



**SAN FRANCISCO BAY**  
RESTORATION AUTHORITY

Revised September 2019



**SAN FRANCISCO BAY**  
RESTORATION AUTHORITY

2020 Grant Round 4: 2020

**SAN FRANCISCO BAY RESTORATION AUTHORITY MEASURE AA**

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

<b>Organization</b>	
<b>Project Name</b>	
<b>Contact Person</b>	
<b>Contact Email</b>	

**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 ~~RFP—Eligible Grantees and Project Locations, Phases, Types and Activities Request~~ Request for Proposals. Projects must qualify as a Restoration Act project type, and then address activities described in Measure AA).

2. **Need Project and Site Description.**

~~2. Briefly explain the need for the **Project.** Describe the project (specific ~~problems,~~ issues, or ~~unserved~~underserved needs the project ~~will~~would address.~~

~~4. **Goals and Objectives.** The goals and objectives should clearly define the expected outcomes and benefits of the project.~~

~~6.1. **Applicant and Project History.** Describe your experience with similar projects and/or how your organization is best suited to carry out the proposed project.~~

8. **Project Description.** Describe all the major project components (i.e., what will actually be done to address the need and achieve the goals and objectives). Include), including the history and context for the development of the project.

- Site Description. Describe the project site or area. 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.
- 9. • Describe the project location, 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.

10.3. 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.

11.4. Work Products. List the specific 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.

<u>Measuring Success.</u> For projects involving restoration, construction#	<u>Task Name</u>	<u>Work Products</u>	<u>Estimated Completion Date</u>
<u>1</u>			
<u>2</u>			
<u>3</u>			
<u>4</u>			
<u>5</u>			
<u>6</u>			
<u>7</u>			

Add or ~~land acquisition,~~ delete rows as necessary.

5. **Project Partners.** List the organizations, agencies, and community-based partners that are involved with the project and describe their roles. Also list any potential partners and what their roles would be.

6. **Community Support, Involvement and Benefits.**<sup>1</sup> 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.)

12.7. **Measuring Success.** Describe the plan for monitoring, evaluating and reporting project the effectiveness, and implementing adaptive management strategies if necessary. Who will be responsible for funding and implementing of your project. Explain who will fund and implement ongoing management and monitoring<sup>2,2</sup>, 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.

13.9. **Barriers and Risks.** Please discuss Discuss any specific barriers that may exist in implementing and risks associated with your project, and. Explain how they may be you would overcome, as well as any known the barriers to implementing your project, or how you would address and overcome any anticipated undesired the risks that arise from outcomes or risks regarding of cause uncertainty in implementing the proposed 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, and other potential barriers and risks associated with the proposed project.

14.10. **Environmental Review.** Projects funded by the San Francisco Bay Restoration Authority must be reviewed in accordance with the California Environmental Quality Act

<sup>1</sup> For examples of community engagement strategies, see the State Coastal Conservancy's Tips for Meaningful Community Engagement, <http://scc.ca.gov/files/2019/04/Tips-for-Meaningful-Community-Engagement.pdf>. Applicants can demonstrate community support for their projects by including support letters from community representatives.

<sup>2</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.

("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/\(CEQA\)](http://resources.ca.gov/ceqa/(CEQA)).<sup>3</sup>

•      The proposed project (select/mark the appropriate answer(s):/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:

\_\_\_\_\_

~~Also please specify the CEQA lead agency (the agency preparing the document) and the (expected) date:~~ \_\_\_\_\_

(Expected) Date for adoption or certification: \_\_\_\_\_ of CEQA document: \_\_\_\_\_

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

•      ~~Please describe~~ Describe how CEQA applies to your proposed project, and address the status and timing of CEQA compliance: Construction projects can use Authority funds only after CEQA is completeThe Authority will only authorize funding for construction projects that have completed for which CEQA analysis is complete.

15.11. \_\_\_\_\_ **Bay Trail or Water Trail Public Access.** ~~Does~~ If your ~~proposed~~ project ~~include~~ includes or ~~overlap~~ overlaps with a proposed alignment for the San Francisco Bay Trail or San Francisco Water Trail? ~~If so,~~ explain how ~~do~~ you plan to integrate Bay Trail or Water Trail designations ~~them~~ into your project?   

~~Community Support, Involvement and Benefits.~~<sup>4</sup> Please explain the extent to which the project has community support, has included community engagement and input, and provides tangible

<sup>3</sup> 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.

<sup>4</sup> For examples of community engagement strategies, see the State Coastal Conservancy's Tips for Meaningful Community Engagement, <http://scc.ca.gov/files/2019/04/Tips-for-Meaningful-Community-Engagement.pdf>.

~~community benefits. In particular, explain any community engagement process undertaken and relevant community partnerships that could impact project success.~~

~~17.12.~~ **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, ~~do you anticipate~~describe any ~~particular~~ permitting or mitigation challenges? you anticipate.

**15. Acquisitions.** For acquisition projects, please address the following:

- i. ~~What is the proposed acquisition for a fee title or conservation easement, and why is the type of acquisition are you proposing, why are you structuring the acquisition the way that you propose, and why is this type of acquisition have proposed~~ the best approach?
- ii. What are the benefits of pursuing an acquisition in this location? ~~Please speak to~~Describe 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?

## II. GRANT APPLICATION – PRELIMINARY BUDGET ~~AND SCHEDULE~~

Please use the provided budget ~~matrix~~template (in excel document form) to ~~Outline~~outline your budget and ~~attach that excel document to this application. In. Submit~~ the preliminary budget ~~matrix attached to along with the rest of 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 separate budget line item for a task for direct project management for 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 can be no more than 15% the cost of the whole project. If you choose to include contingency or overhead, please include as a separate task and be cost. Be advised that overhead calculations indirect costs must be justifiable for an audit.

~~Below, and in addition to completing the attached budget matrix, please also include a discussion of any~~The contingency must be justified based on specific uncertainties in this budget, and your anticipated ability to operate and maintain and risks associated with 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>5</sup>

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<sup>6</sup>.** Describe to what degreehow 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>7</sup>.** Describe how the project is consistent with the Conservancy's San Francisco Bay Area Conservancy Program's Criteria.

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<sup>5</sup> Refer to the Request for Proposals, Section III, for the interpretation and definitions of the Prioritization Criteria.

<sup>6</sup> 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.

<sup>7</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>8</sup>. ~~Please describe if and~~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**<sup>9</sup>. Please ~~address~~describe your project's consistency with the Joint Venture's Implementation Strategy, indicate its inclusion on the Joint Venture's project list, and/or ~~describe your consultation with~~indicate you have consulted the Joint Venture ~~prior to applying~~assess whether the project would be eligible for ~~funding-~~the Joint Venture project list.

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<sup>8</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>9</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:~~
  - o ~~PDF cover page~~pages
  - o ~~project~~Project description ~~section I~~
  - o ~~preliminary~~Preliminary budget and schedule~~section II~~
  - o ~~prioritization~~Prioritization criteria ~~section III~~
- Project maps and design plans (in one pdf file, 10 MB maximum size)
- Project photos (in jpg format)
- Optional: Support letters from 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~~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)~~Request for Proposals 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 mail your application materials to the following address:

San Francisco Bay Restoration Authority  
c/o 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 ~~December 13, 2019~~ MONTH and DAY, 2020.**