SAN FRANCISCO BAY RESTORATION AUTHORITY MEASURE AA

**Application instructions can be deleted to allow for full use of the page limits*

Organization	
Project Name	
Contact Person	
Contact Email	

I. GRANT APPLICATION – PROJECT DESCRIPTION

Complete each of the elements of the project description below with clear, but detailed answers. Limit your response to this section (Section I.) to no more than six pages.

1. **Project Eligibility.** Describe how your project meets the RFP's Eligibility and Required Criteria (See Section II in the Request for Proposals. Projects must qualify as a Restoration Act project type, and then address activities described in Measure AA).

2. **Project and Site Description.**
   - Briefly explain the need for the project (specific issues or underserved needs the project would address), including the history and context for the development of the project.
   - Describe the major components of the project and your organization's role in each project component. Specify what portion of the project would be funded by this request.
   - Explain the project's goals and expected outcomes.
   - Describe the project location and landowner, including site characteristics that are tied to your project objectives (i.e.: for acquisition of habitat, describe current vegetation assemblages, condition of habitats, known wildlife migration corridors, etc.). When relevant, include ownership and management information.

3. **Specific Tasks.** Identify the specific tasks that will be undertaken and the work that will be accomplished for each task.

#	Task Name	Description
1		
2		
3		
4		
5		
6		
7		

Add or delete rows as necessary.

4. **Work Products and Schedule.** By the tasks identified in #3 above, list the work products or other deliverables that the project will result in. Also list the estimated completion dates for each task.

#	Task Name	Work Products	Estimated Completion Date
1			
2			
3			
4			
5			
6			
7			

Add or delete rows as necessary.

5. **Project Partners.** List the organizations, public agencies (local, regional, state, or federal), Tribes, Tribal organizations, and community-based organizations that have confirmed their interest in being involved with the project and describe their roles. (If a Tribe, please provide a letter from their leadership confirming their involvement). If you are not the landowner of the project location, please describe any communication you have had with the landowner about their willingness to host the project. (Please note that, if you are not the landowner, a letter from the landowner confirming their willingness to host the project is required.) Also list any *potential* partners and what their roles would be if they agree to be involved in the project, and your communications to date with those potential partners to assess their interest. Describe any coordination to date with local jurisdictions (e.g., the city or county where the project is located).

6. **Community Support, Involvement and Benefits.**[1] Provide details on community partnerships that could impact project success. Describe what community support the project has currently, how the project will seek community involvement and input, and what community benefits you expect the project to provide. (If the project is at a more advanced stage, also describe community engagement activities you have conducted so far, what input you received, and how that input has shaped the project.)

7. **Measuring Success.** Describe the plan for evaluating and reporting the effectiveness of your project. Explain who will fund and implement ongoing management and monitoring, if applicable.

8. **Applicant History.** Describe your experience with similar projects and/or how your organization is best suited to carry out the proposed project.

9. **Barriers and Risks.** Discuss any specific barriers and risks associated with your project. Explain how you would overcome any known barriers to implementing your project, or how you would address

[1] For examples of community engagement strategies, see the State Coastal Conservancy's Tips for Meaningful Community Engagement. Applicants can demonstrate community support for their projects by including support letters from community representatives. For tips on Tribal engagement, see the San Francisco Estuary Wetlands Regional Monitoring Program's Best Practices for Tribal Engagement. Please also see the Authority's Equity Guidelines and Tribal Engagement Recommendations for additional guidance on increasing project involvement of and benefits for California Native American tribes, people of color, and people with disabilities.

risks that cause uncertainty in implementing the project. Examples may include addressing current and projected sea level rise impacts, infrastructure present at the project site (e.g. transmission lines), or risks of invasive species.

10. **Environmental Review**. Projects funded by the San Francisco Bay Restoration Authority must be reviewed in accordance with the California Environmental Quality Act (CEQA)[2].
    - The proposed project (mark the appropriate box):

      ☐ Is exempt under CEQA. Provide the CEQA Guidelines exemption number and specify how the project meets the terms of the exemption.

      ☐ Requires a Neg Dec, MND, or EIR. Specify which: _____

      CEQA lead agency (the agency preparing the document): _____

      (Expected) Date for adoption or certification of CEQA document: _____
    - Describe how CEQA applies to your proposed project and address the status and timing of CEQA compliance. The Authority will only authorize funding for construction projects that have completed CEQA analysis.

11. **Bay Trail or Water Trail Public Access.** If your project includes or overlaps with a proposed alignment for the San Francisco Bay Trail or Water Trail, explain how you plan to integrate them into your project. List the public access facilities that you intend to construct with the grant, if relevant to your project (picnic tables, bathrooms, etc.) Please indicate whether you have met with Bay Trail or Water Trail staff, and the outcome of your conversation(s).

12. **Permitting and Mitigation.** If your project has progressed to this phase, please describe the status of your permits, as well as the general nature of any mitigation requirements. If your project has not yet reached the permit phase, describe any permitting or mitigation challenges you anticipate.

13. **Acquisitions.** For acquisition projects, please address the following:
    i. Is the proposed acquisition for a fee title or conservation easement, and why is the type of acquisition you have proposed the best approach?
    ii. What are the benefits of pursuing an acquisition in this location? Describe the significance of this land, in either protecting existing natural baylands, or enhancing or restoring baylands.
    iii. How do you plan to manage and steward the land?
    iv. Where are you in the negotiation process?
        1. Are you acquiring the land from a willing seller?

[2] If the project is statutorily or categorically exempt under CEQA, no further review is necessary. If the project is not exempt, the potential environmental effects of the project must be evaluated in a "Negative Declaration (Neg Dec)," "Mitigated Negative Declaration (MND)," or "Environmental Impact Report," prepared by (or under contract to) a public agency and adopted or certified by the public agency. For more information on CEQA, visit: http://resources.ca.gov/ceqa/. Note that the Authority will need to review and consider the adopted or certified CEQA document prior to authorizing a grant.

2. Will the land be purchased at no more than fair market value (as described in an approved appraisal pursued at or above USPAP standards)?
3. Will you have legal access to the property, and will this land be acceptably free and clear of defects of title?
4. Is there any known contamination on site? Has any site investigation been undertaken to date?

II. GRANT APPLICATION – PRELIMINARY BUDGET

Please use the provided budget template (in excel document form) to outline your budget. Submit the preliminary budget along with the rest of your application.

You may include separate budget line item for a project management task (i.e., preparation of invoices and progress reports), contingency, and/or indirect costs (i.e., overhead, based on rent, utilities, etc.) – each of these budget line items should be **no more than 20%** of the whole project cost. Be advised that indirect costs must be justifiable for an audit. The contingency must be justified based on specific uncertainties and risks associated with the project.

In Kind Services: In-kind services or contributions include volunteer time and materials, bargain sales, and land donations. Describe and estimate the value of expected in-kind services.

Contingency Costs: Please describe contingency costs, if applicable, and any plans for managing them.

Other Funds: Please describe below all sources of other funding and whether secured or pending.

Operation and Maintenance. Please describe your operation and maintenance expectations and capabilities.

Uncertainties. Please discuss any budget uncertainties that would affect the success of the project.

III. GRANT APPLICATION - PRIORITIZATION CRITERIA[3]

Complete each of the elements of the prioritization criteria below with clear but detailed answers (try to answer all questions, but it is fine if the project does not hit all criteria). Limit your response to this section (Section III.) to no more than four pages.

1. **Greatest positive impact.** Describe the degree to which the project will have the greatest positive impact on the Bay as a whole, in terms of clean water, wildlife habitat and beneficial use to Bay Area residents.

2. **Greatest long-term impact.** Describe the degree to which the project will achieve the greatest long-term impact on the Bay, to benefit future generations.

3. **Leveraging resources and partnerships.** Describe how the project will leverage state and federal resources, and public/private partnerships. If applicable, indicate if Authority funds are needed to meet match requirements of other secured funding sources.

4. **Economically disadvantaged communities[4].** Describe how the project will benefit economically disadvantaged communities. If it does, please describe how your project may advance goals in the Authority's Equity Guidelines, such as:
   - Representation (diversity in the conservation field)
   - Outreach & Partnerships (building relationships with community members)
   - Meaningful Engagement (how you will engage communities and California Native Americans, and how community and tribal feedback could shape the project)
   - Project Benefits (the kinds of benefits your project will provide and to whom)

5. **Benefits to economy.** Describe how the project will benefit the region's economy, including local workforce development, employment opportunities for Bay Area residents, and nature-based flood protection for critical infrastructure and existing shoreline communities.

6. **Engage youth and young adults.** Describe how the project will work with local organizations and businesses to engage youth and young adults and assist them in gaining skills related to natural resource protection.

[3] Refer to the Request for Proposals, Section III, for the interpretation and definitions of the Prioritization Criteria.
[4] Please refer go to the "Grants" tab on the Authority's website (http://sfbayrestore.org/restoration-authority-grants) and scroll down to "Additional Resources" for a link to guidance on identifying EDCS and the SFBRA 80% Area Median Income Map for the San Francisco Bay Area.

7. **Monitoring, maintenance, and stewardship.** Describe how the project will incorporate these to develop the most efficient and effective strategies for restoration and achievement of intended benefits.

8. **Coastal Conservancy's San Francisco Bay Area Conservancy Program[5].** Describe how the project is consistent with the Conservancy's San Francisco Bay Area Conservancy Program's Criteria.

9. **San Francisco Bay Conservation and Development Commission's Coastal Management Program[6].** Describe how the project is consistent with San Francisco Bay Conservation and Development Commission's Coastal Management Program.

10. **San Francisco Bay Joint Venture's Implementation Strategy[7].** Please describe your project's consistency with the Joint Venture's Implementation Strategy, indicate its inclusion on the Joint Venture's project list, and/or indicate you have consulted the Joint Venture to assess whether the project would be eligible for the Joint Venture project list.

11. **Tribal Engagement.** Please describe your Tribal engagement efforts and outcomes. Examples of tribal engagement include good faith, documented efforts to work with tribes traditionally and culturally affiliated to the project area in the following types of ways:
    a. Communicate, consult, or engage with tribes who are traditionally and culturally affiliated to the project area as early as possible in project development.
    b. Work with tribes to enable traditional stewardship and cultural practices on ancestral land and co-management of their ancestral lands and natural resources.
    c. Assist tribes to regain access to their ancestral lands on the coast.
    d. Incorporate indigenous voices, leadership, and perspectives, including traditional ecological knowledge, indigenous stewardship, and educational programs.
    e. Respect tribal knowledge and concerns in the project.
    f. Protect archaeological and cultural resources or mitigate to the extent feasible impacts to these resources.
    g. Include tribal land acknowledgement and accurate historical information in signage, communications, and other project information.

[5] Refer to the Request for Proposals, Appendix A, for a list of the Coastal Conservancy's San Francisco Bay Area Conservancy Program's Criteria.
[6] Refer to the Request for Proposals, Appendix A, for more information on the San Francisco Bay Conservation and Development Commission's Coastal Management Program.
[7] Refer to the RFP, Appendix A for links to the San Francisco Bay Joint Venture's Implementation Strategy and project list.

GRANT APPLICATION CHECKLIST

A complete application will consist of the following files:

- ☐ Grant application:
  - SFBRA Cover Sheet (PDF Format)
  - Project description section I
  - Preliminary budget section II
  - Prioritization criteria section III
- ☐ SFBRA Budget Template (Excel Format)
- ☐ Project maps and design plans (in one pdf file, 10 MB maximum size)
- ☐ Project photos (in jpg format)
- ☐ If a Tribe or Tribal organization has confirmed their interest in the project, a letter from their leadership confirming their involvement
- ☐ If you are not the landowner, a letter from the landowner confirming their willingness to host the project
- ☐ Support letters from community-based organizations, local jurisdictions, partners, and/or other community representatives

Project Maps and Graphics. Provide the following project graphics with your application. Project maps and design plans should be combined into one pdf file with a maximum size of 10 MB. Project photos should be provided in jpg format.

- Regional Map – Clearly identify the project's location in relation to prominent area features and significant natural and recreational resources, including regional trails and protected lands.
- Site-Scale Map – Show the location of project elements in relation to natural and man-made features on-site or nearby. Any key features discussed in project description should be shown.
- Design Plan – Construction projects should include one or more design drawings or graphics indicating the intended site improvements.
- Site Photos – One or more clear photos of the project site

*In certain cases, Authority reviewers **may recommend a project for a partial award**. Authority staff would engage with potential grantees to refine project scopes accordingly. Please acknowledge the potential for partial funding awards below.*

☐ I understand my project may be recommended for a partial award and I am willing to work with Restoration Authority staff to refine the project scope accordingly.

☐ I have reviewed the **Grant Agreement Provisions** listed in the Request for Proposals and understand the likely requirements for receiving and administering Measure AA Funds.

Applications should be emailed to grants@sfbayrestore.org. If you are unable to email your application, you may mail your application materials to the following address:

San Francisco Bay Restoration Authority
c/o State Coastal Conservancy
1515 Clay Street, 10th Floor
Oakland, CA 94612

Grant applications must be received by the San Francisco Bay Restoration Authority by midnight on October 6, 2025.