



MEMORANDUM

DATE: June 30, 2023

TO: Governing Board
San Francisco Bay Restoration Authority

FROM: Jessica Davenport, Deputy Program Manager
Sara Haugen, Grant Program Coordinator
San Francisco Bay Restoration Authority

SUBJECT: Authorization to Release the 2023 Grant Round Materials

Staff recommends that the San Francisco Bay Restoration Authority (Authority) authorize the release of the 2023 Grant Round Materials: Request for Proposals (RFP), Pre-Application, and Grant Application. These documents have much of the same content as the 2021 Grant Round materials but include minor edits and formatting changes.

Background

The Authority issued RFPs annually from 2017 to 2021 for Grant Rounds 1 through 5. Grant Round 5 included an unusually large total funding request of approximately \$56 million for 18 projects. Instead of issuing a Request for Proposals in 2022 for Grant Round 6, the Authority relied on the 2021 Round 5 list of projects when developing a list of projects to recommend in Grant Round 6, in accordance with [Resolution No. 97](#).

For 2023, the Grant Round 7 materials follow a similar template to those released in 2021, with minor edits and a few substantive changes. The main substantive updates include adding three more factors to project selection: 1) Tribal engagement; 2) coordination with local jurisdictions; and 3) contributions to landscape-scale ecological characteristics. In addition, more emphasis has been placed on identifying the landowner in cases where the applicant does not own the project site and confirming the landowner's willingness to host the project.

The Authority is also continuing the Community Grants Program, incorporating lessons learned from the past three years. So far, the Authority has awarded six community grants to five community-based organizations in three of Authority's regions: two in the East Bay, two in the West Bay and one in the North Bay. (One organization, Literacy for Environmental Justice has received two grants, one for each phase of its ongoing Candlestick Point Stewardship Project.) More information about the Community Grants Program will be presented at the October 2023 Governing Board meeting in the yearly update on implementing the Equity Recommendations ([Resolution No. 70](#)).

Summary of Proposed Edits

(Redlined versions are attached to this memo as Attachments 1, 2, and 3.)

Proposed Edits to the RFP:

- **Section III. Solicitation Priorities:**
 - Measure AA requires the Authority to prioritize projects that “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.”
 - Expand Footnote #5 describing Authority staff’s interpretation of “Greatest positive impact” as a project selection criterion to include the project’s contribution to various landscape-scale ecological characteristics. This was a recommendation from the Independent Citizens Oversight Committee and is supported by staff.
 - Add a new prioritization criterion, by the Board’s authority, to emphasize a serious effort to engage with Tribes, provide a link to The San Francisco Estuary Partnership’s Wetlands Regional Monitoring Program and their partners’ Best Practices for Tribal Engagement, and add Footnote #10 that lists several examples of tribal engagement.
- **Section V.C. Scoring Criteria:** Add Tribal engagement to Prioritization Criteria scoring and add Tribal engagement and coordination with local jurisdictions to the criterion “Project’s level of meaningful community involvement and benefits and/or innovative partnerships.”
- **Section VI. Additional Information:** Raise the maximum indirect cost from 15% to 20% of the total grant request. This reflects a change was made to the Authority’s Work Program Budget Guidelines in 2022.
- **Appendix A, Part III:** Revise to reflect the 2022 update to the San Francisco Bay Joint Venture’s Implementation Strategy and the creation of instructions on how to apply to be added to the Joint Venture’s Project List, as well as updated website links. (Note: Joint Venture staff are preparing an updated Project List to post on their website soon.)
- **Appendix B: Full Citations for Regional and Local Plans Most Relevant to the Grant Programs:**
 - Add more habitat conservation strategies and studies. This responds to the recommendation of the Oversight Committee regarding increasing emphasis on the project’s contribution to various landscape-scale ecological characteristics, as mentioned above.
 - Update website links

Proposed Edits to the Pre-Application:

- **Location Information:** Add the category “Landowner.” Project proponents often apply for grants to do work on land owned by others, and it is essential for the landowner to be supportive of the project.
- **Project Partners:**
 - Clarify that all levels (local, regional, state, or federal) of public agencies are potential partners.
 - Add Tribes and Tribal organizations to the list of potential partners.
 - Add request to describe communication with the landowner regarding the project, if the applicant is not the landowner of the project site.

- Add a checkbox to indicate whether the project is on the Joint Venture’s Project List and a link to instructions on how to apply to be added to their list.

Proposed Edits to the Grant Application:

- **Section I.2. Project and Site Description:** Add “landowner” to description of project location.
- **Section I.5. Project Partners:**
 - Clarify that all levels (local, regional, state, or federal) of public agencies are potential partners.
 - Add Tribes and Tribal organizations to the list of partners who have confirmed their interest in participating in the project.
 - Add requirement for the applicant to provide a letter from the Tribal leader confirming their involvement, if a Tribe or Tribal organization is listed as a confirmed partner.
 - Add requirement for the applicant to provide a letter from the landowner confirming their willingness to host the project, if the applicant is not the landowner of the project site.
 - Add request to describe any coordination to date with local jurisdictions (e.g., the city or county where the project is located).
 - In Footnote #1, include a link to the San Francisco Estuary Wetlands Regional Monitoring Program’s Best Practices for Tribal Engagement.
- **Section III.11. Tribal Engagement:** Include the new prioritization criterion to emphasize good faith efforts to engage with tribes, including examples for reference.
- **Grant Application Checklist:**
 - Add requirement for the applicant to provide a letter from the Tribal leader confirming their involvement, if a Tribe or Tribal organization is listed as a confirmed partner.
 - Add requirement for the applicant to provide a letter from the landowner confirming their willingness to host the project, if the applicant is not the landowner of the project site.

Recommendation

Staff recommends the Authority adopt Resolution 110, authorizing the release of the 2023 Grant Round Materials: Request for Proposals, Grant Pre-Application, and Grant Application.