule, the Grantee shall inform the Conservancy Project Manager by email prior to the scheduled due date of that task or deliverable.

In the event the project cannot be completed prior to the completion date of the Grant Agreement, the Grantee shall request an extension by email, providing justification for the extension and a revised schedule of completion. There is no guarantee that the grant agreement will be extended.

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 Work Program, Date

Task Number	Task Title	Deliverable	Estimated Start Date	Estimated Completion Date
1	Project Management	<ul style="list-style-type: none"> <li>Progress reports</li> <li>Invoices</li> <li>Subcontract documentation</li> </ul>	Not Applicable	Monthly throughout the contract term
2	Community Engagement	<ul style="list-style-type: none"> <li>Outreach/engagement plan</li> <li>Workshop materials and summaries</li> <li>Community input summary</li> </ul>	May 2026	May 2027
3	Technical Studies	<ul style="list-style-type: none"> <li>Existing conditions memorandum and maps</li> <li>Coastal hazards and vulnerability assessment</li> <li>Technical summary graphics</li> </ul>	May 2026	August 2026
4	Alternatives Development	<ul style="list-style-type: none"> <li>Conceptual alternatives</li> <li>Comparative evaluation</li> </ul>	August 2026	November 2026
5	Preferred Alternative	<ul style="list-style-type: none"> <li>Preferred alternative conceptual design</li> <li>Cost estimate</li> <li>Phasing strategy</li> </ul>	November 2026	February 2027
6	Regulatory Pathway and Final Plan	<ul style="list-style-type: none"> <li>Regulatory roadmap</li> <li>Permitting memorandum</li> <li>Administrative draft plan for review</li> <li>Final plan document</li> </ul>	February 2027	June 2027

**V. BUDGET OVERVIEW**

<b>Task Number</b>	<b>Task Title</b>	<b>Coastal Conservancy Grant</b>
1	Project Management	\$26,000
2	Community Engagement	\$61,000
3	Technical Studies	\$53,000
4	Alternatives Development	\$42,000
5	Preferred Alternative	\$42,000
6	Regulatory and Final Plan	\$51,000
<b>TOTAL</b>		<b>\$275,000</b>

**\*Grantee Required Match** – No grantee match is required.

## VI. BUDGET DETAIL

### A) Grantee Expenditures

#### 1.) Direct Expenditures – Materials, Mileage, etc.

The Grantee does not anticipate significant direct expenditures for materials or equipment. Project costs are primarily associated with the subcontractor agreement which includes labor, overhead, and incidental expenses necessary to complete the scope of work.

Minor direct costs, such as local travel (mileage) or incidental supplies associated with project coordination or outreach, may be incurred by the Grantee but will be provided as in-kind support and will not be charged to the grant.

#### **Food**

No food costs will be charged to the grant.

#### **Incidental Supplies or Personal Equipment, Clothing or Uniforms**

Not applicable.

#### **Vehicles or Equipment**

No vehicles or equipment will be purchased with grant funds.

#### **Travel Costs**

City travel, if required, will be limited to local travel associated with site visits, meetings, and outreach activities. Any City travel will be provided as in-kind support and will not be charged to the grant.

**2.) Staff time/Labor**

The Grantee will not bill staff time to the grant. Project work will be performed by the subcontractor. City staff will support project coordination, review, and participation in outreach activities as needed, and this effort will be provided as in-kind support.

**3.) Indirect Costs**

The Grantee will not charge indirect costs to the grant. All project costs are included within the subcontractor agreement.

**Insurance**

Insurance required under the Conservancy's grant agreement will be maintained by the Grantee and subcontractor as required but will not be charged to the grant as a direct or indirect cost.

**B) Subcontractors**

The primary subcontractor and will be responsible for completing the scope of work, including community engagement, technical analysis, alternatives development, conceptual design, and preparation of the final plan.

Deliverable: Subcontractor invoices and work products as outlined in the approved work program.

**VII. PLAN FOR ACKNOWLEDGMENT**

The Grantee will acknowledge Conservancy funding in accordance with Conservancy guidelines. Acknowledgment may include:

- Inclusion of the Conservancy logo and acknowledgment in the final plan document
- Recognition of the Conservancy as a funding partner in public presentations and materials
- Inclusion of the Conservancy in social media posts and project-related communications
- Use of the Conservancy logo on outreach materials such as flyers or informational boards
- Acknowledgment in any press releases, newsletters, or public announcements related to the project
- The Grantee will coordinate with the Conservancy Project Manager to ensure acknowledgment requirements are met and consistent with Conservancy logo and attribution guidelines.