**Lessons Learned Report Template**

for SFBRA Grant-funded Projects

The purpose of this document is to capture lessons learned, and other critical information, for the SFBRA’s grant-funded projects.

*Please delete italicized text in your responses,* and any other text that is unnecessary after answering questions under each heading.

1. Project Name:
2. Measure AA Project Types and Phases:
	1. *Please indicate which Measure AA Program(s) your project addressed:*
		1. *Safe, Clean Water and Pollution Prevention Program;*
		2. *Vital Fish, Bird and Wildlife Habitat Program;*
		3. *Integrated Flood Protection Program; or*
		4. *Shoreline Public Access Program*
	2. *Please indicate your Measure AA Project Phase:*
		1. *Acquisition; Planning; Design; Environmental Studies; Permitting; Construction; Monitoring and Evaluation; Operation; Scientific Studies (as part of the project to guide adaptive management); or Maintenance*
	3. Did the Measure AA Program(s) addressed and/or project phases change over time? If so, please explain here.
3. Project Goals and Objectives:
	1. *Please re-state the original project goals & objectives as stated in your application.*
	2. Did the goals and objectives change over time? If so, please explain how they evolved and where they stand as of project completion.
4. Lessons Learned:
	1. In what ways was your project particularly successful in achieving its objectives and why?
	2. Which objectives were harder to achieve and why?
	3. If you had to do the project all over again, or had to give advice to someone who was doing a similar project, what would you do differently, based on your experience with the project?
	4. Were the monitoring parameters you selected good indicators of whether your project achieved its objectives? Are there other parameters you would select for future similar projects? (Include reference to the parameters used)
	5. Which (if any) barriers did you encounter, and how were they overcome (e.g. physical barriers like transmission lines or other infrastructure, invasive species, projected sea level rise impacts, etc.; or any non-physical barriers as well)? Did you run into any undesired outcomes or risks, and if so, how were these addressed and overcome?
	6. Did you learn anything in particular about your project’s:
		1. Design?
			1. Flood control aspect? (if applicable)
			2. Public access aspect? (if applicable)
		2. Scope, budget, or timeline?
		3. Permitting Process? (Including environmental review (i.e. CEQA, NEPA) before you were awarded your grant?)
		4. Outreach and engagement?
		5. Partners and partnerships?
		6. Match funding (cash and in-kind)?
		7. Best practices?
		8. Use of science?
5. Grant Program Administration Suggestions: Based on your experience, how can we improve administration of your SFBRA Grant?
	1. How can we improve the application and approval process?
	2. Project management?
	3. Invoicing?
	4. Anything else?
6. Additional Thoughts: Please share any additional thoughts or comments here not covered above: