



**SAN FRANCISCO BAY**  
RESTORATION AUTHORITY

Revised May 2019

**SAN FRANCISCO BAY RESTORATION AUTHORITY MEASURE AA  
GRANT APPLICATION – COVER PAGE**

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

CONTACT INFORMATION			
Organization			
Contact Persons (Primary/Alternate)		Email	
Phone		Fax	
Address			
Partner Entities			

PROJECT INFORMATION			
Project Name			
Summary			
Total Project Cost	\$	Amount Requested	\$
Other Funding Sources (Amount)	\$	Other Funding Sources	
Start Date		End Date	
Measure AA Program Areas (Check all that apply)	<input type="checkbox"/> Clean Water <input type="checkbox"/> Habitat <input type="checkbox"/> Flood Protection <input type="checkbox"/> Public Access		
Project Phase (check all that apply)	<input type="checkbox"/> Acquisition <input type="checkbox"/> Planning <input type="checkbox"/> Operations <input type="checkbox"/> Other: _____ <input type="checkbox"/> Permitting <input type="checkbox"/> Maintenance <input type="checkbox"/> Design <input type="checkbox"/> Monitoring <input type="checkbox"/> Construction/Implementation		
CEQA	What are the CEQA requirements for your project? <input type="checkbox"/> Not a project under CEQA <input type="checkbox"/> Exempt from CEQA (statutorily or categorically) <input type="checkbox"/> ND <input type="checkbox"/> MND <input type="checkbox"/> EIR If required, has the CEQA document been approved and filed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date filed; If no, expected filing month/year: _____		

**PERFORMANCE MEASURES**

Enter data relevant to project - if not applicable, enter "0"

<u>Acres of Subtidal Habitat to be restored</u>		<u>Acres of Baylands Habitat to be restored</u>	
<u>Acres of Upland Habitat to be Restored</u>		<u>Species Targeted for Restoration</u> (please list)	
<u>Miles of Bay Trail expected to be designed</u>		<u>Miles of Bay Trail expected to be constructed</u>	
<u>Miles of other trail expected to be designed</u> (non-Bay Trail)		<u>Miles of other trail expected to be constructed</u> (non-Bay Trail)	
<u>Number of Water Trail sites expected to be designed</u>		<u>Number of Water Trail sites expected to be constructed</u>	
<u>Number of youth expected to be engaged</u>		<u>Number of public access facilities expected to be completed</u> (non-trail facilities, such as picnic areas, piers, parking lots, restrooms, and natural play spaces)	
<u>Number of volunteer hours expected to be contributed</u>		<u>Number of unique volunteers expected to participate in restoration</u>	

**LOCATION INFORMATION**

<b>SFBRA REGION</b>	<input type="checkbox"/> North (Sonoma, Marin, Napa, Solano)	<input type="checkbox"/> East (Alameda, Contra Costa)
	<input type="checkbox"/> West (San Francisco, San Mateo)	<input type="checkbox"/> South (Santa Clara)
<b>County</b>		<b>Specific Location</b>
<b>Latitude</b> Format: 33.3333		<b>Longitude</b> Format: -111.1111
<b>What point is represented by the lat/longs (eg., parking lot, center of site, etc):</b>		
<u>APNs (Acquisition Only)</u>		

**ELECTED OFFICIALS**

Districts	Number(s)	Name(s)
State Senate		
State Assembly		
Congressional		

### 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 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 RFP – Eligible Grantees and Project Locations, Phases, Types and Activities).
2. **Need for the Project.** Describe the specific problems, issues, or unserved needs the project will address.
3. **Goals and Objectives.** The goals and objectives should clearly define the expected outcomes and benefits of the project.
4. **Applicant and Project History.** Describe your experience with similar projects and/or how your organization is best suited to carry out the proposed project.
5. **Project Description.** Describe all of the major project components (i.e., what will actually be done to address the need and achieve the goals and objectives). Include the history and context for the development of the project.
6. **Site Description.** Describe the project site or area, 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.
7. **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.*

8. **Work Products.** List the specific work products or other deliverables that the project will result in.
9. **Measuring Success.** For projects involving restoration, construction or land acquisition, describe the plan for monitoring, evaluating and reporting project effectiveness, and implementing adaptive management strategies if necessary. Who will be responsible for funding and implementing ongoing management and monitoring?<sup>1</sup>
10. **Barriers and Risks.** Please discuss any barriers that may exist in implementing your project, and how they may be overcome, as well as how you would address and overcome any anticipated undesired outcomes or risks regarding the proposed project. Examples may include addressing current and projected sea level rise impacts, infrastructure present at the project site (e.g. transmission lines), risks of invasive species, and other potential barriers and risks associated with the proposed project.
11. **Environmental Review.** Projects funded by the San Francisco Bay Restoration Authority must be reviewed in accordance with the California Environmental Quality Act (“CEQA”). 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. Please select the appropriate answers below, and then describe how CEQA applies to your proposed project, and address the status and timing of CEQA compliance. For more information on CEQA, visit: <http://resources.ca.gov/ceqa/>

The proposed project (select the appropriate answer(s)):

- 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: \_\_\_\_\_
- Also please specify the CEQA lead agency (the agency preparing the document) and the (expected) date for adoption or certification: \_\_\_\_\_

Please note that the Authority will need to review and consider the adopted or certified CEQA document prior to authorizing a grant.

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<sup>1</sup> All grant applications must include a monitoring and reporting component that explains how the effectiveness of the project will be measured and reported. The monitoring and reporting component will vary depending on the nature of the project, and may include regional monitoring approaches as appropriate. The grant application evaluation will assess the robustness of the proposed monitoring program. In addition, Authority staff will work with grantees to develop appropriate monitoring and reporting templates and procedures. All projects must complete a final report, including a lessons-learned summary report fully and clearly describing lessons learned under all phases of the project including design, construction and monitoring. Lessons learned must focus on project trouble areas and issues to be addressed as a guide to future projects to avoid these issues to the extent possible.

Please describe how CEQA applies to your proposed project, and address the status and timing of CEQA compliance:

12. **Public Access.** Does your proposed project include or overlap with a proposed alignment for the San Francisco Bay Trail or San Francisco Water Trail? If so, how do you plan to integrate Bay Trail or Water Trail designations into your project?
  
13. **Community Support, Involvement and Benefits.**<sup>2</sup> Please explain the extent to which the project has community support, has included community engagement and input, and provides tangible community benefits. In particular, explain any community engagement process undertaken and relevant community partnerships that could impact project success.
  
14. **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, do you anticipate any particular permitting or mitigation challenges?
  
15. **Acquisitions.** For acquisition projects, please address the following:
  - i. What type of acquisition are you proposing, why are you structuring the acquisition the way that you propose, and why is this type of acquisition the best approach?
  - ii. What are the benefits of pursuing an acquisition in this location? Please speak to the significance of this land, in either protecting existing natural baylands resources, or meaningfully enhancing or restoring baylands.
  - iii. How do you plan to manage and steward the land?
  - iv. Where are you in the negotiation process?
  - v. Specifically:
    1. Are you acquiring the land from a willing seller?
    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?

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<sup>2</sup> Competitive applications should be inclusive of diverse groups to ensure that benefits to the community extend beyond simple input and engagement.

## II. GRANT APPLICATION – PRELIMINARY BUDGET AND SCHEDULE

Please use the provided budget matrix (in excel document form) to Outline your budget, and attach that excel document to this application. In the budget matrix attached to your application, relist the tasks identified in #7 above and for each provide: 1) Project costs per year, adding additional columns as needed, 2) the estimated cost of the task, and 3) the funding sources (applicant, Authority, and other) for the task, and for other funds, please describe below all sources of other funding and whether secured or pending. The table will automatically sum the totals for each row and column. To do this, highlight the whole table and hit F9.

You may include a task for direct project management for no more than 15% the cost of the project. If you choose to include contingency or overhead, please include as a separate task and be advised that overhead calculations must be justifiable for an audit.

Below, and in addition to completing the attached budget matrix, please also include a discussion of any uncertainties in this budget, and your anticipated ability to operate and maintain the project, as well as explain how you will handle any contingency costs.

**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 other budget or key uncertainties that would affect the success of the project.*

### III. GRANT APPLICATION - PRIORITIZATION CRITERIA<sup>3</sup>

Complete each of the elements of the prioritization criteria below with clear but detailed answers. Limit your response to this section 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<sup>4</sup>.** Describe to what degree the project will benefit economically disadvantaged communities.
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.
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<sup>5</sup>.** Describe how the project is consistent with the Conservancy's San Francisco Bay Area Conservancy Program's Criteria.

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<sup>3</sup> Refer to the Request for Proposals, Section III, for the interpretation and definitions of the Prioritization Criteria.

<sup>4</sup> Please refer to the "Grants" tab for a link to the SFBRA 80% Area Median Income Map for the San Francisco Bay Area.

<sup>5</sup> Refer to the Request for Proposals, Appendix A, for a list of the Coastal Conservancy's San Francisco Bay Area Conservancy Program's Criteria.

9. **San Francisco Bay Conservation and Development Commission's Coastal Management Program**<sup>6</sup>. Please describe if and 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**<sup>7</sup>. Please address your project's consistency with the Joint Venture's Implementation Strategy, its inclusion on the Joint Venture's list, and/or describe your consultation with the Joint Venture prior to applying for funding.

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<sup>6</sup> Refer to the Request for Proposals, Appendix A, for more information on the San Francisco Bay Conservation and Development Commission's Coastal Management Program.

<sup>7</sup> 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:

- Cover Letter (optional) – no more than one page.
- Grant application form (in Microsoft word or rtf format), includes:
  - cover page
  - project description
  - preliminary budget and schedule
  - prioritization criteria
- Project maps and design plans (in one pdf file, 10 MB maximum size)
- Project photos (in jpg format)

**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

I have reviewed the **Grant Agreement Provisions** listed in the Grant Guidelines (Page 9) and understand the likely requirements for receiving and administering Measure AA Funds.

Applications should be emailed to: [grants@sfbayrestore.org](mailto:grants@sfbayrestore.org). If you are unable to email your application, you may send the electronic files on a CD or other common electronic storage device. Mail the files to:

State Coastal Conservancy      1515 Clay Street, 10<sup>th</sup> Floor      Oakland, CA 94612

**Grant applications must be received by the San Francisco Bay Restoration Authority by 5pm PST on ~~November 26, 2018~~ December 13, 2019.**