



1. Project Management

1.1 Project Workplan Formulation (February-March 2023)

- Review grant materials and create detailed workplan (BCDC Staff)
- Internal team review
- Core Team review
- Commissioner Working Group review

1.2 Core Team (February 2023-End of Project)

- Setup regular monthly meetings with Core Team members through end of project: BCDC, US EPA, SFEI, SFBJV, & WB.
- Seek Commission authorization for SFEI and SFBJV contracts to assist with project:
 - SFEI to provide scientific expertise regarding sediment issues.
 - SFBJV to provide expertise and advice regarding habitat restoration and adaptation for technical and policy document development and review, stakeholder coordination, and workshop guidance.

1.3 Commissioner Working Group (January 2023-End of Project)

- Establish Commissioner Working Group
- Review relevant scientific material, issue papers, and proposed policy changes with Commissioner Working Group.
- Establish meeting schedule and topics:
 - March 2023 – Workplan and schedule, Bay Plan amendment process, and direction of project
 - Held every two months for duration of project. Topics to be determined.

1.4 Internal Team Coordination (February 2023-End of Project)

- Hold senior staff coordination meetings, every other month (Erik, Brenda, Maya, Jessica, Steve, Larry)
- Hold Sediment and Planning Team meetings, frequency to be determined. (Project Team: Erik, Brenda, Maya, Pascale, Jaime)

1.5 Project Communications (March 2023-End of Project)

- Develop a communication strategy. (Project Team)
- Prepare fact sheet to address entire project and make publicly available. (Project Team)
- Create and maintain project webpage on BCDC website. (Project Team)
- Brief BCDC Commission on project updates twice per year. (Project Team)

2. Sediment Stakeholder Workshop to Develop Roadmap

2.1 Workshop Facilitator Hiring Process (February-May 2023 – Project Team)

- Revise Request for Proposal for Results Chain Analysis Workshop facilitators and put revised RFP out to bid. (Feb 21, 2023)
- Review proposals (March 20, 2023)
- Choose and secure workshop facilitator (March 31, 2023)
- Award facilitator (April 7, 2023)
- Present staff report to Commission for approval. (May 4, 2023)

2.2 Workshop Preparation and Administration (March-October 2023)

- Identify stakeholders (March-June 2023 – Project Team, Core Team, Commissioner Working Group)
 - Incorporate environmental and social justice community groups.
 - Bay Shoreline Academy integration
- Develop collaborative process including facilitated workshop (May-October 2023 – Facilitator)
 - Identify workshop coordination meeting schedule.
 - Draft pre-workshop meeting agenda.
 - Draft 2-day workshop agenda.
 - Send invitations to pre-meeting, workshop, and debrief meeting.

2.3 Develop Background Documents/Issue Papers (March-October 2023)

- Perform literature review. (Project Team)
- Prepare annotated bibliography. (Project Team)
- Decide on topics for issue papers. (Project Team, Core Team, Commissioner Working Group)
- Draft, review, and finalize issue papers. (Project Team, Core Team, Working Group)

2.4 Host or Attend Pre-Workshop Meetings (August/September 2023)

- Attend existing stakeholder meetings. (Project Team, Core Team, Facilitator) OR
- SFBJV and BCDC to host pre-meeting with stakeholders before the workshop to ensure that participants are prepared for the workshop. (Project Team, Core Team, Facilitator)

2.5 Host Stakeholder Workshop (October 2023)

- Host 2-day Results Chain Analysis focused stakeholder workshop. (Project Team, Facilitator)
- Draft workshop minutes. (Project Team, Facilitator)

2.6 Host Post-Workshop Meeting (November/December 2023)

- SFBJV and BCDC to host a debrief meeting with stakeholders after the workshop to ensure that participants have an opportunity to further discuss next steps. (SFBJV, Project Team)

2.7 Workshop Outputs (December 2023-February 2024)

- Draft, review, and finalize report capturing findings from workshop with facilitator direction. (Project Team, Core Team, Facilitator)
- Draft, review, and finalize Roadmap for restoring wetlands using sediment and soils for climate adaptation. BCDC staff to develop much of the technical information with assistance from SFEI. (Project Team, Core Team (SFEI), Facilitator)
- Send Roadmap to stakeholders for review and comments, then update Roadmap as appropriate. (Project Team)
- Review and finalization of Roadmap. (Project Team, Core Team, Commissioner Working Group)

3. Bay Plan Amendment (BPA)

3.1 Review and Revise Workplan (January-February 2024)

- Review and revise workplan through the rest of the project, if affected by workshop findings. (Project Team)

3.2 Compile Background Materials (February-June 2024)

- Compile all sources from Task 2.3, workshop outputs, literature review, etc.
- Research and catalog relevant planning and regulatory documents (internal and external) to assist with policy analysis and writing.
- Interview stakeholders and document their input.

3.3 Environmental and Social Justice Engagement (February 2024-End of Project)

- Collaborate with internal Environmental Justice team to develop framework for outreach and incorporate potentially impacted communities early in the process.
- Engage in interviews, outreach, tabling, and ensure community representation at workshop(s).
- Document social and environmental justice engagement and incorporate comments.

3.4 Initiate BPA Process (April-May 2024)

- Prepare Brief Descriptive Notice and Staff Report for initiation.
- Prepare supporting documents and presentation(s).
- Release Public Notice for BPA initiation (10 days before commission hearing).
- Conduct Commission hearing and vote on initiation.
- Send Brief Descriptive Notice (day after commission vote) and set public hearing date for BPA decision.

3.5 Policy Development (February 2024-June 2025)

- Identify policy issue areas, analyze opportunities, and draft proposed policies. (Project Team, Core Team, Commissioner Working Group)
- Internal (project team and BCDC staff) and Core Team review
- Begin preparation of Environmental Assessment (EA)

3.6 Host BPA Workshops (March 2024-March 2025)

- Develop activities and information for three public workshops, offering opportunities for public engagement. Draft agendas and conduct public and stakeholder noticing. Summarize findings.
 - Workshop 1 – Policy Direction (potentially pre-BPA initiation)
 - Workshop 2 – Policy Overview and Review
 - Workshop 3 – Policy Review

3.7 Preliminary Staff Recommendation and Public Hearing (March-August 2025)

- Draft Staff Report, Preliminary Recommendation, Background Report, and draft EA.
- Review internal comments on drafts.
- Collaborate with core stakeholders to revise document framework and further develop policy.
- Assemble maps, photographs, and other graphics (utilizing InDesign) to accompany revised policy language.
- Mail Staff Report, preliminary staff recommendation, background document, summary of comments to date, and draft EA (at least 30 days ahead of public hearing on BPA decision).
- Hold Public Hearing on staff report, preliminary recommendation, and EA.

3.8 Address Public Comments and Prepare Final Staff Recommendation (June-August 2025)

- Review public and stakeholder comments received throughout BPA process.
- Prepare final staff recommendation (including resolution and response to comments) and EA, ahead of hearing.
- Send final staff recommendation and EA (at least 6 days before the vote).

3.9 Commission Vote (June-August 2025)

- Commission votes on adoption of BPA.

3.10 Final Rulemaking (June-December 2025)

- Documents prepared for the Office of Administrative Law and Office of Coastal Management/NOAA review approval process per PR § 21080.5(d)(2)(v).

4. Feasibility and Finance Assessment

4.1 Draft Financing Issue Documents (January-August 2024)

- Draft issue documents on costs and funding needs of beneficial reuse of sediment.

4.2 Meet with BCDC Financing the Future Working Group (September 2024-August 2025)

- Meet with Financing the Future Workgroup to gather input on financing strategy and investigate recommendations through coordination with stakeholders.
- Hold up to five Financing the Future meetings and develop associated agendas and presentations.

4.3 Present Funding Strategy (Throughout 2025)

- Present draft funding strategy at a public Financing the Future workshop and obtain feedback.
- Circulate draft strategy for feedback from stakeholders identified in Task 2.
- Incorporate feedback and prepare final Financing Strategy document.
- Financing the Future meeting and presentation.
- Finance Strategy workshop held with stakeholders.

