



Funding Opportunity Announcement No. BOR-PN-16-001

**Pacific Northwest Region
Water Conservation Field Services Program
Grant Program for FY 2016**



**U.S. Department of the Interior
Bureau of Reclamation
Pacific Northwest Region**

Mission Statements

The U.S. Department of the Interior protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public

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Overview

Federal Agency Name:	U.S. Department of the Interior, Bureau of Reclamation, Pacific Northwest Regional Office
Funding Opportunity Title:	Pacific Northwest Region - Water Conservation Field Services Program Grant Program for Fiscal Year (FY) 2016
Announcement Type:	Initial Funding Opportunity Announcement (FOA)
Funding Opportunity Announcement (FOA) Number:	BOR-PN-16-001
Catalog of Federal Domestic Assistance (CFDA) Number:	15.530
Applicability of Executive Order 12372:	Not Applicable
Application Due Date and Method of Submittal: (See FOA, Sec. IV.5 & 6)	Applications will be accepted through 4:00 p.m. Mountain Standard Time, March 2, 2016. Applications must be submitted by one of the following methods only: - Electronic Submittal via Grants.gov; or - Hard-Copy Submittal Under no circumstance will an application be accepted by e-mail or facsimile.
Geographic Area Of Consideration: (See FOA, Sec. I)	Activity must be located in the Pacific Northwest Region and have a defined relationship to an authorized Bureau of Reclamation Project.
Eligible Recipients: (See FOA, Sec. III)	Irrigation and water districts, tribal water authorities, and State or local governmental entities with water delivery authority. Applicant must have a defined relationship to one of the authorized Reclamation Project(s) located within the Pacific Northwest Region.
Required Non-Federal Cost Share: (See FOA, Sec. II.2)	50 percent or more of total activity costs must be met with non-Federal funds.
Additional Requirements for Application Submittal: (See FOA, Sec. IV.1 & 2)	The Applicant must: - Provide a Duns & Bradstreet (DUNS) number on their application. - Applicants should be registered in the System for Awards Management (SAM) <u>prior to</u> submittal of an application. SAM registration can take several weeks to complete. Please allow enough time to complete the necessary registration steps prior to the application due date. Instructions for registering for SAM are located at <www.sam.gov/portal/public/SAM>.
Amount of Funding Available for Each Award: (See FOA, Sec. II)	Reclamation will limit each grant award to no more than \$25,000 in Federal funding, and no more than one award to each applicant. In no instance will activities that solely demonstrate innovative technologies or water conservation education and training activities be funded in FY 2016. Any awards are subject to a determination by Reclamation that FY 2016 appropriations are available and that awards can be made consistent with all program requirements.

I. Program and Objective of Funding Opportunity Announcement

1. Background

The Bureau of Reclamation, Pacific Northwest Region, (Reclamation) is requesting applications to fund activities in support of its Water Conservation Field Services Program (WCFSP), in Federal fiscal year (FY) 2016 (October 1, 2015 through September 30, 2016). To be eligible for a financial assistance grant under this FOA, the proposed activity must have a defined relationship to one, or more, of the following Reclamation Projects authorized by Congress and constructed by Reclamation:

South-Eastern Idaho

Minidoka Project
Little Wood River Project
Palisades Project
Michaud Flats Project

South-Western Idaho

Boise Project
Mann Creek Project

Eastern Oregon

Burnt River Project
Vale Project
Baker Project
Owyhee Project

North Central Washington

Columbia Basin Project
Chief Joseph Project

South Central Washington

Yakima Project

Southwest Oregon

Rogue River Project

Central Oregon

Crooked River Project
Deschutes Project

North Central Oregon

Umatilla Project

Northwest Oregon

Tualatin Project

See Section IX of this FOA for a map of the Pacific Northwest Region boundary.

2. Water Conservation Field Services Program

The mission of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public. Reclamation has a major responsibility, in partnership with water users, States, and other interested parties, to help improve water resources and the efficiency of water use in the western United States. After more than 100 years, Reclamation's primary role has evolved from one of water resource development to one of water resource management. More efficient water use is a key component of Reclamation's water resource management strategy.

Reclamation established its Water Conservation Field Services Program (WCFSP) in 1996. The WCFSP is administered in accordance with the authority of Reclamation Act of 1902 (32 Stat. 388) amended and supplemented, and the Reclamation Reform Act (RRA) of 1982 (96 Stat. 1268; 43 U.S.C. 390jj). The WCFSP is designed to fulfill Reclamation's water conservation-related obligation as outlined in Section 210 of the RRA, directing the Secretary to encourage water conservation on Reclamation Projects, assist water districts to develop and implement effective water conservation plans, complement and support State and other local conservation program efforts, and generally foster improved water management on a regional, statewide and watershed basis. Areas of emphasis include:

- Water Management Planning
 - Implementation of Conservation Measures
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3. WCFSP Financial Assistance Authority

This FOA is issued under the authority of Section 9504(a) of the Secure Water Act, Subtitle F of Title IX of the Omnibus Public Land Management Act of 2009, Public Law 111-11 (42 United States Code 10364.)

4. Objective of Funding Opportunity Announcement

The objective of this FOA is to invite eligible applicants to leverage their money and resources by cost-sharing with Reclamation on either planning or implementation activities:

1. Water Management Planning: Promote the preparation or revision of written water management and conservation plans that will lead to implementation of conveyance, measurement, or operational improvements which will conserve water, increase water use efficiency, or enhance operational efficiency;
- or-
2. Implementation of Conservation Measures: Implement activities identified in approved and written water management and/or conservation plans.

Examples of eligible activities include, but are not limited to:

Water Management Planning

- Developing or updating written water management and conservation plans that are modeled after plans described in, "Achieving Efficient Water Management: A Guidebook for Preparing Agricultural Water Conservation Plans, Second Edition (Guidebook.)"

Water Measurement and Accounting

- Installing water meters, including water service meters or distribution system meters.
- Installing water distribution system computerized accounting.

Operational Water Management Measures

- Installing irrigation flow measurement such as weirs, flumes, and ramps in open channels.
- Installing Supervisory Control and Data Acquisition (SCADA) and automation to improve irrigation delivery system efficiency and to conserve water.
- Installing automated gates, valves, and turnouts that can be remotely operated.
- Installing equipment to increase energy efficiency, such as variable frequency drives or smart grid technology.

Facilities Related Water Management Measures

- Installing canal linings, piping, converting open channels to pipe, to reduce conveyance losses.
- Conducting pump efficiency evaluations of district and private to evaluate both energy and water use efficiency.
- Constructing facilities to capture and reuse operational spills, such as re-regulating ponds.
- Constructing modifications to turnouts or siphons to allow lower water levels to be maintained during periods of reduced demand to reduce seepage and operational spills.

Activities that are considered normal Operations, Maintenance, and Replacement (OM&R) are not eligible for financial assistance under this FOA. OM&R is described as system improvements that, for the most part, replace or repair existing infrastructure or function without substantially providing increased efficiency or effectiveness of water distribution over the expected life of the improvement.

Examples of ineligible OM&R activities include:

- Replacing malfunctioning components of an existing facility with the same components
- Improving an existing facility to operate as originally designed
- Performing an activity on a recurring basis even if that period is extended (i.e., 10-year interval)
 - Sealing expansion joints of concrete lining because the original sealer or the water stops have failed
 - Replacing broken meters with new meters of the same type
- Replacing leaky pipes with new pipes of the same type
- Repairing deteriorated canal structures

Eligible applications will be evaluated through a competitive ranking process using the criteria set forth in Section IV.4.e of this FOA.

II. Award Information

1. Anticipated Funding

The proposed budget for Reclamation's WCFSP in FY 2016 includes up to **\$400,000** for grants in the Pacific Northwest region; however, the final amount of funding available for grant awards will be determined once final FY 2016 appropriations have been made by Congress. Any awards are subject to a determination by Reclamation that FY 2016 appropriations are available and that awards can be made consistent with all program requirements.

Multiple applications for funding may be submitted for consideration; however, Reclamation will limit each award to no more than **\$25,000** in Federal funding, and no more than **\$25,000** in Federal funding will be awarded to any one applicant under this FOA.

In no instance will activities that solely demonstrate innovative technologies or water conservation education and training activities be funded in FY 2016.

2. Cost-Share Requirement

The Federal share (Reclamation's share in addition to any other sources of Federal funding, including BPA Ratepayer funding) of the project shall not exceed **50 percent** of the total project costs. At least 50 percent of the costs will be paid by the applicant with non-Federal funding from the applicant or third-party partners.

Cost-share may be made through cash and in-kind contributions from the applicant and any third party partners. Bonneville Power Administration Ratepayer funds are considered to be Federal funds and cannot be used to satisfy any part of the cost share requirement.

In-kind contributions may be in the form of real property, equipment, supplies and other expendable property, as well as the value of goods and services directly benefiting the activity or program. Any in-kind contributions that have been or will be used to satisfy a cost-sharing or matching requirement for another Federal financial assistance agreement, a Federal procurement contract, or any other award of Federal funds may not be used to satisfy the cost-share requirement for a WCFSP grant issued under this FOA.

Pre-award costs are those incurred prior to the effective date of the Federal award in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. For example, such costs might include design or construction plans and environmental compliance costs directly supporting the proposed activity. Pre-award costs that have been incurred prior to the date of award may be submitted for consideration as an allowable reimbursable expense or as part of the non-Federal cost-share requirement. **In no case will pre-award costs incurred prior to October 1, 2015, be considered for reimbursement for cost-share purposes.** Reclamation will review the proposed pre-award costs to determine if they are allowable in accordance with authorizing legislation and applicable cost principles.

3. Environmental and Cultural Resources Compliance

All projects with ground-disturbing activity will require compliance with the National Environmental Policy Act (NEPA) before work may begin. Compliance with all applicable state, Federal and local environmental, cultural, and paleontological resource protection laws and regulations is also required. These may include the Clean Water Act, the Endangered Species Act, and the National Historic Preservation Act.

4. Award Instrument

Reclamation may provide coordination and program guidance when it is in the best interest of the Government. Substantial involvement is not anticipated on the part of Reclamation; therefore, it is expected all awards as of a result of this FOA will be a grant instrument. However, if substantial involvement is necessary during the performance of the award, Reclamation reserves the right to award a cooperative agreement instrument.

5. Anticipated Award Date

Reclamation expects to notify potential award recipients and unsuccessful applicants in March 2016 or slightly later if necessary, based on the enactment of FY 2016 appropriations. Within 6 weeks after notice has been given, Reclamation expects to begin awarding financial assistance agreements to applicants that successfully pass all pre-award reviews and administrative requirements. Awards will continue through September 15, 2016, or until all selected activities have been awarded.

6. Activity Completion Date

It is expected that activities will be completed within 24 months from the award date. Applications with proposed completion dates exceeding 24 months will be considered if it can be demonstrated that there will be measurable on-the-ground accomplishments each year. Time extensions may be entered into without further competition; but are conditioned upon successful activity performance.

7. Other Award Requirements

Awards as of a result of this FOA will stipulate the following requirements:

1. In accordance with Section 9504(a)(3)(B) of Public Law 111-11, grants and cooperative agreements under this authority will not be awarded for an improvement to conserve irrigation water unless the applicant agrees to both of the following conditions:

- Not to use any associated water savings to increase the total irrigated acreage of the eligible applicant; and
- Not to otherwise increase the consumptive use of water in the operation of the eligible applicant, as determined pursuant to the law of the State in which the operation of the eligible applicant is located.

2. Applicants shall adhere to Federal, State, Territorial, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Applicants shall also coordinate and obtain approvals from site owners and operators.

3. If the activities funded through an agreement awarded under this FOA result in a modification to a portion of a Federally owned facility that is integral to the existing operations of that facility, the Federal government shall continue to hold title to the facility and the improvements thereto. Improvements intended to relocate outside of the Federal right-of-way to a Federal facility, such as a ditch re-alignment, must first secure a new Federal right-of-way with all appropriate inquiries. Title to improvements that are not integral to existing water delivery operations shall reside with the project sponsor.

4. The non-Federal share of the cost of operating and maintaining any infrastructure improvement funded through the award shall be 100 percent.

5. Liability

IN GENERAL.—Except as provided under chapter 171 of title 28, United States Code (commonly known as the “Federal Tort Claims Act”), the United States shall not be liable for monetary damages of any kind for any injury arising out of an act, omission, or occurrence that arises in relation to any facility created or improved under the award, the title of which is not held by the United States.

TORT CLAIMS ACT.—Nothing in this section increases the liability of the United States beyond that provided in chapter 171 of title 28, United States Code (commonly known as the “Federal Tort Claims Act”).

III. Determination of Eligibility

Each application received as of a result of this FOA will be screened first for eligibility to ensure:

- The applicant is located within the Pacific Northwest Region and is a:
 - o Irrigation or Water District; or
 - o Water authority of Federally recognized tribes; or
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- o Entity created under State or Territorial law with water management authority, which may include: 1) water user associations; 2) water conservancy districts; 3) canal, ditch, or reservoir companies; or
 - o State governmental entities with water management authority (e.g., state agencies, departments, boards, etc.), and other entities with water delivery authority with a defined relationship to one of the authorized Reclamation Project(s) located within the Pacific Northwest Region
- The proposed activity has a defined relationship to at least one of the Reclamation's authorized Projects outlined in Section I of this FOA. For the purposes of this FOA, a Reclamation Project is defined as a specific Reclamation water project that was authorized by Congress and constructed by Reclamation. This includes everything within the Project service area (i.e., project features and facilities, project service area, watershed, water systems or water supplies affected by a specific Reclamation Project).
- At least 50 percent of the cost of the activity will be paid with non-Federal funding secured by the applicant.
- The proposed activity meets the objectives of the WCFSP as described in this FOA.

Those **not eligible** for grant funding under this FOA include the following:

- Federal governmental entities
- Institutions of higher education
- Individuals

IV. Instruction for Submission of Application

1. Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS)

Requirement

Applicants must provide a D&B DUNS number on their application. If you do not have a DUNS number, one may be obtained at no cost by calling the dedicated toll-free DUNS Number Request Line at 1-866-705-5711, or by going to the DUNS Government Contractor and Grantee website at: <<http://fedgov.dnb.com/webform>>.

2. System for Award Management Registration

Applicants should be registered in the System for Awards Management (SAM) prior to submittal of an application. SAM registration can take several weeks to complete. **Please allow enough time to complete the necessary registration steps prior to the application due date.**

Instructions for registering for SAM are located at <www.sam.gov/portal/public/SAM>. Entities must maintain an active SAM registration with current information at all times while they have an active Federal award or an application under consideration.

3. What to Submit in an Application Package

√	WHAT TO SUBMIT	REQUIRED FORM OR FORMAT
	Application for Federal Assistance	Standard Form SF-424. See Sec. IV.4.a
	Budget Information	Standard Form SF 424A or Standard Form 424C, as applicable. See Sec. IV.4.b
	Assurances	Standard Form SF-424B or Standard Form 424D, as applicable. See Sec. IV.4.c
	Detailed Activity Narrative	See Sec.IV.4.d
	Response to Criteria/Sub-Criteria Elements (Note: Response to the Criteria/Sub-Criteria can be Combined With the Detailed Activity Narrative)	See Sec.IV.4.e
	Detailed Budget Narrative	See Sec. IV.4.f
	Environmental/Regulatory Compliance Information, as Applicable	See Sec. IV.4.g
	Funding Information	See Sec IV.4.h
	Indirect Cost Information, as Applicable	See Sec. IV.4.i

4. Required Application Format

a. Application for Federal Assistance – The application cover page shall consist of a fully completed **SF 424 - Application for Federal Assistance**. This form must be signed by a person legally authorized to commit the entity to perform the activity. This form is available online at <grants.gov> under the “Forms” tab.

b. Budget Information

- For Non-Construction activities, submit an **SF-424A, Budget Information – Non-Construction Programs**.
- For Construction activities, submit an **SF-424C, Budget Information – Construction Programs**.
- For activities comprised of both construction and non-construction aspects, submit the **SF-424C, Budget Information – Construction Programs** only.

c. Assurances

- For Non-Construction activities, submit an **SF-424B, Assurances – Non-Construction Programs**.
- For Construction activities, submit an **SF-424D, Assurances – Construction Programs**.
- If your activity is comprised of both construction and non-construction aspects, submit the **SF-424D, Assurances – Construction Programs** only.

The form must be signed by a person legally authorized to commit the entity to perform the activity. These forms are available online at <grants.gov> under the “Forms” tab.

d. Detailed Activity Narrative

This is a very important part of the application and should provide a clear picture of the scope of the activity and how it is to be accomplished. The detailed activity narrative should:

- Discuss background and location of your organization, relationship to applicable Reclamation Project; identify activity, and why financial assistance is needed. Describe the desired outcome of the proposed activity.
- Describe – in detail –the work to be carried out. Break out the proposed activity tasks and discuss the approach and evaluation techniques that will be used to accomplish the proposed activity. This discussion should be in sufficient detail to permit a comprehensive evaluation of the application and its outcome. If applicable, include engineering plans, designs and analyses as an appendix of the application. Applicants are strongly encouraged to have engineering plans, designs and analyses certified by a registered professional engineer.
- Identify a milestone schedule which shows the anticipated start and end dates of all major tasks. An example of a milestone schedule is listed here:

Task	May-Jun 2016	Jul Aug 2016	Sep-Oct 2016	Nov-Dec 2016	Jan-Feb 2017	Mar-Apr 2017	May-Jun 2017	Jul-Aug 2017	Sep-Oct 2017
Regulatory Compliance	xxxx								
Phase I Planning & Procurement	xxxx								
Phase I (4-3 Lateral) Construction				xxx					
Phase I Testing & Site Restoration						xxx			
Phase II Planning & Procurement			xxx						
Phase II (5-7 Lateral) Construction					xxx				
Phase II Testing & Site Restoration						xxx	xxx		

- Identify benefit outcome of the proposed activity. Describe how the project will achieve the benefit(s) and provide numerical estimates, where applicable. The following are examples of benefits that, at a minimum, should be considered and addressed:
 - Reduces leaks and seepage - Estimated acre-feet per year.
 - Reduces system spills – Estimated acre-feet per year
 - Makes more water available for other uses – Estimated acre-feet per year
 - Reduces operation costs – Estimated savings per year in dollars
 - Reduces energy costs - Estimated savings per year in dollars
 - Improve crop yield – Estimated percent per year
 - Reduces on-farm costs - Estimated savings per year in dollars
 - Reduces per capita use - Estimated reduction in gallons per capita per day per year

- Improves water supply/delivery reliability – Describe increased water transmission efficiency
 - Reduces erosion – Describe benefits
 - Improves water quality – Describe benefits
 - Enhances aquatic/riparian habitat – Describe benefits
 - Protects/assists endangered species efforts – Describe benefits
- Explain how performance of the proposed activity or improvements will be measured or evaluated upon completion of the activity.
 - Provide sufficient detail supporting how benefit estimates were determined, including calculations.

e. Criteria With Sub-Criteria Elements

Applicants must describe how the proposed activity will meet the objectives of the Water Conservation Field Services Program by addressing **one** of the following criteria elements:

- (1) Criteria A - Water Management Planning, such as writing or updating a water conservation plan.**
- (2) Criteria B - Implementation of Water Conservation Measures, constructing or installing water management and conservation activities, such as piping a canal or installing meters.**

To do this, applicants must address the sub-criteria elements associated with either criteria element A or criteria element B. If your proposed activity has aspects of both emphasis areas, you must choose which one is the better fit. It would be helpful for applicants to copy and paste the criteria and sub-criteria into their application so that all of the elements are answered.

DO NOT address the sub-criteria elements for both Criteria A & B. Choose only one.

Reclamation will use the sub criteria to evaluate applications. For each sub-criterion, the application will receive points up to a maximum, depending upon how well the application addresses the sub-criterion.

(1) <u>Criterion A - Water Management Planning</u> (Please Address Sub-Criterion Nos. 1-5 Only) Total Available Ranking Points: 100. Points are awarded based on how well the proposed activity will promote the preparation of written water management and conservation plans goals of the Water Conservation Field Services Program.	
Sub-Criterion No. 1 - Association with Reclamation Project Water Supplies	Up to 40 points
Points will be awarded if the proposed activity is in a basin with connections to a Reclamation Project or activity. No points will be awarded for activities without connection to a Reclamation Project or Reclamation activity. Please consider the following questions when addressing this sub-criteria element: • Explain how is the proposed activity is connected to a Reclamation Project, and identify which Reclamation Project. • Does your entity receive Reclamation Project water?	

• Is the proposed activity on Reclamation Project lands or involve Reclamation facilities? • Is the proposed activity in the same basin as a Reclamation Project or activity? • How will the proposed activity improve water availability in a basin where Reclamation is located?	
Sub-Criterion No. 2 - Extent to which Federal Funding Would Promote Completion of an Activity That Might Otherwise be Delayed or Postponed	Up to 20 points
Points will be awarded for a proposed activity that demonstrates financial need in order to get the activity accomplished. Please consider the following questions when addressing this sub-criteria element: • Explain why funds awarded under this FOA would help to accomplish the proposed activity. • Has the proposed activity been delayed or postponed due to past funding constraints? If so, why and for how long? • If this is a newly proposed activity, would not receiving funds from Reclamation cause the activity to be delayed or postponed? If so, for how long? • What is the extent of need for Federal funds in order to complete the proposed activity? • Would the proposed activity be accomplished at some point in the future without Federal funding assistance?	
Sub-Criterion No. 3 - Reasonableness of Costs	Up to 25 points
Points may be awarded when the costs associated with the proposed activity are reasonable, and the ratio of benefits to these is substantial.	
Sub-Criterion No. 4 - Amount and Sources of Non-Federal Funding (i.e. Cost-share)	Up to 5 points
Points may be awarded to proposals that provide non-Federal funding in excess of 50 percent of the project costs, and there are additional non-Federal contributors. <u>Non-Federal Funding</u> Total Project Cost	
Sub-Criterion No. 5 - Other Criteria	Up to 10 points
Points will be awarded for a proposed activity that is intended to update an existing water conservation plan or to develop new plans for entities delivering water to over 2000 acres or for entities with over 2000 acre-feet of Reclamation Project water. Please consider the following questions when addressing this sub-criteria element: • Is an existing water conservation plan being updated? • Does the recipient deliver water to over 2000 acres? • Does the recipient have over 2000 acre-feet of Reclamation Project water?	

(2) Criterion Element B - Implementation of Efficiency Measures (Please Address Sub-Criteria Nos. 1-10 Only) Total Available Ranking Points: 95 points. Points are awarded based on how well the proposed activity will meet the overall implementation or efficiency measure goals of the Water Conservation Field Services Program.	
Sub-Criterion No. 1 - Association with Reclamation Project Water Supplies	Up to 10 points
Points will be awarded if the proposed activity is in a basin with connections to a Reclamation Project or activity. No points will be awarded for proposed activities without connection to a	

Reclamation Project or Reclamation activity. Please consider the following questions when addressing this sub-criteria element: • Explain how is the proposed activity is connected to a Reclamation Project, and identify which Reclamation Project. • Does the applicant receive Reclamation Project water? • Is the proposed activity on Reclamation Project lands or involve Reclamation facilities? • Is the proposed activity in the same basin as a Reclamation Project or activity? • How will the proposed activity improve water availability in a basin where a Reclamation Project is located?	
Sub-Criterion No. 2 - Extent to Which Water Management Plan is Complete and Updated	Up to 10 points
Points will be awarded for applicants with a complete and updated water management plan. Please consider the following question when addressing this sub-criteria element: • Is there a current Water Conservation Plan, as required under the Reclamation Reform Act, and if so, has the plan been updated within the past 5 years?	
Sub-Criterion No. 3 - Reasonableness of Costs	Up to 5 points
Points may be awarded when the costs associated with the proposed activity are reasonable, and the ratio of benefits to these is substantial.	
Sub-Criterion No. 4 - Extent to Which the Proposed Activity is Expected to Improve Water Use Efficiencies	Up to 30 points
Points will be awarded for a proposed activity that is expected to improve water use efficiencies. Please consider the following questions when addressing this sub-criteria element: • How will the proposed activity directly improve water use efficiencies? • How will the proposed activity directly or indirectly improve water supply reliability? • How will the proposed activity reduce diversions or reduce irrigation return flows? • How will the proposed activity prevent conveyance losses from operational spills, seepage and evaporation? • If the proposed activity will reduce conveyance losses, provide an estimate of the anticipated annual water savings.	
Sub-Criterion No. 5 - Extent to which Federal Funding Would Promote Completion of An Activity That Might Otherwise be Delayed or Postponed	Up to 5 points
Points will be awarded for a proposed activity that demonstrates financial need in order to get the activity accomplished. Please consider the following questions when addressing this sub-criteria element: • Has the proposed activity been delayed or postponed due to past funding constraints? If so, for how long? • If this is a newly proposed activity and if funds were not awarded, would that cause the completion of the activity to be delayed or postponed? If so, for how long? • Explain why funds awarded under this FOA would help you to accomplish the proposed activity. • What is the extent of need for Federal funds in order for you to complete the proposed activity? • Would the proposed activity be accomplished at some point in the future without Federal funding assistance?	
Sub-Criterion No. 6 - Amount and Sources of Non-Federal Funding (i.e. Cost-Share)	Up to 5 points

Points may be awarded to proposals that provide non-Federal funding in excess of 50 percent of the project costs, and there are additional non-Federal contributors. <u>Non-Federal Funding</u> Total Project Cost	
Sub-Criterion No. 7 - Likelihood That any Environmental and Cultural Resources Issues Associated with the Application can be Addressed at Low Cost and in a Timely Manner	Up to 5 points
Points will be awarded where environmental and cultural resource issues can be addressed at a low cost and in a timely manner for the proposed activity. Please consider the following questions when addressing this sub-criteria element: • Will the proposed activity impact the surrounding environment (i.e. soil [dust], air, water [quality and quantity], animal habitat, etc.)? If so, please explain the impacts and any steps that could be taken to minimize the impacts. • Are you aware of any endangered or threatened species in the proposed activity area? • Are there wetlands inside the proposed activity boundaries? If so, please estimate how many acres of wetlands there are, and describe any impact your activity will have on the wetlands. • If the proposed activity will affect individual features of an irrigation system (e.g., headgates, canals or flumes), state when those features were constructed and describe the nature and timing of any extensive alterations or modifications to those features. Include any significant earlier modifications. • Are any buildings, structures, or features in the project areas that are listed or eligible for listing on the National Register of Historic Places? Your local Reclamation office can assist you in answering this question if you do not know the answer. • Are there any known archeological sites in the proposed activity area? Your local Reclamation office can assist you in answering this question if you do not know the answer. • Explain the likelihood that environmental and cultural issues associated with the proposed activities can be addressed in a cost-effective and timely manner.	
Sub-Criterion No. 8 - Extent to Which Application Demonstrates a Sound Implementation Strategy	Up to 5 points
Points will be awarded for activity proposals that demonstrate a sound implementation strategy. Please consider the following questions when addressing this sub-criteria element: • Does the activity proposal provide a schedule clearly indicating schedule to completion? • Does the activity proposal outline any potential causes for delays or cost overruns?	
Sub-Criterion No. 9 - The Applicant's Strategy for Monitoring Performance and Reporting and Disseminating Results	Up to 5 points
Points will be awarded for activity proposals that indicate anticipated benefits, both quantitative and qualitative, and where the applicant has identified how activity benefits may be monitored following completion.	
Sub-Criterion No. 10 - Ancillary Benefits	Up to 15 points
Points will be awarded for a proposed activity that indicates additional natural resource or energy conservation benefits. Please consider the following questions: • Does the proposed activity help to improve water quality by reducing soil erosion or	

- reducing the quantity of poor-quality irrigation return flows to drains and streams?
- Does the proposed activity help to improve fish and wildlife habitat, by helping to improve in-stream flows, reducing water temperatures or turbidity, or improving in-stream water quality?
- Does the proposed activity help to improve any wetland habitat through enhanced water quantity or quality?
- Does the proposed activity directly or indirectly benefit any non-ESA listed fish and wildlife or State-listed species?
- Does the proposed activity help improve energy efficiency or provide energy savings?
- Does the proposed activity help to improve recreation conditions or opportunities?
- Can conserved water from the proposed activity be placed in a water bank for enhancing stream flows, hydropower, irrigation or other uses?

f. Detailed Budget Narrative – The detailed budget narrative must include comprehensive information for all costs associated with the proposed activity. Supporting documentation which substantiates the costs, and the method used to determine costs will be required prior to an award. You may include the supporting documentation with your budget narrative in the application or hold onto it until requested by Reclamation. **Costs which are not supported appropriately prior to award will be disallowed.**

An example format for a budget narrative may be found in Section VIII of this FOA. Please consider the following when completing the detailed budget narrative:

Salary/Wage:

- List the position description(s) for each employee that will be working on the project (i.e. Engineer, Laborer, Crew Supervisor, Program Manager, etc.).
- List the amount of time each employee will be working. This can be a number of hours, days, weeks, percentage of a year, etc.
- List the wages paid for each employee. This can be an hourly rate, daily rate, annual salary, etc. Note: the rate should not include fringe or other indirect rates (see below for separate line items for these costs).
- Provide supporting documentation for each of the budgeted rates for each employee. This can be payroll records identifying the job position and associated rate. No employee personal information please. For planning purposes, if you expect to hire personnel to complete work; but don't yet have existing position description(s) or wages determined you may consider using the position/wage information found online at <http://www.bls.gov/bls/blswage.htm> to help estimate with these costs.

Fringe Benefits:

- Identify the fringe benefit rate or dollar amount for each employee with labor costs listed in the budget.
- Identify the factors that make up the fringe benefit rate and the percentage/amount of each factor.
- Provide documentation supporting the fringe benefit rate from qualified individual from your organization.

Equipment Description:

- List the kind of equipment that will be used on the project (type, model, size, etc.).

- List the amount of time each type of equipment will be working. This can be in number of hours, days, weeks, percentage of a year, etc.
- List the rate for each piece of equipment listed. This can be an hourly, daily, annual, etc. to correspond to the measure of the time.
- Identify if the equipment is owned or rented. Reimbursement for use of owned equipment must be based upon the actual cost to the recipient for the operation and use of the equipment. Do not use rental rates as a means for reimbursement rate for owned equipment. If ownership rates are not available, Corp of Engineer recommended rates should be used. These rates can be found at http://www.publications.usace.army.mil/USACEPublications/EngineerPamphlets.aspx?udt_43545_param_page=11.
- Is there standby time included in the budget? If so, standby costs need to be identified and standby rates supported in the same manner. No operating costs are allowed for standby.

Material and Supplies:

- List and describe items are being purchased.
- List the quantity of each item needed.
- List the unit cost of the item(s).
- Provide backup support of each item unit cost (i.e. invoice from previous purchase, cost estimate, website search, phone quote details, model from which costs were derived from, etc.).

Travel/Mileage:

- Include destination, number of people traveling, length of stay.
- List costs including airfare (basis for rate used), per diem, lodging, and miscellaneous travel expenses.
- For local travel/mileage, include number of miles to be traveled and rate of compensation.

Subcontracts:

- List all activities and costs associated with subcontract needed to complete the work.
- Provide support documentation (such as contract bid or quote) for the subcontract costs, and discuss how you determined the subcontract costs to be fair and reasonable.

Environmental and Regulatory Compliance:

- List costs associated with environmental and/or regulatory compliance activities. Discuss what costs have been included, why they are needed, and how the costs were determined fair and reasonable.

See Section IV.4.g of this FOA for more information regarding environmental and regulatory compliance.

Indirect Costs:

See Section IV.4.i of this FOA for more information on what an indirect cost is, and what is needed in order to include indirect costs as part of a cost element in the budget.

Other:

Other direct costs are anything that is not already identified above, but is a cost necessary for the activity. It can include costs such as meeting room rental rates, advertising, and internet fees or telecommunication cost (not already included in indirect costs), permit fees, etc. For

these types of costs describe what is needed, list the quantity needed, and the unit cost. Provide backup support.

Contingency:

There are two types of contingency costs: (1) one that is reasonably certain to occur, and there is a verifiable basis for the calculated amount. For this type, provide support that gives the government an assurance that additional costs, equivalent to the contingency, will be incurred due to unforeseen circumstances and events. An example of how this might be done is by an analysis of other similar jobs in the past and the costs incurred, over and above the estimate, due to unforeseen costs. The supporting documentation must be comprehensive enough to provide the needed assurance additional costs will be incurred due to unforeseen circumstances; and (2) one for which the probability of occurrence is unknown, and there is no verifiable basis for the cost. Contingency costs for the second type listed is expressly unallowable.

g. Environmental and Regulatory Compliance – Recipients of financial assistance awards are required to comply with all applicable state, Federal, and local environmental, cultural, and paleontological resource protection laws and regulations. These may include, but are not limited to, the National Environmental Policy Act (NEPA), including the Council on Environmental Quality and Department of the Interior regulations implementing NEPA, the Clean Water Act, the National Historic Preservation Act, which requires consultation with the State Historic Preservation Office, the Endangered Species Act, and could require consultation with potentially affected Tribes.

Reclamation is the lead Federal agency for NEPA compliance. As the lead agency, Reclamation is responsible for determining the appropriate level of NEPA compliance, which could be a categorical exclusions checklist, environmental assessment, or environmental impact statement. However, an activity sponsor (or their contractor) can provide much of the necessary information and data analyses to aid this process.

Applicants should state in their applications whether any permits or approvals are required, and explain the applicant's plan for obtaining such permits or approvals. Environmental and regulatory compliance costs should be outlined in the detailed budget narrative.

As applicable, the Recipient must comply with all requirements to acquire real property interests and easements in the name of the United States as applicable to the activity, in compliance with Department of the Justice real property standards. Reclamation is responsible for determining a cost estimate for said activity. The applicant should include these costs as part of the budget narrative.

Your local Reclamation office can assist you with determining an estimated costs for meeting the required compliances listed above, as needed.

h. Funding (Cost-Share) Information – Applicants must be able to fund 50 percent or more of the proposed activity costs with non-Federal funds and provide documentation showing the sources of non-Federal funding (ie. Board approval). If funding is being provided by other than the applicant, the applicant shall submit letters of commitment from these additional sources. See Section VIII of this FOA for an example of how to display funding information within a budget narrative.

i. Indirect Cost Information – Indirect costs that will be incurred during the development or construction of an activity, which will not otherwise be recovered, may be included as part of the applicant's activity budget. Indirect costs are those: (1) incurred for a common or joint purpose benefiting more than one cost objective; and (2) not readily assignable to any one cost objective.

If the applicant proposes indirect costs in the budget, then the applicant must either: (1) supply a copy of a current Federally negotiated cost rate agreement (ICRA); or (2) provide supporting documentation for a "proposed" rate which may be included as a temporary rate within the award. The supporting documentation should be a recent recommendation by a qualified certified public accountant (CPA) which shows the computational basis for the indirect expense pool and corresponding allocation base for each rate, and after award the recipient must coordinate review and approval of a indirect cost rate with the Acquisition Services Directorate, Interior Business Center (ASD/IBC), Department of the Interior within 9 months of award in accordance with the applicable OMB Cost Principles. Information on "Preparing and Submitting Indirect Cost Proposals" is available online from the Department of the Interior, National Business Center, Indirect Cost Section, at http://www.doi.gov/ibc/services/indirect_cost_services/ICS_Services.cfm.

If an entity wants to include an indirect cost rate in the budget but has never received a negotiated ICRA and/or does not have a proposed rate for temporary use, please contact a Reclamation administrative contact listed in Section IV of this FOA.

5. Application Delivery Methods

Under no circumstance will applications be accepted by e-mail or facsimile. Applications must be submitted by one of the following methods only:

- **Electronic Submittal via Grants.gov**- Grants.gov is used to find and apply for grant funding opportunities. In order to electronically submit an application, the applicant must complete the Grants.gov registration process. The registration process can take **approximately two weeks** to be completed; therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. An application can be submitted online via Grants.gov after receipt of e-authentication credentials. Reclamation encourages applicants to submit their applications electronically through Grants.gov; however, electronic submittal of an application is not required. Applicant resource documents and a full set of instructions for registering with Grants.gov and submitting applications online are available at grants.gov under the "Applicants" tab. Applicants have sometimes experienced significant delays when attempting to submit applications through Grants.gov. If you plan to submit your application through Grants.gov, you are encouraged to submit your application several days prior to the application deadline.

If you are properly registered and encounter problems with the Grants.gov application submission process, you must contact the Grants.gov Help desk to obtain a "Case Number." This Case Number will provide evidence of your attempt to submit an application prior to the submission deadline.

- **Hard-Copy Submittal** – Applications may be submitted by paper hard-copy. All originals of the paper hard-copy applications should be hand delivered or mailed to:

Bureau of Reclamation
Pacific Northwest Regional Office
Attn: Ms. Melinda Ritacco, Mail Code: PN-3713
1150 N. Curtis Road, Suite 100
Boise, Idaho, 83706-1234

It is the discretion of the applicant in the method of application delivery chosen. The chosen method of delivery will not impact or determine award or non-award. **There is no requirement to submit by more than one means.** However, if an applicant wishes to submit a paper hard-copy as a back-up to the electronic submission, both will be accepted. If the submissions differ, the latter one received prior to the funding period closing date will prevail unless the applicant specifies otherwise. Regardless of the submittal method used, applicants are responsible for ensuring their applications are accepted and received by Reclamation by the established application due date.

6. Application Due Date

Applications will be accepted through **4:00 P.M. Mountain Standard Time, March 2, 2016**. Any application received after this date will not be considered in the evaluation and selection process unless the application is received before awards are made, and it is determined by Reclamation that the late receipt was due to mishandling by the Government or by the Grants.gov application system.

Please note that any application submitted to Reclamation under this FOA may be subjected to a Freedom of Information Act request (5 U.S.C. § 552, as amended by Public Law 110-175), and as a result may be made publically available (following consultation with the applicant with redactions as needed).

7. Retention/Disposition of Applications

Applications submitted in response to this FOA will not be returned to the applicant. Instead, they will be retained by Reclamation for official record purposes until they are no longer deemed necessary. At that point, they will be disposed of in a discretionary manner.

V. Evaluation and Selection Process

Reclamation reserves the right to reject any and all applications which do not meet the requirements or are determined to be outside the scope of this FOA. The evaluation and application selection process will be comprised of the following three levels:

1. First Level Screening (Administrative Review)

Applications received will be screened to ensure (1) eligibility requirements as stated in Section III have been met; (2) the application contains the properly executed required Standard Forms and narratives; and (3) the application addresses the applicable criteria/sub-criteria elements as discussed in Section IV.4.e of this FOA.

2. Second Level Evaluation (Technical Review)

Applications that meet the first level screening review will be sent for technical review by an Application Review Committee (ARC). The ARC is made up of experts in relevant disciplines with knowledge of the WCFSP objectives. Applications will be scored by the ARC using the established sub-criteria and point factors as listed in Section IV.4.e. During ARC review, Reclamation may contact applicants to request clarifications to the information provided, as necessary.

The reviewed applications will then be ranked from the highest score to the lowest score. **Applications must receive at least 50 percent of the total available ranking points to be considered for funding under this FOA. Those with less than 50 percent of the total available ranking points will be eliminated from further funding consideration.**

If an applicant submits more than one application for consideration under this FOA, each application will be evaluated and scored independently. Once evaluated and scored, Reclamation may – at their discretion – combine applications selected for funding into one award if the activity statement of objectives are the same or similar. But in no case will any entity receive more than one award or more than \$25,000 in grant funding.

3. Third Level Evaluation (Management Review)

At Reclamation discretion, management may conduct a final review to prioritize activities/projects based on availability of funds.

After the evaluation and reviews are complete Reclamation will notify potential award recipients and unsuccessful applicants of their status and begin the process of making awards.

VI. Agency Contacts

Technical questions regarding WCFSP eligibility and/or if the proposed activity meets the objectives of this FOA should be directed to:

State of Washington

By mail: Ms. Susan Crawford
Columbia-Cascades Area Office
1917 Marsh Road
Yakima, WA 98901-2058
By Phone: 509-575-5848 ext. 371
By E-mail: scrawford@usbr.gov

State of Oregon

By mail: Ms. Kathy Kihara
Bend Field Office
1375 SE Wilson Ave, Suite 100
Bend, OR 97702-2607
By Phone: 541-389-6541 ext. 229
By E-mail: kkihara@usbr.gov

State of Idaho

By mail: Mr. Brian Sauer
Snake River Area Office
230 Collins Road
Boise, ID 83702-4520
By Phone: 208-383-2282
By E-mail: bsauer@usbr.gov

Portions of Montana, Wyoming, Utah and Nevada that fall within the Pacific Northwest Regional boundary, and for general WCFSP questions:

By mail: Ms. Megan Montague
Pacific Northwest Regional Office
1150 N Curtis Road
Boise, ID 83706-1234
By Phone: 208-378-5396
By E-mail: mmontague@usbr.gov

Administrative questions related to submitting an application in response to this FOA should be directed to:

	Ms. Melinda Ritacco	or	Ms. Sharon Hamson
By mail:	Pacific Northwest Regional Office 1150 North Curtis Road, Suite 100 Boise, ID 83702		Columbia Cascades Area Office 1917 Marsh Road Yakima, WA 98901-2058
By Phone:	208-378-5103		509-575-5848 ext. 254
By E-mail:	mritacco@usbr.gov		shamson@usbr.gov

VII. General Provisions

Awards as of a result of this FOA will:

- Incorporate in full, or by reference, the Code of Federal Regulation (CFR) regulations found at 2 CFR 200, 2 CFR §182 and §1401, 2 CFR §175.15, 2 CFR 25, Appendix A, 2 CFR 170, Appendix A, 31 U.S.C. 7501-7507, 43 CFR 18, and the applicable parts from 43 CFR 12.
 - Incorporate language for the right to inspect and evaluate work performed, assurances and certifications, covenant against contingent fees, and applicable language from Executive Order 13513 (Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government While Driving), Pub. L. 112-239 (Whistleblower Rights), and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
 - Require registration with the Department of Treasury Automated Standard Application for Payments (ASAP) system. ASAP is a Recipient-initiated payment and information system designed to provide a single point of contact for the request and delivery of Federal funds. ASAP is the only allowable method for request and receipt of payment used by Reclamation.
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VIII. Example Budget Narrative

The format as outlined in the budget narrative on the next page is optional and is being offered as an example. You may use your own format to outline a budget narrative; however, if you do be sure you include all activity cost elements, computation information (unit, unit price and quantity), total cost, and cost-share funding sources. **Activity costs listed in the budget narrative which are not supported appropriately will be disallowed.**

See Section IV.4.f & h of this FOA for more information regarding the budget narrative and funding (cost-share) information.

Funding (Cost-Share) Information	Percentage	TOTAL
District Funds	41%	\$21,409
Landowner (Smith) Funds	10%	\$5,000
Reclamation Funds	49%	\$25,000

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BUDGET ITEM DESCRIPTION	COMPUTATION	Quantity	TOTAL COST
SALARIES AND WAGES --Position title x hourly wage/salary x est. hours for assisted activity.	Price/Unit		
Manager	50/hr.	10	500
Supervisor	35.50/hr.	50	1,775
Laborers (2 employees @ \$12.50/hr.)	25/hr.	100	2,500
Heavy Equipment Operator	25/hr.	100	2,500
FRINGE BENEFITS – Show as percentage to dollar amount			
Manager	32.61%	10	652
Supervisor	33.85%	50	1,693
Laborers (2 employees @ \$12.50/hr.)	27.78%	100	2,778
Heavy Equipment Operator	31.50%	100	3,150
MILEAGE/TRAVEL —dates; location of travel; method of travel x estimated cost; who will travel			
Travel to/from office to project location (100 trips x 20/miles RT)	0.56/mi.	500	280
EQUIPMENT —Leased Equipment use rate + hourly wage/salary x est. hours for assisted activity—Describe equipment to be purchased, unit price, # of units for all equipment to be purchased or leased for assisted activity: Do not list contractor supplied equipment here.			
595 Excavator (District-Owned)	75/hr.	40	3,000
780 Case Backhoe (Rental)	55/hr.	10	550
D-6 cat (District-Owned)	75/hr.	10	750
flatbed/pipe truck (rental)	0.40/mi.	350	140
Dump truck (District-Owned)	65/hr.	10	650
Loader (District-Owned)	50/hr.	10	500
Grader (Lease)	2,400/mo.	.5	1,200
SUPPLIES/MATERIALS --Describe all major types of supplies/materials, unit price, # of units, etc., to be used on this assisted activity.			
24 in x 80 lb pvc	24/ft.	100	2400
24 in x 125 psi	33.25/ft.	50	1,663
21in x 125 psi	26.45/ft.	50	1,323
10 in x 125 psi	5.45/ft.	25	137
24 in x 80 lb	24/ft.	25	600
12-inch Butterfly Valves	1,000/ea.	2	2,000
elbows, tees, misc.	Various/LS	1	500
Head Structure Box	8,500/LS	1	8,500
CONTRACTUAL —Explain any contracts or sub-Agreements that will be awarded			
Engineering Consultant (See Attached Quote)	\$2,500/L.S.	1	2,500
OTHER –List any other cost elements necessary for your project that do not fall into the cost elements listed above			
Required Permits	Various/LS	1	600
TOTAL DIRECT COSTS			42,841
INDIRECT COSTS			
See Indirect Cost Rate Agreement for 2016-2017	20.00%	42,841	8,568
TOTAL ESTIMATED PROJECT COST (Total Costs Rounded to Nearest \$)			51,409

