

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CRESCENT CITY HARBOR DISTRICT
AND
COMMUNITY SYSTEM SOLUTIONS**

This Agreement for Professional Services ("Agreement") is made and entered into this 1st day of August, 2026 by and between the Crescent City District Harbor District, a special district organized pursuant to the California Harbors and Navigation Code ("District") and Community System Solutions, a California Non-profit Corporation ("Consultant"). District and Consultant are sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties."

RECITALS

District is in need of professional services for Grant Management for the Hazard Mitigation Program Grant ("the Project").

Consultant has the necessary qualifications to provide such services for the Project.

The Parties desire to establish the terms for the District to retain the Consultant in order to provide the services described herein.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

Services

Consultant shall provide the District with the services described in the Scope of Services attached hereto as Exhibit 'A' and hereby made a part of this Agreement; provided, however, that the contents of this Agreement shall supersede any provision in Exhibit 'A' that is inconsistent herewith.

Compensation

Subject to paragraphs 2(b) - (d) below, District shall pay for the services provided by Consultant in accordance with the Schedule of Charges set forth in Exhibit 'B' attached hereto and hereby made a part of this Agreement; provided, however that the contents of this Agreement shall supersede any provision in Exhibit 'B' that is inconsistent herewith.

In no event shall the total amount paid for services rendered by Consultant pursuant to this Agreement exceed the sum of Forty-Two Thousand Dollars (\$42,000). This Agreement is subject to and contingent on budgetary appropriations being approved by the District's Board of Harbor Commissioners for each fiscal year during the term of this Agreement. If such appropriations are not approved, the Agreement will be immediately terminated without penalty to the District.

Each month Consultant shall furnish District with an invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by categories, including labor, travel, materials, equipment, supplies, sub-consultant charges and miscellaneous expenses. District shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in paragraph 2(d). In the event any charges or expenses are disputed, the invoice shall be returned to the Consultant for correction and resubmission.

Except as to any charges for work performed or expenses incurred by Consultant which are disputed by District, District will use its best efforts to cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice; provided however, that untimely invoices may be subject to nonpayment if funding has not been appropriated or budgeted for payment of the invoice due to Consultant's untimely submission. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in the work performed by Consultant.

Term of Agreement and Time of Performance

Consultant shall perform its services hereunder in a prompt and timely manner. Consultant is prepared to start work immediately. Work shall commence upon authorization from the District. The term of this Agreement shall be for the period of August 1, 2026 to February 1, 2027 unless terminated sooner pursuant to the provisions of this Agreement or when the services are complete. Such term may be extended upon written agreement of both District and Consultant.

Additional Work

Consultant shall not be compensated for any services outside of the Scope of Services, except as provided in this paragraph. If changes in the work seem merited by Consultant or the District, a change in the scope of the work shall be processed by the District in the following manner: (1) a letter outlining the changes shall be forwarded to the District by Consultant with a statement of estimated changes in fee or time schedule, (2) an amendment to this Agreement shall be prepared by the District and executed by both parties before performance of such services or the District will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

Maintenance of Records

Books, documents, papers, accounting records, and other evidence pertaining to work done and costs incurred pursuant to this Agreement shall be maintained by Consultant and made available for inspection, audit and copying by the District at

all reasonable times during the term of this Agreement and for four (4) years from the date of final payment under the Agreement.

Ownership and Use of Work

All documents and materials prepared pursuant to this Agreement shall be considered the property of District, and will be turned over to District upon demand, but in any event upon completion of the work. District reserves the right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other documents and materials prepared under this Agreement without the permission of Consultant. All documents and materials shall be delivered in a reproducible form. As used herein, "documents and materials" include, but are not limited to, any original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, and computer files prepared or developed pursuant to this Agreement.

Findings Confidential

Any reports, information, data or materials given to or prepared or assembled by Consultant under this Agreement are confidential and shall not be made available to any individual or organization by Consultant without prior written approval of District.

Conflict of Interest

Consultant hereby expressly covenants that no interest presently exists, nor shall any interest, direct or indirect, be acquired during the term of this Agreement that would conflict in any manner with the performance of services pursuant to this Agreement.

Delays in Performance

Neither the District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

Compliance with Law

Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government. If Consultant's failure to comply with applicable laws, ordinances, codes and regulations results in a claim for damage or liability to District, Consultant shall be responsible for indemnifying and holding the District harmless as provided in this Agreement.

Consultant shall assist the District, as requested, in obtaining and maintaining all permits, if any, required of Consultant by federal, state and local regulatory agencies.

Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

Assignment and Subconsultants

Consultant shall not assign, delegate, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District, which may be withheld for any reason. A consent to one assignment shall not be deemed to be consent to any subsequent assignment.

Independent Consultant

Consultant is retained as an independent Consultant and is not an agent or employee of the District. No employee or agent of Consultant shall by this Agreement become an agent or employee of the District. The work to be performed shall be in accordance with the work described in Exhibit 'A', subject to such directions and amendments from the District as herein provided. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever.

Consultant enters into this Agreement as, and shall continue to be, an independent consultant. All services shall be performed only by Consultant and Consultant's employees, if applicable. Under no circumstances shall Consultant, or any of Consultant's employees, look to the District as his or her employer, or as a partner, agent or principal. Neither Consultant, nor any of Consultant's employees, shall be entitled to any benefits accorded to District employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Consultant shall be responsible for providing, at Consultant's expense, and in Consultant's name, unemployment, disability, worker's compensation and other insurance, as well as licenses and permits usual or necessary for conducting the services.

Integration

This Agreement represents the entire understanding of the District and Consultant as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. To the extent that any provision or clause contained in an attachment to this Agreement conflicts with a provision or clause in the Agreement, the provision or clause in this Agreement shall control. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.

Insurance

Commercial General Liability

The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the District.

Coverage for Commercial General Liability insurance shall be at least as broad as the following:

Insurance Services Office Commercial General Liability coverage
(Occurrence Form CG 0001)

Commercial General Liability Insurance must include coverage for the following:

Bodily Injury (including death) and Property Damage

Personal Injury/Advertising Injury

Premises/Operations Liability

Products/Completed Operations Liability

Aggregate Limits that Apply per Project

Contractual Liability with respect to this Agreement

Broad Form Property Damage

Independent Consultants Coverage

Sexual Misconduct Coverage, with no applicable sublimit

All such policies shall name the Crescent City Harbor District, its Board of Harbor Commissioners and each member thereof, its officers, employees, and agents as Additional Insureds under the policy.

The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the District. All deductibles and self-insured retentions must be declared to the District prior to commencing work under this Agreement.

Professional Liability

The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Professional Liability Insurance, in a form and with insurance companies acceptable to the District.

Minimum Policy Limits Required

The following insurance limits are required for the Agreement:

	<u>Combined Single Limit</u>
Commercial General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate for bodily injury (including death), personal injury and property damage
	<u>Combined Single Limit</u>
Professional Liability	\$1,000,000 per claim

If Consultant maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Evidence of Insurance Required

Prior to execution of the Agreement, the Consultant shall file with the District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 2010 (or insurer's equivalent) signed by the insurer's representative, Certificate of Insurance (most recent version of Acord 25 Form or equivalent), and Additional Insured Endorsement verifying compliance with the requirements. All evidence of insurance shall be signed by a properly authorized officer, agent or qualified representative of the insurer and shall certify the names of the insured, any additional primary insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

Policy Provisions Required

The Crescent City Harbor District, its Board of Harbor Commissioners and each member thereof, its officers, employees, and agents shall be named as an additional insured on the Commercial General Liability policy, and, if the Project involves environmental hazards, on the Pollution/Asbestos Liability policy using form 2010 1185 or equivalent. Any subconsultant, subconsultant or similar entity performing work on the Project must add the District as an additional insured using CG form 20 38, or broader coverage. Blanket endorsements may be accepted at District's discretion. All policies shall contain or shall be endorsed to contain a provision that advanced written notice of any cancellation, including cancellation for non-payment of premium, shall be provided to the District. Statements that the carrier "will endeavor" and "that failure to mail such notice shall impose no obligation and liability upon the company, its agents or representatives," will not be acceptable on endorsements. At the District's sole discretion, the requirement to endorse policies to provide advanced written notice of cancellation to the District may be waived upon the Consultant's agreement that it shall provide the District with copies of any notices of cancellation immediately upon receipt.

General Liability, Automobile Liability, and if required, Pollution Liability insurance policies shall contain a provision stating that the Consultant's policies are primary insurance and that the insurance of the District or any named additional insureds shall not be called upon to contribute to any loss.

Qualifying Insurers

All policies required shall be issued by acceptable insurance companies, as determined by the District, which satisfy the following minimum requirements:

Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State. Such insurance carrier shall have not less than an 'A' policyholder's rating and a financial rating of not less than "Class VII" according to the latest Best Key Rating Guide. Due to market fluctuations in the Workers Compensation sector, the District reserves the right and at its sole discretion to review and accept the Consultant's proposed Workers compensation insurance.

Additional Insurance Provisions

The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

If at any time during the life of the Agreement, the Consultant fails to maintain in full force any insurance required by the Agreement documents the District may terminate the Agreement or may elect to withhold compensation in an amount sufficient to purchase insurance to replace any expired or insufficient coverage.

The Consultant shall include all subconsultants as insureds under its policies or shall furnish separate certificates and endorsements for each subconsultant. All coverage for subconsultants shall be subject to all of the requirements stated herein.

The District may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

Neither the District, nor its District Board, nor any member of thereof, nor any of the directors, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of the Agreement.

Indemnification

To the fullest extent permitted by law, Consultant agrees to indemnify, defend (with independent counsel approved by the District) and hold harmless the Crescent City Harbor District and its officers, employees and elected and appointed officials, and volunteers (each, an "Indemnified Party") from and against any and all liabilities (including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including but not limited to reasonable attorneys' fees, court costs and costs of alternative dispute resolution) regardless of nature or type, expressly including but not limited to those arising from bodily injury (including death) or property damage, arising out of or resulting from any act or omission to act of the

Consultant, Consultant's agents, officers, employees, subconsultants, or independent consultants hired by Consultant under this Agreement. The Consultant's obligations apply regardless of whether or not a liability is caused or contributed to by the negligence (including passive negligence) or other act or omission of an Indemnified Party. The acceptance or approval of the Consultant's work by an Indemnified Party shall not relieve or reduce the Consultant's indemnification obligation. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the District, its officials, officers, agents, employees or representatives. The provisions of this Section shall survive completion of the work under this Agreement or the termination of this Agreement and are not limited by the provisions relating to insurance.

Confidentiality

Consultant shall keep confidential all information, in whatever form, produced, prepared, observed or received by Consultant to the extent that such information is confidential by law or otherwise required by this Agreement.

Laws, Venue, and Attorneys' Fees

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in in the County of Del Norte, State of California or if in federal court, the U.S. District Court for the Northern District 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, as determined by the court. In the case of third-party litigation, all parties shall bear their one attorney costs. Neither party will agree to binding arbitration to resolve legal action.

Termination or Abandonment

District may terminate this Agreement, with or without cause, at any time by giving thirty (30) days written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress. Consultant may terminate this Agreement at any time upon thirty (30) days written notice of termination to District.

If either Consultant or District fails to perform any material obligation under this Agreement, then, in addition to any other remedies, District or Consultant may terminate this Agreement immediately upon written notice.

Upon termination of this Agreement, all property belonging to District which is in Consultant's possession shall be returned to District. Consultant shall furnish District with a final invoice for work performed by Consultant. District shall have no obligation to pay Consultant for work performed after termination of this Agreement.

Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed as shown below and shall be effective upon receipt thereof.

DISTRICT

Name: Mike Rademaker
Title: Harbormaster
Crescent City Harbor District
101 Citizens Dock Road
Crescent City, CA 95531

CONSULTANT:

Name: Michael Bahr
Title: CEO
Community System Solutions
7806 Juarez Way
Fair Oaks CA 95628

Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District and the Consultant.

Severability and Waiver

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal. Waiver by any party of any portion of this Agreement shall not constitute a waiver of any other portion thereof.

Non-discrimination

Consultant will comply with all applicable federal, state and local laws, ordinances, and regulations, including the Americans with Disabilities Act (ADA), California Fair Employment and Housing Act (FEHA) and Title VII of the Civil Rights Act of 1964. Consultant will not discriminate in any way, against any person, on the ground of race, color, national origin, religion, religious creed, age (over 40), sex and gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, disability (mental and physical), medical condition, genetic information, marital status, or military and veteran status, in connection with services under this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CRESCENT CITY HARBOR
DISTRICT:

By: _____
Michael Rademaker, CEO

CONSULTANT

By: _____
Michael Bahr, CEO

EXHIBIT 'A'

SCOPE OF SERVICES

Provide the documentation needed by the Harbor District to meet the scope of work deliverables

CSS will prepare, organize, and provide all necessary grant-related documentation needed to support the District's scope of work deliverables for the award. CSS will provide the following:

- **Procurement and contractor documentation:** Create and release any needed RFPs for consultants for HMGP projects
- **Prepare Benefit Cost Analysis (BCA):** Collect data for and prepare Benefit-cost analysis for Hazard Mitigation Assistance grant application.
- **Prepare Hazard Mitigation Assistance Grant application:** Complete shovel ready Hazard Mitigation Assistance sub application (includes BCA).
- **Prepare Project Related Grant applications:** identify funding sources and prepare grant applications as needed. (approximately 1 application per month)

Financial Management & Compliance

CSS will work closely with the District's financial staff and accounting firm to support grant-related financial management CSS will undertake the following tasks:

- **Financial tracking:** Establish and maintain grant financial tracking tools, including award-level budget trackers, expenditure logs and reimbursement tracking tools. Include grant match items in the financial tracker.
- **Consolidated, shared budget with tracker:** Prepare and maintain a shared grant budget tracker that is updated as expenditures are incurred, reimbursements are requested, and grant funds are drawn down. The tracker will help the District monitor federal and non-federal share, match and leveraged resources, approved budget categories, cost classifications, reimbursement status, and remaining grant balances for each award.
- **Reimbursement documentation:** Assist with reimbursement documentation, including materials needed for reimbursement requests. CSS will coordinate with District staff, the accounting firm, project managers, contractors, consultants, and other relevant parties to collect invoices, payment records, cost detail, and backup documentation needed to support reimbursement requests and financial reporting.
- **Financial compliance:** Support financial compliance with applicable grant terms and conditions, 2 CFR 200 cost principles, internal control requirements, record retention requirements and audit requirements. This includes helping the District organize documentation showing that grant funds are used for allowable allocable and properly documented project costs.
- **Manage financial information for quarterly reports:** Support quarterly financial reporting by collecting and organizing financial information, reimbursement records, invoices, budget updates, and cost documentation needed for CalOES quarterly reports and SF-425 financial reporting, CSS will also perform quarterly budget reconciliation

support by comparing grant expenditures against approved budgets and identifying documentation gaps, budget concerns, or reimbursement timing issues.

- **Grant Extensions and Budget revisions:** Support preparation of grant extensions and revised budget materials, revised budget narratives, amendment language, statement of work updates, or modification request documentation. CSS will coordinate with the District and CalOES as needed to help ensure grant extension and budget changes are documented and submitted through the appropriate process.

Reporting & Performance Management

CSS will support the timely preparation and submission of required CalOES reporting materials. CSS will undertake the following tasks:

- **Quarterly reporting:** Prepare quarterly reporting materials, including project status updates, narrative descriptions of progress, financial reporting information, performance data, required attachments, and supporting documentation.
- **Financial reporting:** Coordinate financial report components with the District's financial staff and accounting firm, including information needed for SF-425 reporting, while ensuring the narrative and performance materials are consistent with approved scope, schedule, budget, and CalOES reporting requirements.
- **Performance measurement and tracking:** Support performance measurement and reporting for the required scope of work measures identified in the grant agreements.
- **Review of documentation:** Review reporting materials for completeness, consistency, and documentation support before submission. If reporting issues, missing data, schedule changes, or performance concerns are identified, CSS will coordinate with the district to resolve them and, when needed, support communication with CalOES.
- **Progress meeting reporting:** Participate in progress meetings with the District to provide up to date financial, narrative, and performance reports and address questions.
- **Preparation of Board reports:** Prepare Board reports with project updates for Board agenda and prepare a report with action items after each meeting.
- **CalOES Coordination:** Coordinate with CalOES Project Contact. Support regular communication to address any compliance questions, clarify reporting requirements, and align all grant activities with CalOES expectations. Coordinate with other relevant with CalOES staff.

Stakeholder Coordination

CSS will provide coordination with the District, Harbormaster/CEO, Harbor Board, CalOES, project manager, accounting firm, contractors, consultants, and other project partners as needed to support successful grant administration. CSS will undertake the following tasks:

- **Information gathering:** Collect project, financial, compliance, and performance information from the appropriate parties and organized for reporting, reimbursement, documentation, and audit readiness.
- **Collaborative coordination:** Work with the project team to identify what information is needed, who is responsible for providing it, and when it is needed to meet grant

deadlines. This includes coordinating information related to project status, construction progress, expenditures, performance measures, and other grant-related documentation.

- **Ensure consistent communication:** CSS will coordinate regular Project Status, Data Quality and Compliance meetings with the District and relevant project stakeholders. The purpose of these meetings will be to track project status, confirm upcoming deadlines, review documentation needs, verify data accuracy, and identify any issues that may affect grant reporting, reimbursement, compliance, or project timelines.
- **Provide frequent District reports:** Compile information into updates and reports for the District. These updates will help the District monitor open action items, reporting needs, documentation gaps, performance data, and grant compliance requirements.

Consultants Oversight

CSS will assist the District in maintaining grant documentation related to contractors, consultants, vendors, and any subrecipient or pass-through requirements that may apply to the awards. CSS will coordinate with the District to ensure procurement, contractor, and project documentation is organized and aligned with applicable federal grant requirements. CSS will perform the following tasks as needed:

- **RFP and bid document development:** Assist with developing and managing RFPs and bid documents to help include applicable CalOES and federal grant requirements.
- **Contract documentation:** Support review of contracts for consistency with applicable CalOES grant requirements, federal funding rules, and required flow-down provisions.
- **Invoice and budget review:** Review invoices for consistency with approved grant budget categories, project scope, reimbursement requirements, and required backup documentation.

Compliance, Risk Management & Audit Support

CSS will provide the District with compliance tracking, risk management, and audit readiness. CSS will maintain organized grant records, identify documentation gaps, and help the District prepare for internal review, annual audit needs, CalOES monitoring, and closeout. CSS will undertake the following tasks:

- **Project status, data quality and compliance tracking:** Maintain up-to-date records of the project status, reporting data, and compliance documentation based on all information collected from the District, contractors, consultants, and other project stakeholders.
- **Internal district audit support:** Organize grant quarterly records, reimbursement documentation, financial backup, reporting materials, procurement records, and other grant files needed to support the District's audit process.
- **CalOES monitoring and audit support:** Support the District in responding to CalOES monitoring, information requests, or audit-related inquiries by helping compile reports, records, correspondence, and supporting documentation.
- **Federal audit documentation:** Support the District and its accounting professionals by organizing grant records and documentation needed for audit reporting and Federal Audit Clearinghouse submission, if applicable.

- **Conditions of award and federal requirements:** Support the District in documenting compliance with applicable grant conditions, CalOES requirements, and federal grant requirements
- **Compliance documentation:** prepare and maintain checklists, tracking tools, policy/procedure support materials, environmental documentation trackers, labor compliance trackers and other records to support grant compliance.
- **CalOES correspondence support:** Draft or organize information needed for communications, clarification requests, reporting follow-up, budget modification support, or documentation requests.

Grant Closeout

CSS will support grant closeout in accordance with CalOES requirements. CSS will begin closeout planning before the end of the project period, so the District has time to resolve documentation gaps, finalize financial records, and prepare required final reports. CSS will undertake the following tasks:

- **Closeout planning:** Prepare and maintain closeout checklists for each award to track final reporting, financial documentation, performance data, reimbursement records, and required closeout materials.
- **Final reporting:** Support preparation and submission of final financial, performance, narrative, and other reports required by the Federal award within applicable closeout timelines.
- **Final financial documentation:** Coordinate with the District's financial staff and accounting firm to organize final expenditure records, reimbursement documentation, match documentation, remaining balances, and backup materials.
- **Final Documents:** Support the District and accounting team in tracking of obligations and final reimbursement documentation within applicable federal timelines.
- **Property and equipment documentation:** Organize documentation for any property, equipment, materials, or grant-funded items that must be accounted for at closeout.
- **Performance measure documentation:** Support final performance reporting, including required data for vessel calls, cargo dwell times, closures from natural hazards, and applicable workforce training documentation.
- **Audit-ready closeout files:** Organize final grant files so reports, reimbursement records, procurement documentation, labor records, performance data, correspondence, and closeout materials are complete and accessible.
- **Closeout documentation:** Prepare closeout checklists, final report materials, final financial documentation support, performance records, and audit-ready closeout files.
- **File maintenance and retention:** CSS will maintain organized files for grant-related documents so the District can access reports, reimbursement records, correspondence, compliance materials, and backup documentation throughout the life of the grant retention period.

EXHIBIT 'B'
SCHEDULE OF CHARGES

CSS Hourly Team Rates

Role	Staff Member	Hourly Rate
Project Team Lead	Mike Bahr	\$100 / hour
Grant Project Lead	Benita Jangala	\$75 / hour
Grant Systems Set Up	Aislene Delane	\$75 / hour
Data Management	Trinket Glasgow	\$65 / hour
Technical Support	Mika McKenzie	\$65 / hour
Operations Support	Sami Burns	\$55 / hour