

**THE SAN FRANCISCO BAY TRAIL
REGIONAL DEVELOPMENT PROGRAM**

1999 GUIDELINES AND APPLICATION



**The San Francisco Bay Trail Project is a nonprofit organization
administered by the Association of Bay Area Governments**

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The San Francisco Bay Trail Project announces the availability of grants
to government agencies and nonprofit organizations
to extend the Bay Trail

INTRODUCTION

The California Legislature and Governor Gray Davis recently approved an appropriation of \$2.5 million to the State Coastal Conservancy for a San Francisco Bay Trail grant program. The Association of Bay Area Governments' Bay Trail Project will administer the program. The Regional Development Program (RDP) is intended to encourage government agencies and nonprofit organizations to construct undeveloped segments of the San Francisco Bay Trail as shown in the San Francisco Bay Trail Plan (map attached) using members of the California Conservation Corps (CCC) or local corps members wherever possible. The Bay Trail Project is now soliciting grant applications to fund qualified projects.

This is a competitive grant and requires strong matching contributions from public and/or private sources to allow more miles of trail to be built. A match of at least 2:1 nongrant to Bay Trail grant funding is desired, but not required. Matching contributions can include in-kind donations, such as materials and labor, as well as secured outside funding. Grants may be used to fund a portion of a larger or multi-phased project. The primary intent of the Regional Development Program is to develop new trail. In addition, a limited amount of funding is available for trail planning, design and non-construction projects.

PROGRAM OVERVIEW

Purpose

This program is designed to accelerate development of the 400-mile Bay Trail by awarding grant funds to projects that incorporate the following elements: feature development of the Bay Trail; provide significant matching funds and in-kind contributions; can begin construction by October 1, 2001; include creative solutions and foster new partnerships; employ the California Conservation Corps wherever possible for construction, landscaping and maintenance. The program invites all agencies along the Bay Trail to form partnerships among interested local and state agencies, nonprofit organizations and private entities.

Schedule

Two forums will be held to present the program and discuss application procedures:

- **Monday, November 22, 1999 at 10:00 a.m.** on the first floor in the MetroCenter Auditorium at 101 8th Street (corner of 8th and Oak) in Oakland.
- **Thursday, December 2, 1999 at 10:00 a.m.** in the William Walker Recreation Center at 650 Shell Boulevard in Foster City.

Representatives from the Bay Trail Project, the Coastal Conservancy and the California Conservation Corps will be present. Potential applicants are encouraged to attend.

Completed applications must be received at the Bay Trail office by **5:00 p.m., Friday, January 21, 2000.**

Notification of selection will occur following final authorization by the Coastal Conservancy Board (expected March/April 2000). Grantees will be expected to execute grant contracts within approximately sixty (60) days of selection notification.

Application Format

Seven sets of application materials, including all attachments, must be submitted. Applicants must respond to questions in the spaces on the application forms provided (except where noted), or on exact copies. Please do not use a font size less than 10 point. Application forms are available to download from the Bay Trail website at <http://baytrail.abag.ca.gov>. Applications must be sent to:

The San Francisco Bay Trail Project
c/o The Association of Bay Area Governments
Attn: Janet McBride
P.O. Box 2050
Oakland, CA 94604-2050

Facsimiles will not be accepted. Applications received after the deadline will not be considered.

Project Selection

A selection panel working with the Bay Trail Project and Coastal Conservancy staff will score projects based on responses to the application questions. Grant funds will be awarded at the discretion of the selection committee to the projects judged to best meet the established program objectives through the application scoring criteria. Depending on the project proposals and on project readiness, a portion of the funding may be reserved for a future funding cycle. The selection panel will consist of chosen members of the San Francisco Bay Trail Board of Directors, a Coastal Conservancy representative and a representative from the CCC. The Coastal Conservancy Board of Directors has final authorization over the grant awards. Awarded projects that do not begin construction within 18 months of the selection notification date risk losing funding.

Grant Amounts

There are no established minimum or maximum grant amounts for this program. Awards will be based on project needs, competing demands for funds, and the quality of project submittals. In prior funding cycles, grant awards ranged between \$50,000 and \$300,000.

Inquiries

Please direct questions to the Bay Trail Project staff:

| | | |
|------------|----------------------|-----------------------|
| | <u>Janet McBride</u> | <u>Laura Thompson</u> |
| Telephone: | (510) 464-7935 | (510) 464-7909 |
| Fax: | (510) 433-5535 | (510) 433-5509 |
| E-mail: | janetm@abag.ca.gov | laurat@abag.ca.gov |

ELIGIBILITY

Eligible Applicants

Local governments (cities, counties, districts), land trusts, qualifying nonprofit organizations,* and state agencies are eligible. Cooperative partnerships are encouraged, including participation by local business, community or nonprofit groups. The Project Lead Agency must be willing to assume long-term operation and maintenance responsibilities.

Eligible Projects

New Trail Construction - The primary objective of the grant program is to maximize development of new trail miles. Projects may include trail amenities and services such as staging areas, parking areas, restrooms, drinking fountains, signage, landscaping and other costs directly related to trail construction. Projects can also include a limited term (up to 3 years) of maintenance service by the California Conservation Corps.

Planning, Design or Feasibility Studies, Technical Studies, Other Bay Trail Implementation - Limited funds (not expected to exceed 20% of available funds) may be awarded for planning and other efforts to overcome obstacles to future development and advance Bay Trail implementation. Examples include detailed alignment feasibility studies, engineering studies, soil testing, sign installation, etc.

Note: The following are not eligible for grant funding: a) trail projects or design work required as part of a permit approval or as mitigation for another project; b) NEPA and/or CEQA documentation; or c) permitting costs.

* To qualify as the Project Lead, a nonprofit must be a 501(c)3, and among the principal charitable purposes must be managing land for scientific, educational, recreational, agricultural, scenic, or open space opportunities.

APPLICATION REQUIREMENTS

Applicants are to submit seven sets of completed and typed application forms and all applicable attachments identified below. Construction projects must complete the entire application form. Non-construction projects shall include the applicable attachments listed below and complete the relevant sections of Part I, Part II (question 2), and Sections 1, 2(b), 3 and 6 of Part III. The scoring for non-construction projects will be adjusted accordingly.

Required Attachments

**Please check
if attached**

1. Clear project location maps, plans and sections:
 - a) superimposed on street map, if relevant, with local landmarks showing location relative to the Bay Trail alignment, _____
 - b) conceptual site plan or design drawing showing the exact location of the trail project, width of trail, location of amenities (benches, signs, etc.) and additional information that provides the Selection Committee a thorough understanding of the project, _____
 - c) cross section(s) of the proposed trail including, if relevant, sections where the site/trail conditions and/or configurations change. _____
2. Color photographs of the project site. _____
3. Detailed site description, including an identification of adjacent land uses and habitat areas. Include an aerial photograph with project superimposed, if available. _____

4. A detailed project timeline. _____

5. The following financial information:
 - a) a detailed project budget including a cost estimate from the CCC for their services to construct the project, if relevant, (see project coordinator contact information, page 15) and letters from the funding agencies acknowledging funding amounts, _____

 - b) amount and description of local and/or private contributions (include estimated amount and value of in-kind contribution). _____

6. The following document(s):
 - a) a resolution of the governing body of the lead agency authorizing:
 - i) submission of this application, _____

 - ii) acceptance of the grant, if awarded, _____

 - iii) execution of the grant contract and related documents, and _____

 - iv) designation of the agency's authorized representative(s), _____

 - b) for projects with multiple partners, a fully executed Memorandum of Understanding, or equivalent agreement(s), which commits each member of the partnership to perform as described in the application. Alternatively, a resolution from the governing board of each partner identifying the level of commitment (described in the application). Such agreement(s) or resolution(s) may be made contingent on award of the grant for which the application is made. _____

7. Listing of state, local, regional, building, public works, etc., permits required for project construction, if applicable. Completion of necessary permits is not required at the time of application, but will be required before disbursement of funds. _____

8. Excerpts of relevant adopted general or master plans, if applicable. _____

9. Letters of support. _____

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Grant Application Form

Part I: Applicant/Project Information

Project lead agency name: _____

Address: _____

Contact name and title: _____

Telephone: _____ Fax: _____ E-mail: _____

Names of partners: _____

Name, title and qualification of the person(s) who will oversee CCC work (if applicable):

Proposal prepared by: _____

Signature: _____ Date: _____

Project title: _____

Project location: City: _____ County: _____

Proposed start date: _____ Estimated completion date: _____

Grant request: \$ _____ Proposed CCC work: \$ _____

Total project budget: \$ _____

Matching Funds:

\$ _____ Source: _____ Expected commitment date: _____

\$ _____ Source: _____ Expected commitment date: _____

\$ _____ Source: _____ Expected commitment date: _____
\$ _____ Source: _____ Expected commitment date: _____
\$ _____ Source: _____ Expected commitment date: _____
\$ _____ Source: _____ Expected commitment date: _____

Use attachment for additional matching funds.

In-kind contributions (please describe and estimate value). Use attachments if necessary: _____

Project Description (please limit to 1-2 pages):

Briefly explain any aspects of the project that may be or have been controversial, if applicable (use additional sheets if necessary):

Is any portion of the project required to mitigate the effects of another project? If so, please describe.

- c. Does the trail project involve a spine, spur, or connector trail? (Note: **Spine** segments are the main trail network that create a continuous corridor linking all nine Bay Area counties, **spur** trails provide access from the Bay Trail spine to points of natural, historic and cultural interest along the Bay shoreline, and **connector** trails link to the Bay Trail and provide restricted access to interpretive trails in environmentally-sensitive areas along the shoreline and connections to recreational opportunities as well as residential and employment centers inland from the Bay.)
- d. Type or classification of trail: Class I (separated path); Class II (bike lane); Class III (bike route). If multiple classifications are involved, please identify each segment.
- e. Does the trail project provide new access where none existed before or new destinations, or does it improve an existing trail?

2. Partnership/Leverage (15 Points Possible):

- a. What is the total amount of the non-Bay Trail grant match?

Dollar: \$_____ In-kind: \$_____ Percent of project cost: _____%

- b. Does the project demonstrate a collaborative approach to bringing multiple parties together? If yes, please describe.

- c. Have private sector and/or community contributions or in-kind services been included? If yes, please describe.

3. Regional Need/Connections (15 Points Possible):

- a. Does the project connect to other existing trails, parks, education facilities, or other popular destinations? If yes, please list.

- b. Does the trail segment have potential to serve as an alternative transportation route as well as a recreational corridor? If yes, please describe.

- c. Does the project facilitate community access and connections? If yes, please describe.

- d. Is the Bay Trail segment included in adopted local general plans or master plans? Identify pertinent plans.

e. Briefly describe any particularly innovative and/or cost effective design features of the project.

f. Briefly explain whether the trail project takes advantage of a unique opportunity or circumstance, or provides an incentive to develop additional, important segments of trail.

4. Readiness for Construction (15 points Possible):

a. When will the project begin construction?

b. Identify the environmental review process and current status. Please provide CEQA/NEPA certification, if available. Note: CEQA/NEPA completion is not required at the time of application, but would be required prior to formal funding authorization and disbursement.

c. Identify the status of all necessary permits.

d. Identify the status of property control/ownership. Is the property publicly owned or does the grantee have site control through an easement, option agreement, etc.?

5. California Conservation Corps Participation (10 Points Possible):

a. Will the CCC be employed for trail construction or assistance in trail construction? If yes, please describe.

b. Will the applicant provide training opportunities for any form of trail construction, landscaping and/or maintenance to members of the CCC? If so, please describe.

6. Community Support (10 Points Possible):

a. Please describe the level of support of local and/or state decision-makers and relevant community groups? Letters of support are encouraged.

Part IV: Assurances

Commitment/Prior Commitment:

For construction projects, is the Project Lead Agency willing and able to maintain and operate the project for a period of at least 20 years?

Yes_____

No_____

Project Lead Agency possesses legal authority to nominate project and to finance, acquire and construct the proposed project, and has authorized the person identified as the official representative of the Lead Agency.

Project Lead Agency will develop a contingency plan to be in place in the event that backup funds are necessary to complete the project.

Project Lead Agency will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility(ies) or activity, or for a period of at least 20 years. With the approval of the San Francisco Bay Trail Project, the applicants or its successors in interest in the property may transfer the responsibility to maintain and operate the property.

Project Lead Agency will give the San Francisco Bay Trail's representative access to and the right to examine all records, books, papers or documents related to the project.

Project Lead Agency will cause the work on the project to commence within a reasonable time after receipt of notification from the San Francisco Bay Trail Project that the project has been approved to receive the grant. In addition, Lead Agency assures that the project will be carried to completion with reasonable diligence.

Project Lead Agency will comply where applicable with provisions of the California Environmental Quality Act and/or the National Environmental Policy Act, the Americans with Disabilities Act, the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, and any other federal, state, and/or local laws, rules and/or regulations, as applicable.

I certify that the information contained in this project application, including required attachments, is accurate and that I have read, understand and agree to the assurances on this form.

Signed _____ Date _____
(Lead Agency Representative)

Printed (Name and Title)_____

Lead Agency_____

California Conservation Corps

Staff Contact

Applicants are encouraged to call the CCC staff person listed below to explore how the Corps might participate in the trail project being considered. The CCC staff person will work closely with the applicant to determine what work the CCC can do, schedule a time to walk the project site and develop cost estimates, if appropriate.

Barbara A. Palacios
1331 South 46th Street
Richmond, CA 94804
(510) 237-0435

E-mail: bpalacios@ccc.ca.gov

General Information

The California Conservation Corps (CCC) was created in 1976 to protect and restore California's natural resources by employing California residents between the ages of 18 and 23. Young people are given the opportunity to learn while working on public service conservation projects. The San Francisco Bay Trail Project works closely with the CCC and encourages Corps labor as part of project proposals.

Trail Project Experience - The CCC has completed trail projects for the California Department of Parks and Recreation, the East Bay Regional Park District and numerous cities in the Bay Area including Vacaville, Burlingame, Walnut Creek and Palo Alto. The Corps has experience with pre-construction tasks such as site preparation and hand grading as well as trail construction and rehabilitation, paving, installation of erosion control and wash-out prevention measures, and construction of bridges, steps, benches and retaining walls. Post construction projects have involved trail maintenance, installation of signs, weed abatement, and landscaping with emphasis on the use of drought-tolerant vegetation.

Schedule - The CCC Crew works a schedule of Monday through Friday from 7:30 a.m. to 4:00 p.m. including travel time. An alternative work schedule of 4 weekdays at 10 hours per day can be arranged. Staff from the CCC is available to make site visits to all prospective Bay Trail sites and to give applicants a cost estimate. The normal labor rate is \$13.50 per corpsmember hour of work that includes the cost of transportation and supervision by a civil service supervisor. A performance-based agreement can also be negotiated.