

San Francisco Bay Restoration Authority Fiscal Year 2021/2022 Staff Workplan

The total estimated annual staff costs for operations for the San Francisco Bay Restoration Authority (Authority) is **\$1,198,679**. Staff services are provided by the State Coastal Conservancy (SCC) and the Metropolitan Transportation Commission (MTC), acting on behalf of the Association of Bay Area Governments (ABAG), including the San Francisco Estuary Partnership (SFEP). The cost of services of SCC executives and contracts staff are included in the SCC's fully burdened rates.

Task 1: Revenue Management

Approximate % of staff time = 1%

For FY 21/22 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 MTC and be covered by fully burdened rates of SFEP/MTC program staff and the finance fees charged by MTC. 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 related to the 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 and Agenda Packets.* 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 the agenda packet.
3. *Board Clerk.* The clerk's main roles include, but are not limited to: duties prior to board meetings, such as scheduling meetings, posting meeting dates and notices on the Authority's website, preparing annotated agendas, posting agendas and agenda packets; duties during board meetings, such as recording the meeting, taking notes, and facilitating roll call for attendance and actions; and duties after board meetings, such as preparing meeting summaries and circulating for staff review, and conducting board meeting follow-up (e.g., collecting signatures on resolutions).
4. *Staffing Board Meetings.* This accounts for the Authority's staff time associated with attendance and making presentations at board meetings, and needed follow-up after board meetings.
5. *Filling Board Vacancies (as needed).* This task involves minimal Authority staff time from a few staff members. Association of Bay Area Governments (ABAG) staff prepares an announcement, reviews applications, and coordinates within ABAG in making appointments. Authority staff provides subsequent orientation of new members.
6. *Governing Board Tours.* Coordination of Governing Board tours of current and potential shoreline restoration sites, including visits to economically disadvantaged communities along the bay shoreline to better understand issues and opportunities.

Task 3: Advisory Committee

Approximate % of staff time = 5%

Task 3 accounts for staff time related to the 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. This includes seeking diverse, equitable and inclusive representation on the Advisory Committee, and preparing resolutions related to Advisory Committee membership for consideration by the Governing Board.
5. Coordination of Advisory Committee tours of current and potential shoreline restoration sites, including visits to economically disadvantaged communities along the bay shoreline to better understand issues and opportunities.

Task 4: Independent Citizens Oversight Committee

Approximate % of staff time = 4%

In FY 21/22 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 several times each year 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.
6. Management of the member addition process, which will be led by a deputy program manager and supported by the clerk and other staff. This includes seeking diverse, equitable and inclusive representation on the Oversight Committee, and preparing resolutions related to Oversight Committee membership for consideration by the Governing Board.
3. 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= 65%

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 fifth RFP.
2. 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.
3. Phone consultations with prospective grantees, after their submission of a Pre-Application Form that provides an overview of their project, to determine whether the project is a good fit for Authority funding and provide advice on how to improve the fit.
4. 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 RFP.
5. Implementation of the Community Grants Program on a rolling basis, with a focus on funding projects that are led by community-based organizations, include meaningful community engagement, and provide tangible benefits to economically disadvantaged communities (EDCs). This includes:
 - a. Building trust with community-based organizations in economically disadvantaged communities;
 - b. Identifying and working with community leaders who have already created trusting relationships with the people in the community;
 - c. Seeking ways for the Authority funds to support work the community is already doing or interested in doing, e.g., meet with community leaders to identify how Measure AA funding can support their current and planned work; and
 - d. Identifying community-based groups with the administrative capabilities to partner with smaller and/or grassroots organizations to apply for and manage a government restoration grant.
6. Preparation of an annual progress report on implementing the equity recommendations developed by the Advisory Committee and endorsed by the Governing Board.
7. Preparation of staff recommendations and contracts with grantees and management of executed contracts, including reviewing and approving progress reports, invoices, and other deliverables. Project managers are assigned individual projects and perform all activities related to that project, with advice provided by the Authority's legal staff and 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.

8. Support for 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. Staff support includes:
 - a. Management of grants supporting the BRRIT;
 - b. Solicitation and selection of projects to be reviewed by the BRRIT;
 - c. Maintenance of the BRRIT pages on the SFBRA website by the Authority's Public Information Officer.
9. 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 raise awareness of their interests and facilitate partnerships among proponents of nearby projects.
10. Editing the RFP for the grant round on an annual basis for release the following fiscal year, and creation and maintenance of grant program documents (forms, templates, guidance, etc.). Lead staff conduct this work with support from the Authority's legal staff.

Task 6: Authority General Work

Approximate % of staff time = 10%

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

1. Development of the 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 Authority projects.
3. Maintenance of the 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. 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 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.