Bay Area IRWM DAC Involvement Program RFQ Questions and Answers
Please send all questions and comments to Nahal Ghoghaie (nahal@ejcw.org) by noon on September 22nd, 2017

Date Received	From	Question	Answer
August 30th, 2017	Sonoma Ecology Center	We are starting to put together our RFQ response with Daily Acts, and one question that came up is around the Budget Justification section of the RFQ. We are wondering if the RFQ is asking for A or B below. A) proposal budget with a total request of $10-$50,000, and then a description of what we could do with those funds in the budget justification. B) hourly rates and other scalable expenses related to the outreach work to be conducted, which would then be used to come up with a budget if we are selected. I think that an RFQ typically only asks for rates, but this RFQ also asks for a Budget Justification, but we are just unsure of what you are looking for in the budget justification, if it does not include an actual budget.	If it's possible to imagine a hybrid of the two options, that's what we'd prefer. So, something that describes hourly rates and other scalable expenses related to the outreach work to be conducted, along with a description of activities and a total funding amount you require to conduct said activities. It does not need to be a detailed, task-by-task budget justification.
August 29th, 2017	Sonoma Resource Conservation District	The Sonoma RCD and Sonoma Land Trust are currently considering whether to respond to this RFQ. The community in which we had proposed to do outreach during the first solicitation is not a mapped DAC, but rather a URC. We see in the RFQ that URC outreach is still a goal of the funding, but on the list of items to submit, the geographic information required includes evidence that the community meets the DAC income threshold. Will projects in URCs that do not meet the DAC income threshold be eligible for funding?	We realize not all communities facing inequities or disadvantage are included in the current DAC maps. We thus encourage you to apply and to include a qualitative description of your partner communities. Please feel free to use any social relevant vulnerability indicators you believe should be considered. We do still request that applicants indicate their partner communities on a map in some form (Google maps, GIS, etc). Feel free to let me know if you need further clarification. If not, thanks again for your inquiry, and we look forward to reviewing your application when its submitted.

August 21st, 2017	Kearns & West, Inc.	Kearns & West is very interested in the RFQ that was recently released. From the RFQ, it's difficult to tell whether EJCW is looking for firms with strong qualifications in working with DACs/URCs and familiarity with Bay Area communities (with the assumption that specific projects will be identified through the work that will be funded), or whether the expectation is for proposers to have a specific project (in a specific community(ies)) already identified and will include that in the submission. Or are both possible? For example, could we propose that we would conduct a needs assessment and corresponding outreach/engagement in this first phase? And if so, could we propose that for the entire Bay Area, or should we focus on a specific community? It looks like you'll be issuing 10-15 subcontracts for the work, and we're trying to figure out how to structure a proposal that will best fit your needs and vision for the work.	While both are possible, we prefer the proposer have strong qualifications working in DACs/URCs and familiarity working in specific Bay Area DAC/URC communities. We do not expect proposers to have specific projects already identified, as this is a broader outreach project. We are not providing implementation dollars. Yes, you could propose that you would conduct a needs assessment and corresponding outreach/engagement in this first phase.We prefer partners work in specific communities, but if you can justifiably describe your relationships throughout the entire Bay Area, we are open to exploring a broader scope with you.
September 11th, 2017	San Francisco Estuary Partnership	1. Budget justification: I am a little unclear on the budget justification. This RFQ does not seem to be intended to apply for a specific project but instead is focused on our organizations overall qualifications to complete outreach in disadvantaged communities. It seems that the statement of qualifications will include pertinent info for budget (hourly rates, etc) so I am not sure what else we could include in the budget justification since we are not proposing a project. Can you please provide further guidance on this section? 2. Partnerships: We work closely with several organizations in the N. Richmond community and are unclear if we can partner on a submittal or team up on one. Can you provide guidance on if you are looking more for individual qualifications from organizations or if there will be points given for demonstrating established partnerships in communities? 3. Scoring Criteria: Can you please provide the scoring criteria for this RFQ and any relevant selection process information?	1. If you could outline your scope of work and how much funding would be required for each activity, that should be plenty of information for the justification. 2. There will be points given for demonstrating partnerships. If you want to summarize partners' qualifications, please feel free, as long as the full proposal does not exceed 10 pages. 3. The scoring criteria is yet to be developed, as it will be collaboratively developed with the proposal screening committee, but will be 100% based off the content of the RFQ.
September 12th, 2017	Sonoma Ecology Center	I'm putting together the application, and was wondering if we can include our resumes as attachments or if we need to include all our staff qualifications in the 5 page narrative?	Thanks for the question. Please try to briefly describe relevant qualifications of the staffers you expect to lead the work plan within the narrative of the application, as that will be reviewers' primary source of reference. Feel free to attach staff resumes as well.

September 13th, 2017	Nature in the City: Inspiring San Francisco to discover local nature	We are organizing our RFQ as I write this, and we have a question about the final length guideline for the whole proposal. Are you thinking 8 to 10 pages more or less?	We ask for proposals to not exceed 10 pages in length, total: 8 pages or less for the narrative, and 1-2 pages for the budget justification. If you would like to include attachments, please limit those to 3 documents total.
September 13th, 2017	Greenaction	Does A, B, C, and D need to be included or listed under Section E? Additionally, how should we provide justification that the community we're working in is a disadvantaged community - would you prefer narrative text or a map? In our justification, should we include all communities we have relationships with, or just those are proposing to work in?	Sections A, B, C, and D need to be included in the 5 page Statement of Qualifications narrative. If the community(ies) you are proposing to work in are considered disadvantaged or highly disadvantaged by CalEnviroScreen or DWR DAC maps, a map should be sufficient evidence. If not, please provide narrative justification for the community(ies) being considered disadvantaged. Please make explicit which communities you are proposing to work in, but we would also like to know which additional communities, if any, you have relationships in - to either expand your scope of work for additional funding, or to help us identify outreach partners in these communities, if they are not currently matched with an applicant.
September 14th, 2017	The Watershed Project	Last fall when we initially applied, we submitted seven 1-page project-based proposals. I know the focus of this application is on our outreach abilities and capacity, but do the prior proposals still stand, or should we include the more relevant parts of those detailed project descriptions in this application?	The prior proposals will not be considered in the selection process, so if your proposal remains the same then yes, please include the more relevant parts of those detailed project descriptions in this application.
September 20th, 2017	Keep Coyote Creek Beautiful	Can we include an appendix with additional supporting information, like full resumes and extended project summaries?	Yes you may include an appendix, but please keep in mind that the majority of the evaluation will be based on the proposal itself.
September 22nd, 2017	Sonoma Land Trust	believes that our project in the Lower Sonoma Creek region qualifies for this funding due to the presence of an under represented community in the project region. There are not any DACs in the project area, as it is currently defined. For the proposal submission (Section E of the RFQ), evidence of proximity to a DAC is required. Would it be alright to instead provide evidence of proximity to the under represented community? My impression is that DACs and URCs are interchangeable for the purposes of this grant. Would you be so kind as to clarify?	Yes. If your project is not in or near a DAC, we do encourage you to define the characteristics of the community that indicate vulnerability. Feel free to present this information in the RFQ, either by map or by a qualitative description.
September 22nd, 2017	Shore Up Marin	If Shore Up Marin is selected as an outreach partner will we have to be the recipient for the infrastructure money? Will Outreach partners subcontract from EJCW? What are the administrative commitments and turnaround for payment?	No. The implementation round is a whole other program, for which you'd have to apply separately. No infrastructure spending will be covered under the DACIP grant. Yes. EJCW is the grantee, and all others will be our subcontractors. This process is still under development, but from what I understand, invoices will be required on a quarterly basis. We might be able to do monthly invoices if needed, but think that would require too much overhead. Beyond invoices, the program will include a list of regular deliverables that will have to meet DWR's rigorous and strict review. I'm hoping that subcontractors can be accountable for these.

| September 25th, 2017 | Friends of Sausal Creek | Is there a template to be used for the Proposal Cover Page? If not, I'm not clear what exactly you want included on the Proposal Cover Page. | We do not have a cover page template, but please include the following:
1. Organization name
2. Organization address
3. Organization phone
4. Organization email
5. CEO/ED's name
6. Tax ID #
7. Website
8. Project address
9. Project contact information (same as above) |