



SAN FRANCISCO BAY
RESTORATION AUTHORITY

MEMORANDUM

DATE: June 6, 2025

TO: Governing Board
San Francisco Bay Restoration Authority

FROM: Linda Tong, Deputy Program Manager
Sara Haugen, Grant Program Coordinator
San Francisco Bay Restoration Authority

SUBJECT: Review of Round 8 (FY2024-25) Grant Process and
Authorization to Release Round 9 (FY2025-26) Grant Round Materials

Staff recommends that the San Francisco Bay Restoration Authority (Authority) authorize the release of the 2025 Grant Round Materials: Request for Proposals (RFP), Pre-Application, and Grant Application. These documents have much of the same content as the 2024 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](#). The Authority returned to an annual RFP in 2023 for Grant Round 7. For 2024, the Grant Round 8 materials followed a similar template to those released in 2023, with a couple substantive updates, including adding references to the Authority's recently adopted [Equity Guidelines](#) and [Tribal Engagement Recommendations](#) and the need to ensure that public access elements of projects consider accessibility for people with disabilities.

Review of Round 8 (FY2024-25) Grant Process

For last year's Grant Round 8, as with each year after the RFP is released, applicants are encouraged to submit a Pre-Application, which initiates scheduling a project consultation meeting with staff. At these consultations, staff learn about the proposed projects and provide feedback on eligibility and points to emphasize in their application to be a competitive project. Meanwhile, staff recruits members of the Advisory Committee to serve as reviewers in the fall. Following the October deadline, key staff vet the applications for eligibility before assigning them for review. After receiving training on application scoring, AC members and staff are assigned to review applications; each application is reviewed by at least two AC members, one senior project manager, and one project manager. Reviewers score projects quantitatively on how well they implement the programs of Measure AA, meet the prioritization criteria, have a

likelihood of success, then qualitatively by strengths, weaknesses, and follow-up questions. The quantitative scores correlate to ranges of high, medium, and low ranked proposals. The qualitative comments inform follow-up discussions with reviewers and staff to create an initial recommended project list, generally drawn from the high and medium ranked proposals. Those applicants are sent the reviewers' follow-up questions to further inform staff's final recommended list, which also takes into consideration budget availability, campaign goals, regional goals, and equity goals.

For this year's Grant Round 9, staff plan to follow the same standards for a robust grant review process. Staff are also exploring ways to provide additional resources for reviewers to evaluate grant applications, based on feedback from Advisory Committee members.

The Authority is also continuing the Community Grants Program, incorporating lessons learned from prior years. Applications for this program are accepted on a rolling basis. Two Community Grants projects will be presented to the Board at this June 6, 2025, meeting.

Summary of Proposed Edits for Round 9 (FY2025-26) Grant Round Materials

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

Proposed Edits to the RFP:

- Updates to dates.
- **Section III. Prioritization Criteria:**
 - Replace "Solicitation Priorities" with "Prioritization Criteria" for consistency with other grant round materials and resources.
 - Clarify that the Authority strives to provide tribes with equitable access to the Measure AA Grant Program, as detailed in the Authority's Tribal Engagement Recommendations.
- **Appendix B: Full Citations for Local and Regional Plans Most Relevant to the Grant Program:**
 - Update and add links to local and regional plans relevant to the grant program.

Proposed Edits to the Pre-Application:

- None.

Proposed Edits to the Grant Application:

- None, except updates to dates. (There may be updates or additional resources for the review of submitted grant applications.)

Recommendation

Staff recommends the Authority adopt Resolution 139, authorizing the release of the 2025 Grant Round Materials: Request for Proposals, Grant Pre-Application, and Grant Application.