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INVOICING NARRATIVE AND CERTIFICATION

Regional Early Access Planning (REAP) Grant

INSTRUCTIONS

The Grantee shall submit to AMBAG on a quarterly basis, each requisition for payment (Invoice) accompanied by a narrative progress report. Quarters are defined as July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30. The Grantee shall submit an invoice to AMBAG, no later than thirty (30) days after the close of each quarter. Invoices shall describe progress toward completion of tasks, projects, and products, conformance with project schedules and reporting of costs incurred. All invoices shall be submitted electronically to Paul Hierling, AMBAG, at phierling@ambag.org. No hard copies will be accepted unless specifically requested.

CERTIFICATION

Date: 1/31/21
Jurisdiction Name: County of Monterey, Housing and Community Development (HCD)
Invoice #: 4
Invoicing Period (Quarter): 10/01/2021 to 12/31/21.

I hereby certify the following:

- Costs submitted for reimbursement for this invoice comply with the California Department of Housing and Community Development's Regional Early Action Planning (REAP) program guidance and County of Monterey-HCD REAP grant application.
- A separate ledger account for receipts and expenditures of grant funds will be maintained in accordance with the budget and timeline. Separate bank accounts are not required.
- Documentation will be made and retained showing normal procurement policies and competitive bid processes (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with generally accepted accounting principles.
- Records regarding this grant will be retained for possible audit for a minimum of three (3) years after final payment.
- Payment has not been previously received for the amount claimed herein.

DocuSigned by:
X Erik Lundquist 75F46D591F65425... X 2/10/2022

Authorized Signature (Per grant application) *Date*

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NARRATIVE REPORT

Describe work completed during this invoicing period, including any draft or final deliverables. If no work has been completed, please explain why.
The following steps were taken during the fourth quarter of the REAP grant reporting: Project 1 – Planning for the sixth cycle of the housing element. County staff met to discuss RFP approach to update of the Housing Element (sixth cycle). Staff have drafted a Request for Proposals (RFP) incorporating the Safety Element and the preparation of an Environmental Justice Element to align with current State General Plan policies. RFP is currently circulating internally for staff review and input. It is anticipated for the RFP to be published in the coming weeks. The invoice on this quarterly report includes the hours reported by the Management Analyst working on the RFP draft. Project 2 – The update and implementation of the Inclusionary Housing Ordinance. As mentioned on the previous report the HCD Director and Housing Project Analyst provided an Inclusionary Housing Ordinance update to the Monterey County Board of Supervisors, requested feedback, and further direction. With the feedback received from the Board, the County has been working with Lesar Development Consultants to incorporate a Commercial/Industrial Building Permit Nexus Study into the update and to prepare a public outreach calendar with supporting outreach materials.

[Attach invoicing details spreadsheet "Quarterly Invoice – Detail" and documentation substantiating expenditures.]

Enclosures:

1. **Quarterly Invoice – Detail**
2. **Documentation supporting invoice**