



**San Francisco Bay
Restoration Authority**

AGENDA

**San Francisco Bay Restoration Authority Advisory Committee Meeting
August 11, 2017, 10:00 am – 12:30 pm**

Doors Open at 9:30 am for Get-to-Know-Your-Colleagues Coffee Time

Elihu Harris State Building
1515 Clay Street, 2nd Floor, Room 11
Oakland, CA 94612

- 1. Welcome and Introductions (15 min)**
Chair Luisa Valiela, U.S. Environmental Protection Agency
- 2. Meeting Procedures Refresher and Announcements (10 min)**
Chair Valiela
- 3. Public Comment (3 min)**
Each speaker is allowed three minutes.
- 4. Approval of Meeting Minutes of May 12, 2017 (ACTION) (2 min)**
Item 4: *Draft Meeting Minutes for May 12, 2017*
- 5. Approval of Advisory Committee (AC) Charter (ACTION) (15 min)**
Erika Powell, Member of Ad Hoc Subcommittee on the AC Charter
Item 5: *Draft SFBRA Advisory Committee Charter (redline version)*
- 6. Chair's Report from June 9, 2017 Governing Board Meeting (INFORMATION) (5 min)**
Chair Valiela
- 7. Recommendation on Draft Request for Proposals (RFP) and Draft Grant Application (ACTION) (30 min)**
Erika Powell, Member of Ad Hoc Subcommittee on the RFP and Grant Application and
Kelly Malinowski, Project Manager
Item 7: *Report of Ad Hoc Subcommittee on the RFP and Grant Application to AC*
Attachment 1: *Draft RFP*
Attachment 2: *Draft Grant Application*
- 8. Bay Restoration 101: Wetlands Monitoring (INFORMATION) (60 min)**
John Bourgeois, Executive Project Manager, State Coastal Conservancy
Josh Collins, Lead Scientist, San Francisco Estuary Institute

9. Appointment of New Ad Hoc Subcommittees, As Needed (ACTION) (3 min)

Chair Valiela

10. Future Meetings the Advisory Committee Remaining 2017 Meeting Dates and Locations (INFORMATION) (3 min)

October 13, 2017: Bay Area Metro Center, 375 Beale St., San Francisco

December 8, 2017: Harris State Office Building, 1515 Clay St, Oakland

11. Meeting Process Check-In: What's Working, What's Not (3 min)

Chair Valiela

12. Public Comment (3 min)

13. Adjourn



Advisory Committee

DRAFT MEETING MINUTES

May 12, 2017, 10:00 am – 12:30 pm

Bay Area Metro Center
375 Beale Street, Yerba Buena Room, First Floor
San Francisco CA 94105

1. Welcome and Introductions

Luisa Valiela, Chair, welcomed the Advisory Committee (AC) members and thanked them for their participation.

AC Member Attendance: Brian Benn, Erika Castillo, Francesca Demgen, Nahal Ghoghaie, Beth Huning, Andrea Jones, Judy Kelly, Zahra Kelly, Roger Leventhal, David Lewis, Sally Lieber, Shelly Masur, Mike Mielke, Anne Morkill, Erika Powell, Marina Psaros, Ameer Raval, Diane Ross Leech, Ana Maria Ruiz, Gary Stern, Laura Tam, Laura Thompson, Luisa Valiela, Scott Wilson, Bruce Wolfe

Governing Board Member Attendance: Chair Dave Pine

Staff Attendance: Sam Schuchat, Matt Gerhart, Caitlin Sweeney, Jessica Davenport, Karen McDowell, Kelly Malinowski

2. Public Comment

There was no public comment.

3. Approval of Meeting Minutes of February 28, 2017

Decision: David Lewis moved and Mike Mielke seconded the motion to approve the minutes. There was consensus to approve the minutes.

4. Review of Draft Advisory Committee (AC) Charter

Erika Powell, Member of Ad Hoc Subcommittee on the AC Charter, presented key points in the charter. The AC discussed the charter. Erika requested that comments on the charter be sent to her so that the subcommittee can revise the charter and bring it back for approval at the next AC meeting.

5. Review of Timeline for AC Advisory Items for Governing Board (Grant Program Guidelines and Request for Proposals (RFP))

Chair Valiela reviewed the timeline and responded to questions.

6. Chair and Staff Report from March 10 and April 14 Governing Board Meeting

Chair Valiela and Jessica Davenport, Project Manager, reported on how the staff used input from the ad hoc subcommittee on the Grant Program Guidelines to develop the draft that was presented to the Governing Board on April 14, 2017. They noted that the Board was supportive of the staff draft, but asked for input from staff and the AC on further defining the factor stating that project will be prioritized if they “benefit economically disadvantaged communities.”

7. Proposal for Grant Guidelines Amendment on “Benefits to Economically Disadvantaged Communities”

Nahal Ghoghaie, Member of Ad Hoc Subcommittee on Grant Program Guidelines proposed a definition of “economically disadvantaged communities.”

Proposed Definition: Economically Disadvantaged Communities (EDC)

“A community (census tract) with a median household income less than 80% of the area median income (AMI). Within this set of low-income communities, high priority EDCs are further defined as groups that are historically underrepresented in environmental policymaking and/or projects, most economically and environmentally impacted by heavy industrial activity and development, vulnerable to climate change impacts, due to lack of resources required for community resilience, and severely burdened by household costs, at risk of displacement.”

Decision: Judy Kelly moved and Shelly Masur seconded a motion to recommend the proposed definition to the Board. The AC reached consensus on the recommendation.

8. Discussion of Draft RFP

Kelly Malinowski, Project Manager, presented the Draft Measure AA Proposal Solicitation, or RFP. AC members made several comments which staff will take into consideration when revising the draft RFP for presentation to the Governing Board.

Decision: Chair Valiela will present the AC’s comments to the Board at the Board’s June 9, 2017 meeting.

9. Project List Update

Kelly Malinowski, Project Manager, provided an update on the project list. She noted that the Restoration Authority’s project list is not being used to prioritize projects. An updated version of the list will be presented to the Governing Board at the June meeting. It will be updated periodically, in coordination with the San Francisco Bay Joint Venture.

10. Appointment of New Ad Hoc Subcommittees

Decision: The following AC members volunteered to form an ad hoc subcommittee to develop comments on the draft RFP: Brian Benn, Erika Castillo, Francesca Demgen, Beth Huning, Zahra Kelly, Roger Leventhal, Shelly Masur, Mike Mielke, Erika Powell, Ameer Raval, and Ana Maria Ruiz. Erika Powell volunteered to lead the subcommittee.

11. Future Meetings the Advisory Committee Remaining 2017 Meeting Dates and Locations

August 11, 2017: Harris State Office Building, 1515 Clay St, Oakland

October 13, 2017: Bay Area Metro Center, 375 Beale St., San Francisco

December 8, 2017: Harris State Office Building, 1515 Clay St, Oakland

12. Public Comment

There was no public comment.

Blank Page

DRAFT Advisory Committee Charter

8/1/17

Introduction

The [San Francisco Bay Restoration Authority Act](#) (Restoration Act), established the San Francisco Bay Restoration Authority (Authority). The Restoration Act requires the formation of an Advisory Committee (AC) to assist and advise the Governing Board in carrying out its functions, and describes the AC's membership and responsibilities (California Government Code Section 66703.7). The San Francisco Bay Clean Water Pollution Prevention and Habitat Restoration Measure ([Measure AA](#)), passed by the voters of the nine Bay Area counties in June 2016, gives the Advisory Committee additional responsibilities. The Governing Board adopted an [Advisory Committee Procedural Document](#) (revised February 2017) to summarize the guidance provided by the Restoration Act and Measure AA and document additional policies approved by the Board. The AC has created this Charter to supplement the Procedural Document by providing additional principles and procedures to ensure that the group functions as intended.

Purposes and Responsibilities of the Advisory Committee

The Advisory Committee Procedural Document identifies the following key responsibilities of the AC:

1. Advise the Restoration Authority's Governing Board about implementation of Measure AA and all other aspects of the Restoration Authority's activities under Measure AA, to ensure maximum benefit, value, and transparency.
2. Make recommendations to the Governing Board regarding expenditure priorities under Measure AA.
3. Work with Restoration Authority staff to develop grant solicitations and procedures for evaluating grant proposals and reviewing and assessing projects.
4. Review and comment on annual written reports.

Membership

The Advisory Committee Procedural Document allows for a maximum of 34 AC members. Members are appointed by the Governing Board and together are intended to represent a broad array of interests from the nine Bay Area counties.

Governing Documents

In addition to the Advisory Committee Procedural Document, the AC is subject to the Ralph M. Brown Act (Government Code section 54950, et. seq.). This requires that all AC meetings are open to the public and all decisions, including recommendations to the Governing Board, are reviewed, discussed and approved by the AC at its open meetings.

Meeting Procedures

1. Frequency: The AC will generally meet quarterly to adequately fulfill its roles and responsibilities outlined in this charter. Meeting schedules for AC meetings will be set by the Authority staff with input from the AC members. Annually, up to two additional meetings can be added as determined by the Chair and Vice Chair.
2. Quorum: A quorum (50 percent of the members plus one) must be present to transact business.
3. Agendas: Agendas are developed by staff in consultation with the Chair and/or Vice Chair. As required by the Brown Act, agendas are publicly posted at least 72 hours before each

meeting They are also posted on the website and distributed via a public email list. AC members are encouraged to use their networks to ensure broad distribution of meeting notices.

4. **Meeting Ground Rules:** The AC shall strive for a constructive, collaborative process, with active participation of all members, in discussing issues and will conduct meetings according to the following ground rules:
 - Every perspective deserves to be heard.
 - Be honest and respectful.
 - Take sidebar conversations out of the room.
 - No need to repeat points.
 - Step up, step back. (Speak up to make your point, but make sure not to dominate the conversation.)
 - Have fun
5. **Recognition of Members During a Discussion:** AC members may speak at committee meetings after being recognized by the Chair.
6. **Public Participation:** Non-members may speak during the public comment period or outside the public comment period if recognized by the Chair. A handout with rules for public participation will be made available at all meetings.
7. **Motions:** If a vote is needed, motions may be made by any member of the committee. All motions must be seconded by a different member of the committee.
8. **Attendance:** AC members agree to make a good faith effort to attend all scheduled meetings and activities. Members who are unable to attend a particular meeting but would like to share their views on agenda items have three options:
 - They can submit written comments to Authority staff one week before the meeting to be shared with AC members as part of the meeting packet;
 - They can ask another AC member to make comments on their behalf; or
 - They can ask a colleague from their own entity to make remarks on their behalf during the public comment period.
9. **Meeting Minutes:** The Authority staff records minutes, which will include recommendations made by the AC. Agendas. Minutes from AC meetings are approved at the following meeting of the AC, transmitted to the Board, and made available on the Authority website.

Decision Making Process

The AC shall strive for making decisions and recommendations through a consensus-based process, as described below. Meetings will be run by the Chair, or, in the absence of the Chair, by the Vice Chair, and these operating procedures and general rules of professional courtesy apply. If consensus cannot be reached and/or a formal vote is necessary, the Chair has the responsibility to ensure that the interaction remains orderly. Should a formal process be needed, the Chair shall run the meeting according to Robert's-Rosenberg's Rules of Order. (At the same time, as stated in the Rules there should always be flexibility as to the strictness of application of the rules, dependent on the particular situation and the members' knowledge of parliamentary procedure.)

1. **Procedure for Seeking Consensus:** As noted above, the AC shall strive for full member participation in discussing issues in order to make decisions through a consensus-based process. Consensus is defined as general agreement by all members of the AC present at the meeting when a decision item is on the meeting agenda.

If needed to test the level of support for a proposal or recommendation, the Committee will employ a tool called the Gradients of Agreement. This tool is a mechanism for testing the level of agreement on a proposal that expands on the traditional “yes” or “no” voting.

The Gradients of Agreement are typically described as follows:

1. Strong opposition: no amending of the proposal will be acceptable to the member
2. Oppose unless amended. Member will oppose unless the proposal is amended, member clarifies what needs to be amended.
3. Stand aside or Neutral. Member notes disagreement, but will stand aside to allow the group to reach consensus without them. Or, the proposal doesn’t affect the member or their interest.
4. Live with it/workable. Member doesn’t love the proposal but can live with it
5. Strong support

1	2	3	4	5
<i>Strong Opposition</i>	<i>Oppose Unless Amended</i>	<i>Stand Aside or Neutral</i>	<i>Can Live With</i>	<i>Strong Support</i>

2. Decision Rule: An AC or ad hoc subcommittee recommendation will be considered a consensus decision if all members register 3-5 on the Gradients of Agreement. If after reasonable efforts the AC or ad hoc subcommittee are unable to reach consensus on a specific issue or recommendation, resolution will proceed through the conflict resolution procedures described below:
3. Conflict Resolution: Failing consensus, a vote shall be taken, with a simple majority (51%) needed for a motion to pass. The AC will be providing advice to the Governing Board. If, after a vote is taken, a minority group or an individual wishes to provide a dissenting opinion to the Board, they may do so, but must acknowledge the majority opinion and identify their minority opinion as such.
4. Voting: When a vote is taken, only the decision will be recorded. The meeting minutes will not record how each individual voted. An actual vote count will be used only when the decision is close. AC members must recuse themselves from votes as necessary to comply with the conflict of interest policy.

Conflict of Interest

Each AC member signs a conflict of interest form that indicates that he/she shall not participate in a vote of the AC concerning specific grant applications if the vote would affect a grant application submitted by a member’s employer. A member who is aware of a future grant application that their employer is considering submitting should disclose this information when participating in discussions of Authority priorities. Additional details regarding the conflict of interest policy for AC members can be found in the Advisory Committee Procedural Document and the Conflict of Interest Form itself.

For federal agency AC members who are precluded from signing and submitting the conflict of interest form, separate documentation will be signed and submitted documenting the U.S. Government’s Standards of Ethical Conduct to which they are bound.

Communication to the Governing Board

AC Chair or Vice Chair are responsible for communicating AC recommendations (including dissenting opinions) to the Governing Board ~~through established processes at public meetings~~. AC members other than the Chair or Vice Chair should not claim to represent the AC when communicating with Board Members. ~~contact the Board outside the established process. In the case of AC members who serve as staff in the jurisdiction of a Board member, they may interact with their Board member in their staff capacity.~~

Appointment of Chair and Vice Chair

The Governing Board of the Authority will appoint a Chair and Vice Chair. The length of their terms will be determined by the Board.

Facilitation

If deemed advantageous for a particular purpose, the AC Chair may request, on behalf of the AC, the services of a facilitator.

Legal Counsel

If necessary, the AC Chair may request, on behalf of the AC, the services of the Authority's legal counsel to ensure proper procedures are followed.

AC Member Resignation and Substitution

If an AC member steps down from the committee, his or her entity may make a request to the Governing Board in writing for the designation of a new appointee to represent that entity. All appointments to the AC are made by the Governing Board. (See Advisory Committee Procedural Document.)

Statements to the Media

AC members can express only their own viewpoints to the media. AC members agree not to characterize the viewpoints of other AC members when contacted by media representatives about business related to the Authority, nor to use the media as means to unilaterally influence any process related to the Authority.

Ad Hoc Subcommittees

The AC Chair can solicit members to serve on ad hoc subcommittees, as needed for a discrete task and for a discrete amount of time. Ad hoc subcommittees can be coordinated by a Restoration Authority staff member unless an AC member volunteers to serve as the lead. Subcommittee recommendations need to be reviewed, discussed and approved at a formal AC meeting for decision making. An ad hoc subcommittee may not consult with the full AC outside a publicly noticed meeting, e.g., via email, because that would constitute a serial meeting of the full AC. AC members who assist in grant evaluation through ad hoc subcommittees should not discuss grant evaluations outside the established processes.

Update of this Charter: As needed, but at least every three years, this charter will be reviewed to assure that it meets current needs.

San Francisco Bay Restoration Authority Advisory Committee

**Report of the Ad Hoc Subcommittee on the Request for Proposals and Grant Application:
Summary of Process, Resolution of Comments, and Proposed Recommendations**

August 3, 2017

Erika Powell, Lead for the Ad Hoc Subcommittee on the Request for Proposals and Application
Luisa Valiela, Advisory Committee Chair
Kelly Malinowski, Staff Project Manager

At the May 12, 2017 meeting of the San Francisco Bay Restoration Authority Advisory Committee (AC), an Ad Hoc Subcommittee was formed to provide comments to staff and recommendations to the Governing Board on the Measure AA draft request for proposals (RFP) and grant application. Following the release of the June 12, 2017 draft of the *Measure AA 2017 Proposal Solicitation* (also known as the RFP) and Grant Application, members of the Ad Hoc Subcommittee developed and shared comments. In July, the subcommittee met via conference call to reconcile their comments, hear staff's initial responses, and seek resolution of issues raised. Issues needing further discussion at the August 11, 2017 AC meeting are described in Part II below.

Ad Hoc Subcommittee's RFP and Application Review Process

Staff distributed the draft RFP and the draft grant application to the ten members of the Ad Hoc Subcommittee on June 23, 2017, along with a timeline to meet the Ad Hoc Subcommittee's commitment to submit, discuss and reconcile comments. Subcommittee members provided their edited documents to staff, and staff created a comments table to organize the 57 comments received in advance of the conference call. The Ad Hoc Subcommittee's feedback fell into four general categories: question, comment, edit, discussion items. Staff cross-referenced the recommended edits with the Restoration Authority's enabling legislation's language, Measure AA, and the Grant Program Guidelines to ensure that they were not in conflict with those documents.

Staff scheduled a call on July 14th to discuss comments with the Ad Hoc Subcommittee. In general, the Ad Hoc Subcommittee members were in agreement with the initial responses provided by staff, so additional discussion was not needed for the majority of the comments. The subcommittee was able to sift through and identify several of the comments that were deemed needing additional discussion after staff's first response to comments.

Included below in Part I is a summary of the six themes discussed at the Ad Hoc Subcommittee meeting on July 14th. Part II outlines three remaining themes that the Ad Hoc Subcommittee wanted to bring to the full AC for discussion. Specifically, out of these three remaining themes, one is anticipated to be presented as a proposed recommendation for the Restoration Authority Governing Board at their September 8th meeting.

Part I: Six Themes Discussed during the Ad Hoc Subcommittee Call

The following six themes were pulled from the list of Ad Hoc Subcommittee comments and were discussed during the subcommittee's call on July 14th.

1. The Restoration Authority’s “elevator pitch” – Comment to add “and expand access to” to our ‘standard’ description of Measure AA: “...to fund shoreline projects that will protect and restore San Francisco Bay.”

Summary of Discussion and Resolution: Discussed if we want to include public access, as suggested above, to our standard description/elevator pitch for Measure AA. It was discussed that if we add public access to this description, we should add flood protection as well, and whether or not we want to highlight public access and flood control in this description, or leave the focus on habitats. It was decided that in talking about Measure AA projects, we want to keep the focus on habitats, and so this ‘elevator pitch’ was edited to read: “...to fund shoreline projects that will protect, restore, and enhance San Francisco Bay,” and “expand access to” was not added.

2. Prioritization of Projects, Specifically Pilot Projects – Request to add “demonstration of a pilot...” to staff interpretation of “greatest positive impact.”

Summary of Discussion and Resolution: Since staff interpretation of “greatest positive impact” was included in the Grant Program Guidelines document approved at the June 9, 2017 Governing Board meeting and cannot be edited without editing the Grant Program Guidelines, we discussed where else this preference for calling out pilot projects could be added, and generally how to highlight that pilot projects are eligible and desirable. It was decided that this would fit best under the “Additional Information” section of the RFP, which will be added following the August 11th AC meeting.

3. California Environmental Quality Act (CEQA) Readiness – Concern over projects needing to have environmental documents completed in time to be presented to the Governing Board within the next 12 months.

Summary of Discussion and Resolution: First, it was clarified that this refers to implementation projects. There will be a Request for Proposals once every 12 months, so the thinking behind this is that first, we do not want to tie up funds for 12 months for a project that will not complete CEQA within 12 months, and would prefer the applicant to wait until the next grant cycle if this is the case. Second, there is a legal concern with approving implementation projects before CEQA is complete, since, for example, if the Restoration Authority board approves funding for an implementation project, and that project then has negative environmental impacts. For implementation projects, CEQA must be completed before being brought before the Restoration Authority board for approval for funding, and planning and implementation phases cannot be approved for funding by the board at the same time.

4. Reviewer Language - How should “tangible and meaningful” and “very significantly implementing” vs. “satisfactorily implementing” language be considered?

Summary of Discussion and Resolution: The purpose of this differentiation is for the application reviewer to determine if the activities described will result in the benefits that are being assumed or described. The discussion resulted in a modification to the language to read “measurable” instead.

5. Monitoring Comments - Is there additional guidance that can be provided to applicants for meeting the monitoring requirements? Should the AC recommend a 5-10 year monitoring requirement instead of 20 years, and recommend using the California Rapid Assessment Method (CRAM) defining parameters for reporting?

Summary of Discussion and Resolution: The subcommittee discussed both options and came to the general consensus that the application should specify “light” monitoring (e.g., observation to confirm that the site is still being used for purpose for which it was funded) vs “intensive” monitoring (e.g., data collection on various parameters and trend analysis) for 20 years. An argument for this language was that there is already a requirement for monitoring as part of the permitting process and the 20-year length allows the opportunity to go back and continue to enhance the project with future restoration or other type of improvements such as a trails project.

6. Application Comments –

Summary of Discussion and Resolution: Not a lot of comments on the application were received or discussed due to lack of time. However, the comments that were received were deemed not significant or needing discussion. The comments were simple enhancements to the draft application such as adding a second point of contact. Perhaps the most significant comment was regarding the length of Section I. Grant Application – Project Description. The recommendation was to increase the length of this section to six or more pages, i.e., half page for each of the 13 responses to allow the applicant enough space to provide an appropriate response. However, there was also a concern and discussion over length of the application, and review time.

The AC Chair and Ad Hoc Subcommittee Lead met with staff on July 24th to review all comments and responses. The comments that could not be resolved by the Ad Hoc Subcommittee members or that the subcommittee felt could not be fully developed in time for the release of the 2017 RFP are being presented to the AC for resolution at the August 11, 2017 AC meeting, as outlined in Part II below. Comments after the July 14 conference call were reviewed, categorized and potentially incorporated into the RFP if they were deemed not needing additional discussion.

Ad Hoc Subcommittee members who preferred to present their comments to the full AC or who did not submit their comments in time to be discussed with the entire Ad Hoc Subcommittee were encouraged to bring their comments to the full AC for further discussion. These comments are being presented with unresolved comments to the full AC.

Part II: Discussion Items for August 11th Advisory Committee Meeting

1. Recommendation to the Governing Board: Clarify Transparency in Scoring.
 - a. The RFP does not currently provide a set of point values that are attributable to particular criteria. Further clarification should be added to the RFP so that applicants can see that a high score is attained by meeting the primary goals of Measure AA as described in the legislature, for example, which refers back to Criteria II: Priorities of Measure AA, which is worth a total of 40 points. The text would need to be modified to communicate to prospective grantees that trying to address more than one activity does not ensure more points, and one well implemented activity may provide a higher score as well. (See Table 1 below for an explanation the relationship between the proposal scoring criteria and where to find reference to them in the application and RFP.)
2. Additional Items for Discussion and Potential Recommendations to the Governing Board:
 - a. **Monitoring:** Any additional discussion, including potentially CRAM requirements, etc. (See Comment 5 above for a summary of discussion to date on monitoring issues.)
 - b. **Budget:** “For budget: include annualized costs throughout the life of the project (delineate annual costs by task in current dollars, uninflated and undiscounted, for each

year through completion), delineate contingency costs, delineate risks and plans to deal with risks, delineate annual costs to complete for ‘optimistic’ and ‘pessimistic’ scenarios.”

- i. The comment as understood by the Ad Hoc Subcommittee is if it would be possible to add a requirement to provide multiple budget scenarios and risk assessments/risk mitigation measures.
- Background on Comment Submittal and Previous Staff Response:
 - Comment originally made: May 12, 2017 during AC’s first review of the draft RFP.
 - Staff Response to this initial comment included:
 - Added as Question #10 to Application: “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 (e.g. transmission lines), risks of invasive species, and other potential barriers and risks associated with the proposed project.” (page 3 of application)
 - Added after Budget: “Uncertainties and Operation and Maintenance Ability” with space to fill-in details.
 - **Summary of Discussion:** Some of the subcommittee members expressed concerns with requiring this type of budget and risk documentation if grant applicants do not have the resources to generate it. There was a general agreement that the documentation would be useful and could likely be provided by some of the larger and well established flood districts or public agencies, but that it may be difficult to develop these guidelines in time for the release of the first RFP. Given the complexity of these application criteria, it was recommended that this comment be brought forth to the AC for additional discussion.

Table 1. SFBRA Scoring Criteria, and Relation to RFP and Application

Proposal Scoring Criteria	Points	Where in the <u>Application</u> to find these criteria	Where in the <u>RFP</u> to find these criteria
I. The extent to which the project implements the programs and activities of Measure AA (Section II).	20	Section I overall, and specifically Question #1.	II. Eligibility and Required Criteria: d. Eligible Project Activities (page 4) [Explained in further detail under V. Application Review and Evaluation: d. Scoring Criteria (page 8-11)]
II. The extent to which the project achieves the priorities of Measure AA, as defined by the prioritization criteria under Section III.	40	Section III.	III. Solicitation Priorities (page 6) [Explained in further detail under V. Application Review and Evaluation: d. Scoring Criteria (page 8-11)]
III. The project’s likelihood of success, based on the applicant’s demonstration of capacity and resources to complete the project in an effective and timely way, as well as the likelihood of success in addressing the project’s barriers and risks.	40	Section I of the Application (which captures information about the project such as what the project entails, its goals, specific tasks, etc. and well as any potential barriers or obstacles etc.), Section II of the Application (which is the budget, and a narrative about any unforeseen risks in the budget, etc.), and the overall application (the way the application is written, reflecting the grantee’s likelihood of success).	V. Application Review and Evaluation: d. Scoring Criteria (page 8-11)
TOTAL POINTS	100		

Blank Page



San Francisco Bay Restoration Authority

MEASURE AA 2017 PROPOSAL SOLICITATION

**Grants Funded by the San Francisco Bay Clean Water,
Pollution Prevention and Habitat Restoration Measure**

Applications due November 15, 2017

DRAFT

June 12, 2017

TABLE OF CONTENTS

I.	Introduction	3
	a. The San Francisco Bay Restoration Authority and the Restoration Act	3
	b. Measure AA: The San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Measure.....	3
II.	Eligibility and Required Criteria	3
	a. Eligible Grantees.....	3
	b. Eligible Project Locations.....	3
	c. Eligible Project Phases.....	4
	d. Eligible Project Activities	4
III.	Solicitation Priorities	6
IV.	Grant Application Process and Timeline	7
	a. Project Solicitation Period	7
	b. Optional Pre-Proposal Consultation	8
	c. Grant Application.....	8
V.	Application Review and Evaluation	8
	a. Completeness	8
	b. Application Screening.....	8
	c. Review	8
	d. Scoring Criteria.....	8
	e. Grant Award.....	10
	f. Board Meetings.....	10
	g. Grant Agreement.....	11
VI.	Additional Information	11
	a. Available Funding.....	11
	b. Project Timeframe	11
	c. Funding Range	11
	d. Environmental Documents.....	12
	e. Project Monitoring and Reporting	12
VII.	Full Application Attachment	12
VIII.	Appendices	13

I. Introduction

a. The San Francisco Bay Restoration Authority and the Restoration Act

The San Francisco Bay Restoration Authority (“Authority”) is a regional government agency with a Governing Board made up of local elected officials appointed by the Association of Bay Area Governments (ABAG). Its purpose is to raise and allocate resources for the restoration, enhancement, protection, and enjoyment of wetland and wildlife habitat in the San Francisco Bay and along its shoreline. The Authority was created by the California legislature in 2008 with the enactment of AB 2954 (Lieber), the San Francisco Bay Restoration Authority Act (“Restoration Act”).

b. Measure AA: The San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Measure

After the Authority’s Governing Board placed Measure AA: San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Measure (“Measure AA”) on the June 7, 2016 ballot, residents of the nine-county Bay Area voted with a 70% majority to pass it. This measure is a \$12 parcel tax, which will raise approximately \$25 million annually, or \$500 million over twenty years, to fund shoreline projects that will protect and restore San Francisco Bay.

Measure AA proceeds will fund shoreline projects that protect and restore San Francisco Bay by: reducing trash, pollution and harmful toxins; improving water quality; restoring habitat for fish, birds, and wildlife; protecting communities from floods; and increasing shoreline public access and recreational areas. Proceeds will be disbursed via competitive grants, as outlined in these guidelines.

II. Eligibility and Required Criteria

To be eligible for Measure AA funds, applicants must meet the eligibility criteria below for grantees, project locations, and projects. Eligibility and required criteria are based on the Restoration Act and Measure AA as outlined below.

a. Eligible Grantees

Eligible grantees are federal, state, and local agencies; tribal governments; nonprofit organizations; and owners or operators of shoreline parcels in the San Francisco Bay Area, excluding the Delta primary zone.

b. Eligible Project Locations

To be eligible, projects must be located within the nine Bay Area counties (Sonoma, Marin, Napa, Solano, Alameda, Contra Costa, San Mateo, Santa Clara, or City and County of San Francisco), along the shorelines of San Francisco Bay, San Pablo Bay, Carquinez Strait, Suisun Bay, and most of the Northern Contra Costa County Shoreline to the edge of, but not including, the Delta Primary Zone, that are in areas consistent with guidance provided in the *Baylands Ecosystem Habitat Goals Science Update* (2015) and *Subtidal Habitat Goals Report* (2010), including:

- In subtidal areas (lying below mean low tide), within a reasonable distance of the shoreline;
- In baylands, i.e., areas that lie between the maximum and minimum elevations of the tides over multiyear cycles, including those areas that would be covered by the tides in the absence of levees or other unnatural structures, including the portion of creeks or rivers located below the head of tide; or
- On uplands adjacent to potential or actual tidal wetlands that can provide transitional habitat and/or marsh migration space, as well as areas that are needed to enhance the project's resilience to projected sea level rise.

For a map of the Delta Primary Zone, see Appendix C.

c. Eligible Project Phases

Eligible project phases include planning, design, environmental studies, permitting, construction, monitoring and evaluation, operation, and scientific studies as part of the project to guide adaptive management, and maintenance.

d. Eligible Project Activities

To be eligible for Measure AA funds, prospective projects must first align with one of the three project types listed below (habitat project, flood management project, or public access project, as defined below); and must also align with one of the eligible activities in the following four program areas: Safe, Clean Water and Pollution Prevention Program; Vital Fish, Bird and Wildlife Habitat Program; Integrated Flood Protection Program; and/or Shoreline Public Access Program.

1. Habitat Project

A habitat project will restore, protect, or enhance tidal wetlands, management ponds, or natural habitats on the shoreline in the San Francisco Bay area, excluding the Delta Primary Zone.¹ “Natural habitats” are considered those habitats that are consistent with existing guidance on baylands, riparian, and subtidal habitats, including those that have been modified by human activity, but still provide tangible wildlife support and/or ecological value.²

2. Flood Management Project

A flood management project will build or enhance shoreline levees or other flood management features that are part of a project to restore, enhance, or protect tidal wetlands, managed ponds, or natural habitats identified under Habitat Project (as defined in #1 above).

Flood management projects will be considered part of a habitat project if the habitat project is in the planning stages, underway, or partially complete. Generally, flood management projects will be considered part of habitat projects if they are included in the plan, environmental documents, and/or permits for the particular habitat restoration project with which they are associated.

¹ A Delta Primary Zone map can be found in Appendix C.

² A list of relevant local or regional plans regarding habitat types can be found in Appendix B.

3. Public Access Project

A public access project will provide or improve public access or recreational amenities that are part of a project to restore, enhance, or protect tidal wetlands, managed ponds, or natural habitats identified in Habitat Project (as defined in #1 above). Public access projects will be considered part of a habitat project if the habitat project is in the planning stages, underway, or partially complete.

Generally, public access projects will be considered part of habitat projects if they are included in the plan, environmental documents, and/or permits for the particular habitat restoration project with which they are associated.

Secondly, in addition to aligning with one of the three project types listed above, a project must also align with one or more of the eligible activities in the following four program areas:

1. Safe, Clean Water and Pollution Prevention Program

Purpose: to remove pollution, trash and harmful toxins from the Bay in order to provide clean water for fish, birds, wildlife and people. Eligible activities:

- a. Improve water quality by reducing pollution and engaging in restoration activities, protecting public health and making fish and wildlife healthier.
- b. Reduce pollution levels through shoreline cleanup and trash removal from the Bay.
- c. Restore wetlands that provide natural filters and remove pollution from the Bay's water.
- d. Clean and enhance creek outlets where they flow into the Bay.

2. Vital Fish, Bird and Wildlife Habitat Program

Purpose: to significantly improve wildlife habitat that will support and increase vital populations of fish, birds, and other wildlife in and around the Bay. Eligible activities:

- a. Enhance the San Francisco Bay National Wildlife Refuge, shoreline parks and open space preserves, and other protected lands in and around the Bay, providing expanded and improved habitat for fish, birds and mammals.
- b. Protect and restore wetlands and other Bay and shoreline habitats to benefit wildlife, including shorebirds, waterfowl and fish.
- c. Provide for stewardship, maintenance and monitoring of habitat restoration projects in and around the Bay, to ensure their ongoing benefits to wildlife and people.

3. Integrated Flood Protection Program

Purpose: to use natural habitats to protect communities along the Bay's shoreline from the risks of severe coastal flooding caused by storms and high water levels. Eligible activities:

- a. Provide nature-based flood protection through wetland and habitat restoration along the Bay's edge and at creek outlets that flow to the Bay.
- b. Build and/or improve flood protection levees that are a necessary part of wetland restoration activities, to protect existing shoreline communities, agriculture, and infrastructure.

4. Shoreline Public Access Program

Purpose: to enhance the quality of life of Bay Area residents, including those with disabilities, through safer and improved public access, as part of and compatible with wildlife habitat restoration projects in and around the Bay. Eligible activities:

- a. Construct new, repair existing and/or replace deteriorating public access trails, signs, and related facilities along the shoreline and manage these public access facilities.
- b. Provide interpretive materials and special outreach events about pollution prevention, wildlife habitat, public access, and flood protection, to protect the Bay's health and encourage community engagement.

III. Solicitation Priorities

The Authority will give priority to eligible projects that achieve as many as possible the following:

- a. Have the greatest positive impact³ on the Bay as a whole, in terms of clean water, wildlife habitat and beneficial use to Bay Area residents.
- b. Have the greatest long-term impact⁴ on the Bay, to benefit future generations.
- c. Provide for geographic distribution⁵ across the region and ensure that there are projects funded in each of the nine counties in the San Francisco Bay Area over the life of Measure AA.
- d. Increase impact value by leveraging state and federal resources and public/private partnerships.
- e. Benefit economically disadvantaged communities⁶.

³ *Greatest positive impact* refers to projects that demonstrate, through the use of established best available scientific knowledge, adopted regional and local plans, and relevant studies, the greatest potential benefits to the Bay ecosystem. In addition, they include restoration projects that provide co-benefits, including, but not limited to, improved flood protection, public access and recreational amenities, beneficial reuse of dredged material and carbon sequestration.

⁴ *Greatest long-term impact* refers to projects that best demonstrate an ability to provide benefits over long timeframes despite the potential for changing circumstances such as changes in freshwater supply, sediment delivery, species composition, and rising sea levels. Projects should use the best available science to incorporate future climate variability, ideally providing resilience across multiple climate change scenarios.

⁵ *Geographic distribution* refers to projects that contribute to Measure AA's funding distribution requirement. Over the life of Measure AA, 20 years, 50% of funds will be allocated based on geographic distribution to each of the four Bay Area regions, which are defined as follows:

- North Bay (Sonoma, Marin, Napa, and Solano Counties): 9% minimum allocation;
- East Bay (Alameda and Contra Costa Counties): 18% minimum allocation;
- West Bay (City and County of San Francisco and San Mateo County): 11% minimum allocation; and
- South Bay (Santa Clara County): 12% minimum allocation.

⁶ *Benefits to disadvantaged communities* refers to projects that will provide tangible benefits to these communities, which may be judged on the basis of elements such as the direct involvement and support of local community groups, a demonstrated track record working within communities, use of proven strategies to increase relevance of messaging and outreach, and ability to alleviate multiple stressors within communities (such as the need for recreation, civic engagement, leadership development, resilience to climate change, reductions in pollution burden, etc.). An *economically disadvantaged community (EDC)* is defined as a census tract with a median household income less than 80% of the area median income (AMI). Within this set of low-income communities, high priority EDCs are further defined as groups that are historically underrepresented in environmental policymaking and/or

- f. Benefit the region’s economy, including local workforce development⁷, employment opportunities for Bay Area residents, and nature-based flood protection for critical infrastructure and existing shoreline communities.
- g. Work with local organizations and businesses to engage youth and young adults and assist them in gaining skills related to natural resource protection.
- h. Incorporate monitoring, maintenance and stewardship to develop the most efficient and effective strategies for restoration and achievement of intended benefits.
- i. Meet the selection criteria of the Coastal Conservancy’s San Francisco Bay Area Conservancy Program and are consistent with the San Francisco Bay Conservation and Development Commission’s coastal management program and with the San Francisco Bay Joint Venture’s implementation strategy.⁸

IV. Grant Application Process and Timeline

a. Project Solicitation Period

Annual Requests for Proposals funded with funds generated by Measure AA will be posted on the Authority’s website and sent out to the Authority’s mailing lists.

The Authority anticipates a 6-month grant schedule, as outlined below, for this current grant round. The evaluation and grant recommendation periods below are subject to change.

Solicitation Released	September 15 th , 2017
Webinar	October 1 st – 7 th , 2017
Proposals Due	November 15 th , 2017
Evaluation	November 16 th 2017 – January 31 st 2018
Grant Recommendations and Board Meeting	Spring 2018

RSVP for the information webinar at info@sfbayrestore.org.

projects; most economically and environmentally impacted by heavy industrial activity and development; most vulnerable to climate change impacts, due to lack of resources required for community resilience; and severely burdened by housing costs, increasing the risk of displacement. A proposed project’s ability to provide benefits to these communities will be judged on the basis of the direct involvement and support of local community groups; a demonstrated track record working within communities; the use of proven strategies to increase relevance of messaging and outreach; and the ability to alleviate multiple stressors within communities, including, but not limited to, addressing the need for additional recreational amenities, resilience to climate change, reductions in pollution burden, greater civic engagement, and enhanced leadership development opportunities.

⁷ The Authority requires grantees to negotiate, enter into and execute a project labor agreement with the local building trades council or councils, subject to certain conditions and exceptions outlined in its Resolution 22, adopted November 30, 2016.

⁸ See Appendix A for the selection criteria of the Coastal Conservancy’s San Francisco Bay Area Conservancy Program, the San Francisco Bay Conservation and Development Commission’s Coastal Management Program, and the San Francisco Bay Joint Venture’s Implementation Strategy and project list link.

All Authority grants will be awarded at a San Francisco Bay Restoration Authority Governing Board meeting. The specific meeting when a grant will be considered will depend on project readiness and staff capacity.

b. Optional Pre-Proposal Consultation

Applicants are strongly encouraged to consult with Authority staff prior to submitting their applications. Pre-proposal consultation will be available to any potential applicant but will not be required.

c. Grant Application

Applicants must submit a grant application cover page, and a grant application form. All of these materials are posted on the San Francisco Bay Restoration Authority's webpage (<http://www.sfbayrestore.org/sf-bay-restoration-authority-grants.php>)

V. Application Review and Evaluation

a. Completeness

Grant applications will be initially reviewed by Authority staff for completeness. Incomplete grant applications will be returned to the applicant. Applicants may choose to complete their application and resubmit it within five business days, or in a future solicitation period.

b. Application Screening

The Authority staff will screen complete grant applications to ensure that:

- The project and potential grantee meets the Authority's eligibility requirements as outlined in the Authority's enabling legislation; and
- The project is consistent with supporting the programs and priorities and other purposes set forth in Measure AA.
- Projects will have environmental documents completed in time to be presented to the Governing Board within the next 12 months.

Applications that do not pass the screening process will not proceed to the review process. Authority staff will return the application. The applicant may request feedback from Authority staff on whether and how the proposal could be modified to meet the screening criteria and may resubmit it in a future solicitation period.

c. Review

Complete applications that have passed the screening process will be reviewed and evaluated by a minimum of three professionals with relevant expertise in the Authority's program areas (as described in the enabling legislation and Measure AA). Reviewers may include, but are not limited to, public agency staff, consultants, academics, Authority staff and Advisory Committee members. All reviewers who are not subject to the Political Reform Act will be required to document that they do not have a conflict of interest in reviewing any proposals. All reviewers will evaluate each proposal in accordance with the evaluation guidelines that will be developed as described above.

d. Scoring Criteria

Projects will be quantitatively scored within the categories below, as well as evaluated qualitatively against one another by reviewers.

Criteria	Points
I. The extent to which the project implements the programs and activities of Measure AA (Section II).	20
II. The extent to which the project achieves the priorities of Measure AA, as defined by the prioritization criteria under Section III.	40
III. The project's likelihood of success, based on the applicant's demonstration of capacity and resources to complete the project in an effective and timely way, as well as the likelihood of success in addressing the project's barriers and risks.	40
	100

Quantitative Scoring

Each of the three above point categories will be assigned a numerical rating using the following scoring tiers as a guide when evaluating how well the proposal addresses that category, as explained below.

To achieve the maximum amount of points, the proposal must provide clear, substantive, and coherent evidence that the proposed work will adequately address all relevant aspects of that category. Proposals that describe in sufficient detail how the proposed work will effectively address multiple, or excel in a particular, aspect/s of a category can achieve up to 75% of a category's points. Proposals that address multiple or single aspects of a category without clearly describing how these aspects would result in tangible and meaningful benefits will not receive more than half a category's points. Proposals that need significant work may mention, but not adequately describe, how the proposal would meet some or one relevant aspect/s of that category, or not mention or adequately describe those aspects at all, and shall not receive more than 25% of a category's points.

Additional Detail on Three Categories of Criteria Above

- I. Programs and Activities of Measure AA
 - a. The four programs, and related activities, of Measure AA are listed in **Section II.d** above: *II. Eligibility and Required Criteria, d. Eligible Project Activities*. To be eligible, a project proposal must implement at least one program, and related activity, of Measure AA. A proposal can receive high scores by very significantly

implementing one of these programs and activities, or by satisfactorily implementing multiple activities under one program, or multiple activities under multiple programs.

II. Measure AA Priorities

- a. Measure AA Priorities are listed in **Section III** above: *Solicitation Priorities*. To excel in this category, a project proposal would meet all or most of the priority criteria outlined above, as interpreted by the Authority and explained in the footnotes of the above section.

III. Likelihood of Success

- a. This category captures both the likelihood of success of the applicant, as well as the proposed project. Specifically, this category considers if the proposal is well written, consistent and according to instructions; includes a complete, reasonable and well thought-out scope of work, budget and schedule; if the work plan identifies how the project will be implemented (including obtaining permits, etc. if applicable); if the barriers and risks identified in the proposal are adequately addressed, and if the proposal clearly demonstrates the applicant has the ability to successfully complete the project within the schedule and budget proposed. Applicants that excel across these elements will score highly in this category.

Qualitative Scoring

In addition to quantitative points as described above, each proposal will have an additional qualitative scoring section. The qualitative scoring section will include a space for reviewers to record the proposal's top three strengths, as well as the proposal's top three weaknesses, when considering Measure AA's four programs and related activities (quantitative Section I above), Measure AA's priority criteria (quantitative section II above), and the applicant and project's likelihood of success.

e. Grant Award

Authority staff will determine which qualified applications to recommend to the Governing Board for funding and the amount of funding, taking into account the project's merit and urgency relative to other eligible projects, the total amount of funding available for projects, the readiness of the projects to proceed, and whether the Governing Board will be able to make any necessary findings under the California Environmental Quality Act (CEQA). The Authority expects that it will take an average of six months from application submittal to Governing Board approval and at least one additional month for execution of the grant agreement.

f. Board Meetings

The Governing Board will consider recommended grants and make any and all grant approvals at public meetings that are noticed in advance, with meeting materials made available in advance to the public. The Authority typically holds four public meetings per calendar year, though this number is subject to change as board meetings are held on an as-needed basis. The meeting schedule is published on the Authority's website. The agenda for each public meeting will be published on the Authority's website at least 72 hours in advance of the meeting. Staff will prepare a report for each proposed grant presented to the Governing Board at a public meeting. The staff report will describe the project, will explain how the project is consistent with and

advances the purposes of the Authority's enabling legislation and Measure AA, and will be made available to the public in advance of the meeting.

g. Grant Agreement

Once the Governing Board has approved a grant at a public meeting, Authority staff will prepare a grant agreement setting forth the terms and conditions of the grant. The grantee must sign the grant agreement and comply with its conditions in order to receive funds. Typical grant agreement provisions will include:

- Actual awards are conditional upon funds being available from the Authority.
- Grantees must submit a detailed project work program and budget and the names of any contractors.
- Grantees must provide proof that all necessary permits have been obtained.
- Grantees must provide proof of liability insurance and name the Authority as an additional insured.
- Where appropriate, grantees will be required to provide signage informing the public that the project received Authority grant funding.
- Grant funds will only be paid in arrears on a reimbursement basis.
- Grantees must submit invoices and progress reports regularly, and at least quarterly.
- Grantees must meet project completion requirements (typically grants will include a 10% withholding that is not paid until the project is completed).
- Grantee must agree to monitor and maintain the project for an agreed-upon time, typically for a period of 20 years, and if not the landowner must secure landowner's permission to monitor and maintain for that period.
- Grantees may be required to reimburse the Authority for some or all of the disbursed grant funds if the project is not satisfactorily completed.
- In executing the project for which the grant has been given, grantees will comply with all terms set forth in the grant agreement and all applicable federal, state, and local laws and regulations.
- The Authority requires grantees to negotiate, enter into and execute a project labor agreement with the local building trades council or councils, subject to certain conditions and exceptions outlined in its Resolution 22, adopted November 30, 2016.

VI. Additional Information

a. Available Funding

The Authority expects to generate approximately \$25 million each year for twenty years for a total of \$500 million, which will be disbursed through grant rounds as outlined in the Grant Guidelines, with no more than 5% going to administrative costs.

b. Project Timeframe

The Authority may request that proponents of projects with schedules longer than 3-5 years break their projects into phases and return to the Authority for the funding and authorization of each phase of the project.

c. Funding Range

There is not a set funding range for proposals, however the Authority encourages projects of at least several hundreds of thousands of dollars, as well as multi-million dollar projects. The Authority current anticipates funding approximately 5-10 projects per grant round.

d. Environmental Documents

The Authority is required to comply with CEQA and all other applicable environmental laws. Grant applicants should consider whether their proposed project will trigger the need for an environmental impact report or negative declaration, or whether a CEQA exemption applies. How CEQA applies and the status of CEQA compliance must be addressed in the grant application. Grant applicants that are not potential CEQA lead agencies, e.g., nongovernmental organizations, should work with a lead agency to determine whether their proposed project will trigger the need for an environmental impact report or negative declaration, or whether a CEQA exemption applies. Additionally, grant applicants should consider all other applicable environmental laws, on a project by project basis, report accordingly, and address compliance in the grant application.

e. Project Monitoring and Reporting

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 should focus on project trouble areas and issues to be addressed as a guide to helping future projects to avoid these issues to the extent possible.

VII. Attach Full Application⁹

⁹ The full, final application will be attached to the final RFP.

APPENDICES¹⁰

Appendix A: Relevant Sections of the San Francisco Bay Restoration Authority Act

Appendix B: Full Citations for Regional Plans Most Relevant to the Grant Program

Appendix C: Delta Primary Zone Map

DRAFT

¹⁰ In the final version of the RFP, appendices will be links to the appendices in the final Grant Guidelines, rather than included in the RFP itself.

Appendix A: Selection Criteria of the Coastal Conservancy’s San Francisco Bay Area Conservancy Program, the San Francisco Bay Conservation and Development Commission’s Coastal Management Program, and the San Francisco Bay Joint Venture’s Implementation Strategy and project List Link

Please see below for additional detail regarding bullet point i above under section III. Solicitation Priorities.

I. Coastal Conservancy’s San Francisco Bay Area Conservancy Program

1. “Are supported by adopted local or regional plans;
2. Are multijurisdictional or serve a regional constituency;
3. Can be implemented in a timely way;
4. Provide opportunities for benefits that could be lost if the project is not quickly implemented;
5. Include matching funds from other sources of funding or assistance.”

II. San Francisco Bay Conservation and Development Commission’s Coastal Management Program

The San Francisco Bay Conservation and Development Commission’s Coastal Management Program is based on the provisions and policies of the McAteer-Petris Act, the Suisun Marsh Preservation Act of 1977, the San Francisco Bay Plan, the Suisun Marsh Protection Plan, and the Commission's administrative regulations. The McAteer-Petris Act and the Bay Plan apply to the entire Bay, while the Suisun Marsh Preservation Act and Suisun Marsh Protection Plan apply only to Suisun Marsh. The Bay Plan elements most relevant to this grant program (see Appendix D) include policies related to habitat goals, climate change resilience, setting goals and success criteria, monitoring and adaptive management, public access, and mosquito abatement. Consistency with these policies is required in order to obtain a permit for project construction from the San Francisco Bay Conservation and Development Commission.

III. San Francisco Bay Joint Venture’s Implementation Strategy

Applicants must either demonstrate that their project is on Joint Venture’s list or consult with the Joint Venture prior to applying for funding to assess and characterize their consistency with the selection criteria of the list. [*Link to be added.*]

Appendix B: Full Citations for Regional Plans Most Relevant to the Grant Program

As discussed in Appendix C, the Restoration Act states that the Authority will “give priority to projects that, to the greatest extent possible, meet the selection criteria of and are consistent with the State Coastal Conservancy’s San Francisco Bay Area Conservancy program (in accordance with subdivision (c) of Section 31163 of the Public Resources Code).” One of these criteria is, “Are supported by adopted local or regional plans.” Full citations for the regional plans the Authority considers most relevant to the grant program are provided below.

Restoring the Estuary: An Implementation Strategy for the San Francisco Bay Joint Venture. (2001.) San Francisco Bay Joint Venture. <http://www.sonic.net/~sfbayjv/estuarybook.php>

The Baylands and Climate Change: What We Can Do. Baylands Ecosystem Habitat Goals Science Update 2015. (2015.) California State Coastal Conservancy. <http://baylandsgoals.org/science-update-2016/>

Recovery Plan for Tidal Marsh Ecosystems for Northern and Central California. (2013.) U.S. Fish & Wildlife Service. https://www.fws.gov/sacramento/ES/Recovery-Planning/Tidal-Marsh/Documents/TMRP_Volume1_RP.pdf

San Francisco Bay Subtidal Habitat Goals Report: Conservation Planning for the Submerged Areas of the Bay. (2010.) California State Coastal Conservancy, Ocean Protection Council, NOAA National Marine Fisheries Service and Restoration Center, San Francisco Bay Conservation and Development Commission, San Francisco Estuary Partnership. <http://www.sfbaysubtidal.org/report.html>

Comprehensive Conservation and Management Plan for the San Francisco Estuary. (2016.) San Francisco Estuary Partnership. <http://www.sfestuary.org/wp-content/uploads/2016/10/CCMPFinalOct2016.pdf>

Surviving the Storm. (2015.) Bay Area Council Economic Institute. <http://documents.bayareacouncil.org/survivingthestorm.pdf>

San Francisco Bay Trail Plan: A Recreational Ring Around San Francisco Bay. (1989.) Association of Bay Area Governments. http://baytrail.org/wp-content/uploads/2015/12/San-Francisco-Bay-Trail_-Bay-Trail-Plan-Summary.pdf

San Francisco Bay Trail Design Guidelines & Toolkit (2016.) San Francisco Bay Trail. http://baytrail.org/pdfs/BayTrailDGTK_082616_Web.pdf

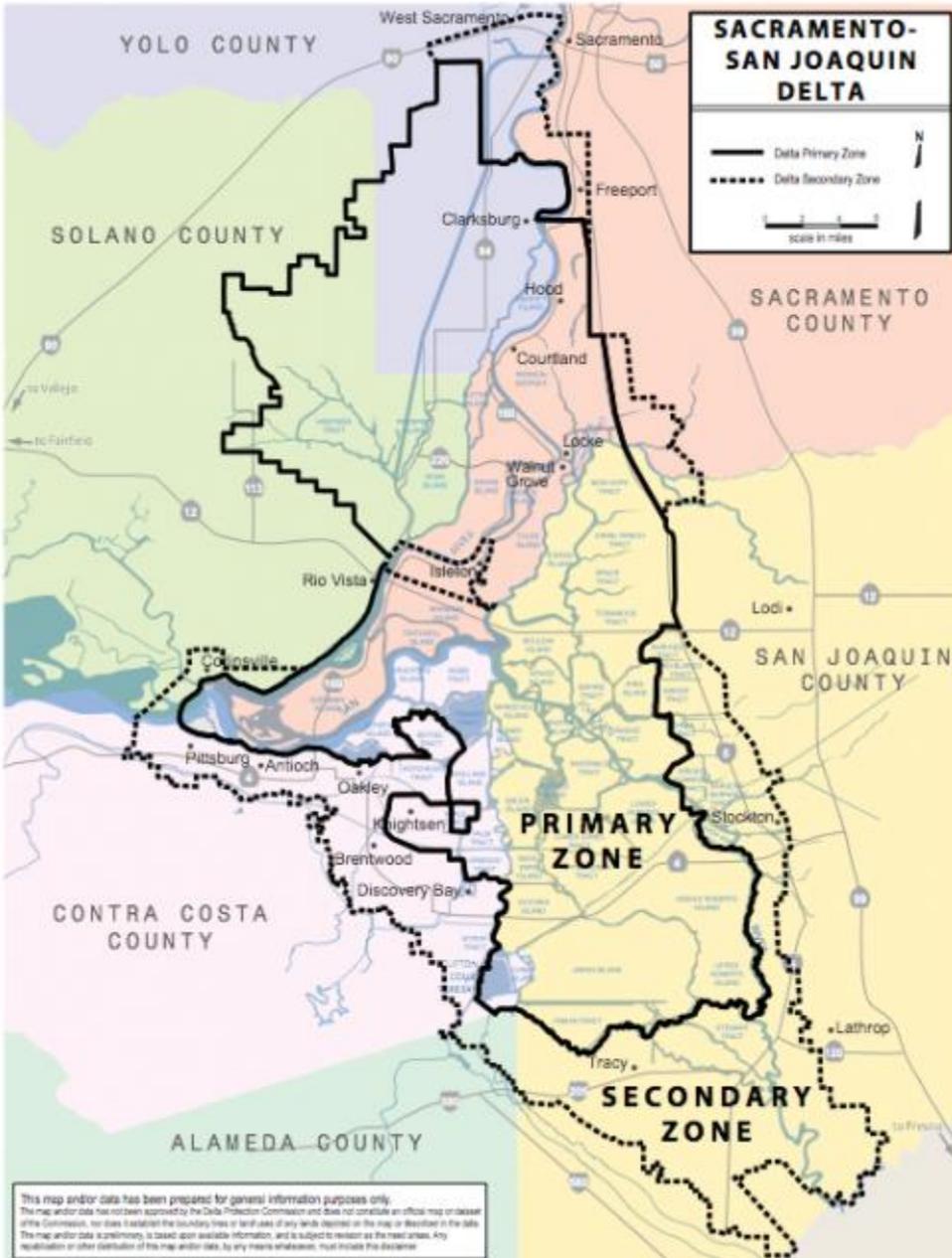
Enhanced San Francisco Bay Area Water Trail Plan. (2011.) California State Coastal Conservancy. http://scc.ca.gov/webmaster/ftp/pdf/sccbb/2011/1103/20110317Board08_SF_Bay_Area_Water_Trail_Ex3.pdf

Water Quality Control Plan for the San Francisco Bay Basin (Basin Plan). (2017.) San Francisco Bay Regional Water Quality Control Board. http://www.waterboards.ca.gov/sanfranciscobay/basin_planning.shtml#basinplan

Long-Term Management Strategy for the Placement of Dredged Material in the San Francisco Bay Region, Management Plan (2001.) U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, San Francisco Bay Conservation and Development Commission, San Francisco Bay Regional Water Quality Control Board.
<http://www.spn.usace.army.mil/Portals/68/docs/Dredging/LMTS/entire%20LMTF.pdf>

DRAFT

Appendix C: Delta Primary Zone Map¹¹



¹¹ Source: Water Education Foundation: <http://www.watereducation.org/aquapedia/sacramento-san-joaquin-delta-land-use-and-boundaries>

Blank Page



Rev. May 2017

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

CONTACT INFORMATION

Organization			
Contact Person		Email	
Phone		Fax	
Address			

PROJECT INFORMATION

Project Name			
Summary			
Total Project Cost	\$	Amount Requested	\$
Start Date		End Date	
Project Type (check all that apply)	<input type="checkbox"/> Planning <input type="checkbox"/> Permitting <input type="checkbox"/> Design <input type="checkbox"/> Construction/Implementation	<input type="checkbox"/> Operations <input type="checkbox"/> Maintenance <input type="checkbox"/> Monitoring	<input type="checkbox"/> Other: _____
Are you applying to any other Prop 1 funded grants? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, which agency(ies)?			
Acres		Trail Miles	APNs (Acquisition Only)
Shoreline length			

LOCATION INFORMATION

County		Specific Location	
Latitude Format: 33.3333		Longitude Format:-111.1111	
What point is represented by the lat/longs (eg., parking lot, center of site, etc):			

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 four pages if possible.

1. **Project Eligibility.** Describe how your project meets the Request's Eligibility and Required Criteria (Section II in the RFP).
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 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?¹

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 a public agency. Please select the appropriate answer 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/>

¹ 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.

12. The proposed project (select the appropriate answer):

- 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 the CEQA lead agency (the agency preparing the document) and the (expected) completion date. Please note that the Authority will need to review and consider any CEQA document prior to authorizing a grant.

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

13. **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?

DRAFT

II. GRANT APPLICATION – PRELIMINARY BUDGET AND SCHEDULE

In the budget matrix below, relist the tasks identified in #4 above and for each provide: 1) the estimated completion date for the task, 2) the estimated cost of the task, and 3) the funding sources (applicant, Authority, and other) for the task. The table will automatically sum the totals for each row and column. To do this, highlight the whole table and hit F9.

Below the budget matrix, please include a discussion of any uncertainties in this budget, and your anticipated ability to operate and maintain the project.

Task Number	Task	Completion Date	Applicant's Funding	San Francisco Bay Restoration Authority	Other Funds	Total Cost
1						\$ 0
2						\$ 0
3						\$ 0
4						\$ 0
5						\$ 0
6						\$ 0
7						\$ 0
						\$ 0
						\$ 0
						\$ 0
						\$ 0
						\$ 0
TOTAL			\$ 0	\$ 0	\$ 0	\$ 0

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.*

Budget Uncertainties and Operation and Maintenance Ability:

DRAFT

III. GRANT APPLICATION - PRIORITIZATION CRITERIA²

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.** 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 Program³.** 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 Program⁴.** Please describe if and how the project is consistent with San Francisco Bay Conservation and Development Commission's Coastal Management Program.

² Refer to the Request for Proposals, Section III, for the interpretation and definitions of the Prioritization Criteria.

³ Refer to the Grant Program Guidelines, Appendix C: Definitions and Clarifications of Prioritization Criteria, for more information.

⁴ Refer to the Grant Program Guidelines, Appendix C: Definitions and Clarifications of Prioritization Criteria, for more information.

10. **San Francisco Bay Joint Venture's Implementation Strategy**⁵. 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.

DRAFT

⁵ Refer to the RFP, Section V.g for a list of Grant Provisions.



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. 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, 10th Floor Oakland, CA 94612

Grant applications must be received by the San Francisco Bay Restoration Authority by 5pm PST on November 15, 2017.

Blank Page