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**BURDICK & COMPANY**  
**MEMORANDUM**

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**To:** Sacramento River Funding Area/SRFA DACI Subcommittee  
**From:** Katie Burdick  
**Subject:** DACI-Coordinators for each IRWM Region  
**Date:** 3/1/17

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The SRFA DACI Proposal, currently under review by DWR, includes the hiring of a DACI-Coordinator (DAC-Co) for each IRWM region. The Year 1 budget assumed a ¼ time position at \$50 hr, for a total of \$25,000 per IRWM region, for the first year of the grant. Retention of the DACI-Co in the subsequent two years will be determined by the Subcommittee.

The role of the DACI-Co in each region is to: provide administrative back-up to the RCAC and CRWA technical staff, support the DACI process for the RWMG (agendas, minutes, meeting materials, etc.), provide logistical support for the various Technical Support Team members while they are in the region, coordinate outreach to local DAC as requested, serve as a local contact for DACs during the process as needed, assist in uploading DACI project products to the websites of the individual regions, and other similar activities. It is not expected that the DACI-Co will perform facilitation or training services, unless under the direction of the Technical Support Team or the DAC Involvement Support Team.

After conversations with several RWMG members and SRFA Subcommittee representatives, it's clear that the hiring of the DAC-Co will vary from region to region. For instance, one region has already identified a consultant who they wish retain to provide services, while in another region an existing staffer from one of the RWMG member agencies will be filling the role. Additionally, several regions propose hiring an individual at a lower hourly rate to enable more hours of support. Any of these strategies are acceptable within the parameters of the grant.

In other words, each region may decide for itself whether to: hire a consultant; use existing staff from current RWMG member agencies/organizations; hire new staff through RWMG member agencies/organizations; decide to leave the position vacant; negotiate an hourly rate that is appropriate within the region; or, request that the project manager retain the individual of the RWMGs choice to avoid the need for the RWMG to support staff hires and/or administer a contract.

Please feel free to contact me if you have any questions, need support in your process, or wish for us to contract with the DAC-Co in your stead. ([katie@burdico.net](mailto:katie@burdico.net)). The selection and hiring process will need to be individualized for, and responsive to, your region and we will endeavor to support your RWMG as it sees fit.