

San Francisco Bay Conservation and Development Commission

375 Beale Street, Suite 510, San Francisco, California 94105 Phone: 415-352-3600

State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

July 25, 2025

TO: Commissioners and Alternates

FROM: Lawrence J. Goldzband, Executive Director (415-352-3653; larry.goldzband@bcdc.ca.gov)
Phoenix Armenta, Senior Manager for Environmental Justice and Community Outreach
(415-352-3604; phoenix.armenta@bcdc.ca.gov)

SUBJECT: Staff Report and Recommendation on a Contract with Coastal Quest to serve as a Fiscal Manager for the Environmental Justice Advisors Program
(For Commission consideration on August 7, 2025)

Summary and Recommendation

Staff recommends that the Commission authorize its Executive Director to enter into an up to \$288,000 contract with Coastal Quest to serve as the Fiscal Manager for the Environmental Justice Advisors for three years. The staff further recommends that the Commission authorize the Executive Director to amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not change the amount more than ten percent or involve substantial changes to the services provided.

Staff Report

In 2019, the Commission amended the San Francisco Bay Plan to incorporate policies on Environmental Justice and Social Equity, following a multi-year planning and outreach effort. In 2021, BCDC launched an Environmental Justice (EJ) Advisors program to advise the Commission and Bay Area communities to help ensure that adapting to climate change and rising sea level is done equitably, meaningful engagement occurs with frontline communities, and the Commission successfully applies its Environmental Justice and Social Equity Policies through permitting and planning actions. Through a competitive selection process, BCDC selected six advisors from communities across the Bay Area. They represent a cross-section of communities that have faced decades of environmental injustice and social inequity, including, but not limited to, BIPOC and low-income populations. The following list describes the range of activities that the EJ Advisors support at BCDC:

- Frontline community capacity building
- Equitable Shoreline Adaptation Planning
- Participation in leadership and advisory groups on equitable shoreline resilience plans and policy
- Environmental Justice trainings and tours for staff and commissioners
- EJ and social equity consultation, development, and support for permitting and planning



- Guidance on meaningful community engagement best practices, including Tribal engagement
- Racial equity plan support

For the first four years of the program, the Resources Legacy Fund, a not-for-profit foundation, provided seed funding and fiscal management for the EJ Advisors program, the last two years through a contract from April 3, 2023, to June 30, 2024, and amended for an extended 12 months to June 30, 2025. BCDC's contract with the Resource Legacy Fund ended, thus leading us to seek a new Fiscal Manager.

The new Fiscal Manager will be responsible for administering funds and distributing them to the EJ Advisors in a timely manner, as well as collecting feedback from the EJ Advisors to assist with program evaluation. The Fiscal Manager will administer approximately \$60,000 - \$80,000 annually in the form of bi-annual small grants to the EJ Advisors to undertake the activities described above. The Fiscal Manager will provide annual contracts to the EJ advisors based on language provided by BCDC and administrative support in executing the contracts. Advisors are compensated \$10,000 per year baseline pay, which equates to a rate of approximately \$125/hr. for 80 hours per year. Funding may also support additional payments based on other responsibilities identified by BCDC staff, such as: support on Bay Adapt leadership groups and efforts, support for the Regional Shoreline Adaptation Plan, and/or EJ tours or training beyond their primary responsibilities.

Through a competitive bidding process via a request for proposals, staff have selected Coastal Quest as the fiscal manager. Coastal Quest is a 501c(3) non-profit working with partners to accelerate and build resilient coastal communities for people, nature, and climate. They work with non-profits, community-based organizations, local and state agencies, California Native American tribes and tribal organizations, and other leaders to create just, equitable solutions that reduce risks and impacts from climate change, improve water quality and access, and support healthy communities and ecosystems.

Funding for this project is provided through BCDC's general fund. The contract period is for three years beginning August 11, 2025 (or upon approval) and is contingent on approval by the Department of General Services.

Staff Recommendation

Staff recommends that the Commission authorize its Executive Director to enter into an up to \$288,000 contract with Coastal Quest to provide Fiscal Management of the EJ Advisors Program for three years beginning from August 11, 2025 (or upon approval), contingent on approval by the Department of General Services. Staff further recommends that the Commission authorize the Executive Director to amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not change the amount more than ten percent or involve substantial changes to the services provided.

