

Delaware Program Circuit River FAQs

Q: The section “Selection Procedure” notes that only one award will be made for this project. Is this the case?

A: This is standard NFWF language regarding contracts. The Delaware Program plans to award as many contracts as fit for the program and capacity needs. To clarify, only one award will be made to each organization submitting a proposal.

Q: If a contractor has assisted other organizations in preparing and submitting grant applications in the previous NFWF Delaware River Watershed submission periods, would this present as a conflict of interest for the anticipated project period set forth in this RFP? If so, does this make the contractor ineligible to apply for this RFP?

A: No, they are not categorically excluded. We expect any conflicts of interest to be fully disclosed to NFWF during the review process. Please disclose any possible conflict of interest in the statement of qualifications (Criteria materials #4 Contractor’s Past Performance). NFWF will then work out a solution to manage any real or perceived conflict of interest.

Q: If a contractor currently holds an NFWF grant within another program, would that present a conflict of interest? If so, does this make the contractor ineligible to apply for this RFP?

A: As with the response to contractors that assisted previous NFWF Delaware River Applicants, they are not categorically excluded. We expect any conflicts of interest to be fully disclosed to NFWF during the review process. Please disclose any possible conflict of interest in the statement of qualifications (Criteria materials #4 Contractor’s Past Performance). NFWF will then work out a solution to manage any real or perceived conflict of interest.

Q: If a contractor/firm is listed as a subcontractor for projects awarded under the 2019, 2020, and 2021 NFWF Delaware River Watershed grant period, would that serve as a conflict of interest? If so, does this make the contractor ineligible to apply for this RFP?

A: As with the response to contractors that assisted previous NFWF Delaware River Applicants, they are not categorically excluded. We expect any conflicts of interest to be fully disclosed to NFWF during the review process. Please disclose any possible conflict of interest in the statement of qualifications (Criteria materials #4 Contractor’s Past Performance). NFWF will then work out a solution to manage any real or perceived conflict of interest.

Q: If selected, would the contracted firm be able to serve as a paid subcontractor on grant applications or awards in future Delaware River Watershed grant periods?

A: Similarly to the other conflict of interest questions, they are not categorically excluded. We would expect any conflicts of interest to be fully disclosed to NFWF during the grant application process. NFWF will then work out a solution to manage any real or perceived conflict of interest.

Q: Can one or more entities co-submit a proposal? Is subcontracting allowed?

A: Per the RFQ, sub-contracts are appropriate and allowable if multiple institutions are involved in a single application. Since funding for this opportunity may include federal sources, contractors 1) shall abide by all required contracting procedures when subcontracting, including but not limited to those requirements of the [OMB Uniform Guidance](#); (2) shall ensure that all applicable federal, state and local requirements are properly flowed down to the subcontractor.

Q: Is there a budget range that would be preferable?

A: In the past, the Delaware Circuit Rider Assistance has ranged from \$15,000 - \$70,000, with differences in the number of hours committed to NFWF and area of expertise. As noted above the Delaware Program plans to award as many contracts as fit for the program and capacity needs.

Q: I do not have an official financial statement (audit, etc.) to submit to show financial stability. Is there another form of documentation or evidence of financial stability that I can submit?

A: If you do not have "official" or federal document, a summary of current finances can serve the required purpose. Please submit a profit and loss statement or a financial statement that summarizes financial transactions (revenue, expenses, gross profit) incurred during your most recent fiscal period.

Q: Does NFWF give special consideration to Disadvantaged, Veteran, Minority or Woman-owned businesses?

A: NFWF complies with the provisions of 2 CFR 200.231 of the OMB Uniform Guidance and the provisions EPA Disadvantaged Business Enterprise Program for Procurement Requirements 40 CFR 33, as applicable. If you are registered as one of these types of business please note it on your application.

Q: Can references include NFWF staff members?

A: Yes, you can include other NFWF staff members as references. In general, we ask that these not include NFWF staff that work directly on the Delaware River Watershed program.

Q: Will the contractor work with 2021 grantees, or all grants in your current portfolio prior to 2021?

A: We anticipate the contractor will work primarily with 2021 grantees; however, depending on expertise and availability, there may be opportunity to work with grantees with active projects from prior rounds as needed. Currently, the Delaware River Restoration Fund has about 30 active grants from prior rounds. Because of the narrow nature of the DRWI, many DRRF grantees have multiple ongoing, active projects at various stages of implementation. Additionally, the contractor may work with prospective applicants for 2022 and/or 2023 to prepare projects and proposals.

Q: For each task listed under the "Scope of Work", can you provide an estimated number of meetings/site visits/# of grantees/grant applications to review/etc. so that we can accurately fill out the contractor budget template?

A: Below are ranges of hours and estimated amounts from previous years of work. Some of these estimates may need to be adjusted depending on the contractor's capacity and area of expertise. Additionally, this may fluctuate outside of the ranges dependent on grantee needs/opportunities, amount of interest from applicants, Delaware programmatic team needs, and travel/meeting constraints associated with the pandemic.

- Assist prospective applicants and current NFWF grantees in establishing, strengthening, and sustaining regional-scale partnerships and collaborative approaches to advance NFWF's Delaware River Watershed Business Plan; *approx. 40 – 200 hours, 5 – 15 applicants, 40 grants*
- Conduct outreach and offer assistance to potential grantees in targeted geographies to understand NFWF funding priorities, develop restoration project concepts, identify potential partnerships, and identify funding opportunities; *40 – 100 hours, 5 – 15 applicants*
- Occasionally conduct post-award site visits to trouble-shoot potential challenges with project implementation; conduct pre-project monitoring assessments; and collect photo documentation; *approx. 20 – 90 hours, 0 – 15 grantees*
- Connect with grantees regarding post-project monitoring assessments; obtain lessons-learned or NFWF program feedback; collect photo documentation; provide guidance regarding projects'

long-term maintenance and stewardship plans; and, to scope potential next phases of projects with grantees; *20 – 90 hours, 0 – 15 grantees*

- Liaise between NFWF grantees and NFWF staff, and between NFWF grantees and collaborative watershed initiatives; enhance communication between grantees and key stakeholders, such as NFWF and the Delaware River Watershed Initiative
- Facilitate peer-to-peer learning among grantees through field tours, site visits, workshops and other venues; *10 – 50 hours, 40 grants*
- Facilitate collaborative initiatives around NFWF priorities in the designated region; *10 – 50 hours, 40 grants*
- Assist in grant proposal review for annual funding opportunities; *10 – 40 hours, 4 – 15 proposals,*

Q: What is the project period for serving as a circuit rider?

A: We anticipate the contract period of performance will be October 1, 2021 and will continue for a year (October 1, 2022) with the possibility to renew for up to one additional year (October 1, 2023).