

WMA RFP Supplemental Funding FAQ 2008

Proposal Questions

Q: How many proposals may each county or WMA submit?

A: Each WMA is allowed ONE PROPOSAL per WMA. WMA groups are meant to be collaborative groups, so please prioritize your TOP projects (5 max, 3 or fewer recommended).

Multi-county WMAs may submit their proposal broken up by each county or by each project in the WMA. If the whole proposal is selected for funding, CDFFA will contract with one entity per county.

(e.g. if a 3 county WMA submits a fully funded proposal – CDFFA will contract with up to 3 contractors; one per county)

Q: What is the recommended length of the proposal?

A: A maximum of 4 pages. Keep it concise, complete and straightforward. Read the points allocations – cover all the areas. Bulleted lists are recommended. Put yourself in the seat of the review committee.

Q: How should proposals be submitted?

A: Email a work plan as a Word document, a budget as an Excel document, and supporting maps need to be placed in one Microsoft Word document as imported images – 10 megabytes maximum... to Carri Piroosko, cpirosko@cdfa.ca.gov. Name them with a file name that reflects your WMA (e.g. Fullaweed.doc, or MarinSonoma.xls)

Q: When are proposals due?

A: Proposals are due Tuesday, July 15, by 5:00 pm. NO LATE SUBMISSIONS WILL BE ACCEPTED. Within 24 hours, a confirmation email will be sent back to confirm receipt of your proposal. CDFFA will immediately print out and photocopy the proposals and mail them to the review committee.

Q: Will someone at CDFFA be willing to look over a WMA's proposal before the deadline?

A: Carri Piroosko (cpirosko@cdfa.ca.gov, 530-545-9119), Dan Mitchell (dmitchell@cdfa.ca.gov, 916-654-0687), and Gina Darin (gdarin@cdfa.ca.gov, 916-653-6197) are willing to look over proposals and offer brief suggestions up to a week before they are due.

Q: How is the money available for this RFP broken down?

A: \$243,000 is the amount available for this RFP. The total WMA program has \$1.5 million, AFTER 10% of funds are allocated to CDFFA to administer the program AND 10% is allocated for research---from the remaining total, this leaves 80% allocated for Base Funding and 20% (\$243,000) allocated toward supplemental competitive projects.

Q: If a three-project proposal is submitted, will the committee fund a subset of the projects?

A: This is possible as funding is limited, therefore make sure and prioritize projects and include adequate information for each project. Indicate total cost/budget per project within the body of the proposal.

Q: Will all proposals be made available for reference?

A: Funded proposals will be announced and made available upon request. Scores and notes taken on discussion will be made available to each WMA on their proposal, upon request.

Q: May a WMA write up an existing project that no longer is funded?

A: Yes, you should note it's ongoing and this funding would keep it going. Be careful that you are not "double-dipping" for the same example project or element of a project.

Q: Are projects limited to a single species?

A: No, you could have as many species in the proposal as you can justify.

Cost-Share Questions

Q: What costs are eligible for cost-share?

A: The primary cost share is work directly involved in the project -list it in the in-kind budget.(e.g. equipment, supplies, labor costs, volunteers (use \$20/hour for volunteers). A general WMA cost-share accounts for time in WMA meetings, other collaborative WMA projects (more than one WMA participant; project is described in strategic plan and discussed at WMA meeting). List this within the proposal and in the in-kind budget sheet. The selection panel will look at both types.

Q: What is the standard rate for volunteer matching?

A: \$20/hour

Q: How can education and outreach play a role in the proposed project?

A: Outreach and education can be part of an eradication project, but not a stand-alone project. They must help achieve the goals of the eradication project.

Q: Can education/outreach be in-kind?

A: Yes, It would be primary in-kind if part of the project (see above) or general in-kind if part of the general WMA activities.

Q: Can we use current Forest Service grant as a match?

A: Yes. The grants themselves are in-kind, but the in-kind you used for the grant can't be in-kind again (ie: double in-kind).

Q: Is there CDFA assistance in achieving the cost-share?

A: The 3:1 cost-share was very attractive to the legislature. CDFA will work with any WMA that needs help finding ways to fill the cost-share requirement.

Contracting Questions

Q: How many years should proposals span and when will contracts be done and work can begin?

A: CONTRACTS are 1 year contracts this year. Start: January 1, 2009. **End:** December 31, 2009. Note: these 1 year contracts still span two fiscal years: FY:08/09, January 1-June 30, 2009 and FY: 09/10, July 1 –December 31, 2009.

Q: If CDFA only contracts with one entity per county, how can we have multiple projects with multiple groups in one county?

A: A contract could cover one project or multiple projects. The lead contracting government agency which contracts with CDFA would subcontract the other projects.

Q: What is the cap for the funding request?

A: \$50,000 per WMA. Supplemental Funds are much more limited this year (only \$243,000), so please prioritize projects within your WMA, amongst county partners.

Q: It sounds like large, established WMAs will get all the \$\$\$, and small WMAs need infrastructure and will not get \$\$\$. To whom may we direct our comments?

A: Projects will be funded on the strength of the proposals. The large WMAs will not necessarily get all the funding.

Q: How much overhead is allowed in the budget?

A: There should be an employee benefits line in the budget if the salary rate doesn't naturally include it. Put the actual amount spent on employee benefits in its own budget line otherwise. Overhead, administration, indirect, departmental charges, whatever you call them are limited at 10%. You're welcome to include administration above 10% as in-kind. Subcontractors may not charge administrative charges.

Q: Can two single-county WMAs join together for a project proposal?

A: Sure. This would show the cooperative spirit inherent in the funding.

Q: Will there be retroactive funding?

A: In-kind funding may be accrued before the contract start date of the contract but only after January 1, so put in your own time to get the project started. RFP funding may not be spent until the contract is finalized with CDFA. We can issue a letter of intent, which may speed up the process of hiring and planning.

Priority Topic Area Questions

Q: Are Q-rated weeds included as a priority?

A: Yes, since Q-rated weeds are treated like A-rated weeds until they get a permanent rating, they are considered high-priority weeds.

Q: Is it possible to submit a proposal addressing two priority topic areas?

A: Yes, and acknowledge which project areas you are addressing.

Q: Is there a size limit for an eradicable population?

A: Depends on the weed. Be reasonable. Quote people on what's been done in the past if that is available and helps make your case.

Q: How small can regions be with respect to discussing "regional impacts"? Or number of collaborators?

A: It depends. Put yourself in the minds of people reviewing the projects and decide what is most reasonable.

Q: Why do projects meeting 2 or more priority areas not rank better than those with only 1 priority being met?

A: That was not the intent of providing priority areas. The priority areas were meant as alternative methods to ensure priority projects.

Q: Is it possible to submit research proposals?

A: The WMA Research Projects/Proposals are separate from this RFP for Supplemental Funds. Please contact Carri Pirosko, cpirosko@cdfa.ca.gov about the research "arm" of the WMA program.