

**San Francisco Bay Restoration Authority
Fiscal Year 2020/2021 Staff Work Plan**

The total estimated annual staff and direct costs for operations for the Restoration Authority is **\$1,104,665**.

Task 1: Revenue Management *Approximate % of staff time = 2%*

For FY 20/21 annual tax administration services (provided by the Authority's consultant, NBS) will continue, with oversight by staff. Treasury and accounting services will continue through the Metropolitan Transportation Commission (MTC) and be covered by fully burdened rates of SFEP/MTC program staff. Staff will coordinate an annual audit to be conducted by a consultant.

Task 2: Authority Board *Approximate % of staff time = 15%*

Task 2 includes staff time, and consultants' time, related to the Restoration Authority's Governing Board. It includes the following subtasks:

1. *Governing Board Policies.* Board policies may be developed or revised as needed as the Authority's programming develops. Lead staff will draft these policies, and supporting staff will review, including the Authority's legal staff.
2. *Preparation of Agendas.* A lead staff person will develop the Governing Board agendas, facilitate staff review, finalize the agenda, and coordinate with the Governing Board clerk on the preparation of supporting materials and the agenda packet. Supporting staff will review the agenda and agenda packet (developed by the Governing Board clerk) and provide feedback.
3. *Board Clerk.* The clerk's main roles include, but are not limited to: scheduling meetings, posting meeting dates and notices on the Restoration Authority's website, preparing annotated agendas and agenda packets, duties during board meetings such as recording the meeting, taking notes, and facilitating roll call for attendance and actions, preparing meeting summaries and circulating for staff review, and conducting board meeting follow-up (such as collecting original signatures on resolutions and attendance sheets).
4. *Staffing Board Meetings.* This accounts for all of the Restoration Authority's staff time associated with review of board meeting materials, attendance at board meetings, and needed follow-up after board meetings.
5. *Filling Board Vacancies (as needed).* This task involves minimal Restoration Authority staff time from a few staff members. ABAG staff prepares an announcement, reviews applications, and coordinates within ABAG in making appointments. Authority staff provides subsequent orientation of new members.

Task 3: Advisory Committee *Approximate % of staff time = 10%*

Task 3 accounts for staff time related to the Restoration Authority's Advisory Committee. Main subtasks associated with the management of the Advisory Committee include:

1. Staff time for the preparation of agendas, meeting minutes, and other documents as needed, which will occur on a quarterly basis. A deputy program manager serves as lead for working with the Advisory Committee Chair on the preparation of these documents and supporting staff will review. Staff time for presentations to the Advisory Committee to keep them updated on grant program progress.

2. Clerk duties for Advisory Committee meetings, which will also occur on a quarterly basis. This includes sending out public notices, formatting and posting the agendas and meeting materials to the website, and confirming the quorum.
3. Staff support for the Advisory Committee's development of recommendations to the board on program elements. This often involves staff support for ad hoc subcommittees to develop draft recommendations for consideration by the full Advisory Committee and may include management of consultants providing resources to the Committee.
4. Management of the member addition process, which will be led by a deputy program manager and supported by the clerk and other staff members.

Task 4: Independent Citizens Oversight Committee *Approximate % of staff time = 8%*

In FY 19/20 this task will cover a full cycle of Oversight Committee activities. Subtasks are anticipated to include:

1. Preparation of agendas, notices, and other documents as needed, which is anticipated will occur semi-annually and will be led by a deputy program manager and supported by the clerk and other staff members.
2. Staffing of the Oversight Committee meetings, which will occur on a semi-annual basis and involves the clerk as well as other staff.
3. Management of the member addition process, which will be led by a deputy program manager and supported by the clerk and other staff.
4. Preparation of Oversight Committee Reports, which may involve the services of an outside financial and/or program consultant, if approved by the Board and funds are available.

Task 5: Grant Program *Approximate % of staff time = 55%*

This task will continue to expand as grant-making continues. Subtasks will include:

1. Finalization of annual Request for Proposals (RFP) for the grant round. The year will begin with the finalization and release of the program's fourth RFP.
2. Review and selection of proposals submitted for the grant round, with participation by members of the Advisory Committee, managed by a lead staff and supported by other staff, consistent with the Grant Program Guidelines and RFP.
3. Development of a Community Grants Program, with a focus on funding projects that include meaningful community engagement and provide tangible benefits to economically disadvantaged communities (EDCs).
4. Development and release of a Pre-Application Form, to enable prospective grantees to provide an overview of their project in preparation for a phone consultation with staff to determine whether their project is a good fit for Authority funding.
5. Outreach to potential Authority project proponents and partners, with a focus on building capacity for projects that include meaningful community engagement and provide tangible benefits to EDCs. This will include technical assistance, such as workshops and/or individual consultations, for community-based organizations in EDCs to support them in developing eligible projects and applying for grants. It will also include outreach to agencies and organizations engaged in habitat restoration in or near EDCs to assist

them in forming partnerships with local community-based organizations and other local experts. This subtask may include management of consultants as needed.

6. For each Authority project, staff writes the staff recommendation, executes and manages the contract (including reviewing and approving progress reports, invoices, and other deliverables), and pays invoices. Project managers are assigned individual projects and perform all activities related to that project, with overall support for the grant program provided by the deputy program managers. Contract management is provided by the Conservancy's Contracts Manager (covered by overhead in SCC staff rates). Payment of invoices is done by MTC's accounting staff.
7. Management of grants supporting the Bay Restoration Regulatory Integration Team (BRRIT), which consists of dedicated staff from the six state and federal regulatory agencies with jurisdiction over habitat restoration projects in San Francisco Bay, and solicitation and selection of projects to be reviewed by the BRRIT.
8. Maintenance of the list of SFBRA-eligible and SFBRA-funded projects within the EcoAtlas Project Tracker system. This includes reviewing projects, as needed, to determine eligibility for SFBRA grant funds and thus eligibility for review by the BRRIT. It also includes adding projects proposed by community-based organizations to Project Tracker to raise awareness of their interests and facilitate partnerships among proponents of nearby projects.
9. Editing the RFP for the grant round on an annual basis for release the following year, and creation and maintenance of grant program documents (forms, templates, guidance, etc.)

Task 6: Restoration Authority General Work *Approximate % of staff time = 10%*

Task 6 captures other staff tasks associated with the administration of the Restoration Authority. Subtasks include:

1. Development of the Restoration Authority's work plan and budget, which is led by the Deputy Program Managers and supported by other staff.
2. Drafting and working with a consultant to format the Annual Report, which summarizes funds collected and expended and provides updates on the status of Restoration Authority projects.
3. Maintenance of the Restoration Authority's website, www.sfbayrestore.org, on which relevant documentation for the public is posted and maintained. Management of the website is led by the authority's Public Information Officer and supported by other staff.
4. Public outreach and education, such as the creation of website content, outreach products, presentations, and other materials as needed. Preparation of public outreach and education materials is led by the authority's Public Information Officer and supported by other staff.
5. Restoration Authority staff meetings, which involve the preparation and review of the staff agenda, the staff meeting itself, the preparation of meeting summaries, and action items and needed follow-up from each staff meeting. This task involves staff time from a variety of members.
6. Management of inquiries to the Restoration Authority's email addresses, info@sfbayrestore.org, grants@sfbayrestore.org and brrit@sfbayrestore.org, phone inquiries, as well as suggestions for upcoming board meetings, and other requests. This task is led by a lead staff person and supported by other staff as needed.

7. Coordination with other regional San Francisco Bay habitat restoration and nature-based shoreline adaptation efforts. This task involves staff time from a variety of members.
8. Other direct costs.