BUREAU OF RECLAMATION

Water Conservation Field Services Program

Financial Assistance for Fiscal Years 2020 and 2021

Funding Opportunity Announcement No. BOR-PN-20-F001
Columbia-Pacific Northwest Region



U.S. Department of the Interior December 2019

Mission Statements

The Department of the Interior (DOI) conserves and manages the Nation's natural resources and cultural heritage for the benefit and enjoyment of the American people, provides scientific and other information about natural resources and natural hazards to address societal challenges and create opportunities for the American people, and honors the Nation's trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities to help them prosper.

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.

Cover photo: Jackson Lake Dam, Wyoming in 2014.

Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Columbia-Pacific Northwest Region
Funding Opportunity Title:	Water Conservation Field Services Program: Financial Assistance for Fiscal Years 2020 and 2021
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity Number:	BOR-PN-20-F001
Catalog of Federal Domestic Assistance (CFDA) Number:	15.530
Dates:	This FOA covers two application submittal periods: Proposals received before February 17, 2020 at 5:00 p.m. Mountain Standard Time (MST) will be considered for FY 2020 funding, contingent on appropriations. Proposals received after February 17, 2020 at 5:00 p.m. MST and before December 31, 2020 at 5:00 pm MST will be considered for FY 2021 funding, contingent on appropriations. Any amendment to evaluation criteria, priorities, or eligibility would be finalized at least 60 days prior to the second application deadline.
Eligible Applicants:	Irrigation and water districts, tribes, and state governmental entities with water delivery authority and a defined relationship to one or more authorized Bureau of Reclamation project(s) located within the Columbia-Pacific Northwest Region
Recipient Cost Share:	50 percent or more of total project costs.
Federal Funding Amount:	Up to $25,000 per agreement for a project that can be completed within 2 years.
Estimated Number of Agreements to be Awarded:	Approximately 10 agreements

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Application Checklist

The following table contains a summary of the information that you are required to submit with your application, which is discussed in Section E.5.

√	What to submit	Required content	Form or format	When to submit
	Mandatory Federal Forms:	See Sec. E.5.1-E.5.3	SF-424, SF-424A, SF-424B, SF-424D and SF-LLL forms may be obtained at www.grants.gov/web/grants/forms/sf-424-family.html	*
	SF-424 Application for Federal Financial Assistance			
	SF-424A Budget Information			
	SF-424B/AF-424D Assurances			
	SF-LLL Disclosure of Lobbying Activities			
	Title page	See Sec. E.5.4		*
	Table of contents			*
	Technical proposal:			*
	Detailed Scope of Work	See Sec. E.5.6		*
	Project-Applicable Criteria	See Sec. E.5.7 and Sec. I		*
	Detailed Budget Narrative	See Sec. E.5.8		*
	Official Resolution	See Sec. E.5.9		*
	Unique Entity Identifier and System for Award Management	See Sec. E.2.		**

* Submit materials with your application.
** Should be completed prior to the application deadline; however, please refer to the applicable section of the FOA for extended completion date.

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Acronyms and Abbreviations

Acronym or Abbreviation	Description
ARC	Application Review Committee
ASAP	Automated Standard Application for Payment
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
DOI	Department of the Interior
DUNS	Data Universal Number System
ESA	Endangered Species Act
FOA	Funding Opportunity Announcement
FY	Fiscal year
NEPA	National Environmental Policy Act
OMB	Office of Management and Budget
P.L.	Public Law
Reclamation	Bureau of Reclamation
RRA	Reclamation Reform Act of 1982
SAM	System of Award Management
SOR	System Optimization Review
U.S.C.	United States Code
WaterSMART	Sustain and Manage America's Resources for Tomorrow
WCFSP	Water Conservation Field Services Program
WCP	Water Conservation Planning

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Section A. **Agency Contacts**

A.1 **Application Delivery Inquires**

Prior to the closing date, organizations or individuals interested in submitting applications in response to this announcement may direct application submittal questions to the Grants Management Specialist by phone or email. Contact information is provided below.

Name **Title**	Mr. Nathan Moeller Grants Management Specialist
Phone	208-378-5211
Email	nmoeller@usbr.gov
Mail	Columbia-Pacific Northwest Regional Office 1150 North Curtis Road Boise, ID 83706

Section B. **Funding Opportunity Description**

B.1 **Program Information**

The Department of the Interior's (DOI) WaterSMART (Sustain and Manage America's Resources for Tomorrow) Program provides a framework for Federal leadership and assistance to stretch and secure water supplies for future generations in support of DOI priorities. Through WaterSMART, the Bureau of Reclamation (Reclamation) leverages Federal and non-Federal funding to work cooperatively with states, tribes, and local entities as they plan for and implement actions to increase water supply reliability through investments in existing infrastructure and attention to addressing local water conflicts. WaterSMART provides support for the DOIs priorities, including creating a legacy of conservation stewardship, sustainably developing our energy and natural resources, modernizing our infrastructure through public-private partnerships, striking a regulatory balance, and restoring trust with local communities by improving relationships and communication with states, tribes, local governments, communities, landowners and water users. WaterSMART also supports Reclamation's priorities, including increasing water supplies, leveraging science and technology to improve water supply reliability, addressing ongoing drought, and improving water supplies for tribal and rural communities.

Reclamation established the Water Conservation Field Services Program (WCFSP) in 1996 to encourage recipients of water from Federal water projects to conserve water and to assist agricultural and urban water districts in preparing and implementing water conservation plans in accordance with the Reclamation Reform Act of 1982 (RRA). Through the WCFSP, Reclamation makes cost-shared financial assistance available for developing water conservation plans, designing water management improvements, identifying water management improvements through System Optimization Reviews (SOR), and improving the understanding of water conservation techniques through demonstration activities.

Through this FOA, Reclamation provides planning funding for projects that, when implemented, will increase water reliability and improve water management through the use of expanded technologies and improved modeling capabilities, consistent with the goals of the October 19, 2018 Presidential Memorandum on Promoting the Reliable Supply and Delivery of Water in the West.

For further information on the WaterSMART Program, please see www.usbr.gov/watersmart/.

B.2 **Objective of this Funding Opportunity Announcement**

The objective of this FOA is to invite eligible applicants located in the geographic area covered by Reclamation's Columbia-Pacific Northwest Region to leverage their money and resources by cost-sharing water conservation planning with Reclamation to make more efficient use of existing water supplies.

B.3 Statutory 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 [P.L.] 111-11 (42 United States Code [U.S.C.] 10364).

B.4 Other Related Funding Opportunities

The WaterSMART Small-Scale Water Efficiency Projects program provides cost-shared financial assistance for small-scale water management projects (up to $75,000 in Federal funding for each project) that have been identified through previous planning efforts.

The WaterSMART Water and Energy Efficiency Grants program provides cost-shared financial assistance for larger water conservation projects (up to $1.5 million in Federal funding for each project) resulting in quantifiable and sustained water savings.

Section C. **Award Information**

C.1 **Total Project Funding**

The amount of funding available for awards under this FOA will depend on final fiscal year (FY) 2020 appropriations and the demand for funding under this and other elements of the WCFSP. This FOA will be canceled if FY 2020 appropriations are insufficient to support new awards.

Applications submitted under this FOA may also be considered if additional funding becomes available in FY 2020 or thereafter.

C.2 **Project Funding Limitations**

The Federal share (Reclamation's share, in addition to any other sources of Federal funding) for any project shall not exceed 50 percent of the total costs.

A maximum of $25,000 in Federal funding may be allocated to proposals awarded funding under this FOA. An applicant may submit more than one application and may be selected for multiple grants. However, a maximum of $100,000.00 per entity per year in Federal funding may be allocated to proposals awarded funding under this FOA.

C.3 **Assistance Instrument**

Awards will be made through grants or cooperative agreements. If a cooperative agreement is awarded, the recipient should expect Reclamation to have substantial involvement in the project. Substantial involvement by Reclamation may include:

- Collaboration and participation with the recipient in the management of the project and close oversight of the recipient's activities to ensure that the program objectives are being achieved.
- Oversight may include review, input, and approval at key interim stages of the project.

Section D. **Eligibility Information**

D.1 **Eligible Applicants**

In accordance with Section 9502 of P.L. 111-11, eligible applicants include any state, Indian tribe, irrigation district, water district, or other organization with water or power delivery authority located in Reclamation's Columbia-Pacific Northwest Region (see Section H). The proposed activity must have a defined relationship to one or more Reclamation project(s) authorized by Congress and constructed by Reclamation. A defined relationship includes everything within the project service area (i.e., project features and facilities, watershed, water systems, or water supplies affected by a specific Reclamation project).

Those not eligible include, but are not limited to, the following entities:

- Federal governmental entities
- Institutions of higher education
- Individuals
- 501(c)(4) organizations
- 501(c)(6) organizations

D.2 **Cost Sharing Requirements**

Applicants must be capable of contributing 50 percent or more of the total project costs. Cost-sharing may be made through cash or in-kind contributions or donations from the applicant or third-party partners. Cost-share funding from sources outside the applicant's organization (e.g., loans or state grants) should be secured and available to the applicant prior to award.

D.2.1 **Cost-Share Regulations**

All cost-share contributions must meet the applicable administrative and cost principles criteria established in 2 CFR Part 200, available at www.ecfr.gov.

D.2.2 **Donations and In-kind Contributions**

Donations and in-kind contributions constitute the value of non-cash contributions that benefit a Federally assisted project. These 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 and specifically identifiable to the project or program. The cost or value of donations and in-kind contributions that have been or will be relied on to satisfy a cost-sharing for another Federal financial assistance agreement, a Federal procurement contract, or any other award of Federal funds may not be relied on to satisfy the cost-share requirement for an award under this FOA. The exception to this requirement is where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs, such as awards to tribal organizations under

P.L. 93-638, as amended. Applicants should refer to 2 CFR §200.434 for regulations regarding the valuation of donations and in-kind contributions, available at www.ecfr.gov.

D.3 Project Eligibility

D.3.1 Eligible Projects

D.3.1.1 *Water Management and Conservation Planning*

Water management and conservation plans provide entities an opportunity to document data on current water supply and demand, prepare a forecast for future water demands, identify water conservation goals, and determine conservation measures (e.g., cost/pricing of water, water accounting, landscape efficiency, information and education, water use regulation). Water conservation plans may be modeled after plans described in *Achieving Efficient Water Management: A Guidebook for Preparing Agricultural Water Conservation Plans, Second Edition*.

D.3.1.2 *System Optimization Review*

An SOR is used to assess the potential for water management improvements and to identify a plan of action that contains recommendations for implementing specific improvements that have the potential to enhance water management. The review can include an analysis of the entire water delivery system, district, watershed, or a portion thereof. SORs are intended to take a broad look at system-wide efficiency and are not focused on single project-specific planning.

The following are components of an SOR:

- Gather information;
- Identify, describe, and prioritize water management issues;
- Establish goals;
- Identify, evaluate, and prioritize potential improvement projects with the ability to mitigate the identified issues and accomplish goals.
    - The evaluation of improvement projects could consider: the water management benefits associated with the improvement, anticipated construction and operating costs (as applicable), as well as, environmental, regulatory, cultural, and economic impacts.
    - As part of the evaluation, efforts to better quantify the associated benefits of the proposed improvement projects are eligible subtasks (e.g., soil infiltration tests, required monitoring activities).

If an applicant's previous planning efforts have addressed some of the components above, the applicant can propose funding for the remaining components for a complete system analysis. The SOR Final Report will serve as the final product of the SOR analysis and will summarize the analysis performed.

D.3.1.3 *Designing Water Management Improvements*

Upon completion of prior planning efforts (e.g., water management and conservation plan, SOR) to identify solutions for water management issues, this activity provides funding to design identified water management improvement projects. This activity includes the necessary preliminary work in preparation of the design, such as surveying and gathering of pertinent site-specific information (e.g., hydraulic head available at site, soil testing, determination of groundwater level). Eligible subtasks under this activity also include peer-review for the design; development of a cost estimate, including scoping the costs for regulatory compliance activities (e.g., environmental, cultural); and identification of necessary regulatory requirements (i.e., permits). Land/title acquisition and environmental/cultural resources compliance work are not eligible under this activity.

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

- Design for conversion of an open conveyance system (e.g., canal) to a closed conveyance system (e.g., pipeline), resulting in conserved water (i.e., reduced evaporation).
- Design for lining of a canal with proven materials or technology, resulting in conserved water (i.e., reduced/eliminating seepage).
- Design of weirs, flumes, ramps, and other irrigation flow measurement devices in an open channel.
- Design of control structures for an irrigation system (e.g., check structures, drop structures, division structures).
- Design for installation of meters within a distribution system, resulting in better water management (i.e., leakage quantification).
- Design for system implementation of Supervisory Control and Data Acquisition and automation components intended to result in better water management (i.e., reduced spills, over-deliveries, and seepage).
- Design of irrigation system regulating reservoirs for better management of water supply (i.e., reduced spills, more flexibility in water delivery operations, excess water interception at end of system).

D.3.1.4 *Demonstrating Conservation Project Technologies*

Demonstration activities are those that include the installation or application of a specific technology in a new way, or in a new setting, with the intent of reporting the results to others for wider adoption. The activities should demonstrate innovative technologies in water conservation to increase technical understanding of unfamiliar water management and practices that have been previously used locally.

D.3.2 **Ineligible Projects**

Proposals for the development of planning studies are not eligible for funding under this FOA. This includes proposals for the development of appraisal investigations, feasibility studies, special studies, drought contingency plans, Basin Studies, or studies authorized under the Title XVI Water Recycling and Reuse Program, through P.L.102-575, as amended (43 U.S.C. 390h et seq.), or under

the Rural Water Program, pursuant to the Rural Water Supply Act of 2006, P.L.109-451 (www.usbr.gov/ruralwater/).

Proposals for on-the-ground construction activities are not eligible for funding under this FOA.

D.3.3 **Length of Projects**

In general, projects funded under this FOA should be completed within 2 years of award.

Section E. Application Submission Information and Instructions

E.1 Dun and Bradstreet Data Universal Numbering System (DUNS) Requirement

Applicants must provide a Dun and Bradstreet 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.

E.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/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf. 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.

E.3 Application Delivery Methods

Applications may be submitted only by two methods: electronic submittal via Grants.gov (http://www.grants.gov) or hard copy in the mail to the Grants Management Specialist listed in Section A.1. 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. Applicants are responsible for ensuring their applications are accepted and received by Reclamation by the established application due date.

E.3.1 Electronic Submittal

Grants.gov is an internet website that can be used to find and apply for grant funding opportunities. To electronically submit an application, you must complete the Grants.gov registration process. **The registration process can take approximately 2 weeks to be completed; therefore, registration should be done in sufficient time to ensure it does not affect your ability to meet required submission deadlines**. You will be able to submit your application online any time after you receive your e-authentication credentials. Reclamation encourages applicants to submit their applications electronically through Grants.gov; however, electronic submittal of applications is not required. If submitting through the Grants.gov website, submit only one original. For more

information regarding submitting applications via Grants.gov, please visit the Get Registered and Apply for Grants links at www.grants.gov.

Applicants have sometimes experienced significant delays when attempting to submit through Grants.gov. If you plan to use Grants.gov, you are encouraged to submit your application several days prior to the application deadline. If you are a properly registered Grants.gov applicant, and you encounter problems with the Grants.gov 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.

E.3.2 Hard-copy Submittal

Applications may be submitted by hard copy. All originals of the hard-copy applications should be hand-delivered or mailed to the Grants Management Specialist listed in Section A.1 and received by the deadline described in Section E.4. Applicants using traditional mail shall submit one original of all application documents.

E.4 Application Submission Date and Time

This FOA includes two submittal periods. The deadlines for submitting applications are

- February 14, 2020 at 5:00 p.m. MST for FY2020 funding
- December 31, 2020, 5:00 p.m. MST for FY2021 funding.

E.5 Required Application Content

Each applicant shall submit an application in accordance with the instructions contained in this section. Do not include a cover letter or company literature/brochure. All pertinent information must be included in your Technical and Activity Budget Proposal in accordance with the formats described in this section. Use the submittal checklist to make sure you submit everything requested in this announcement.

The application shall be limited to 20 8 ½-inch by 11-inch pages, excluding any required forms stated in these instructions, and single-spaced on one side of the page. The font used shall be easily readable and shall be between 10 and 12 points. Applications will be prescreened for adherence to the 20-page limit. The cover sheet (Standard Form 424) and Assurances (Standard Form 424B or D, as applicable) will not be counted in the 20-page limit. All pages shall be consecutively numbered, including pages with tables and exhibits.

The application must include **all** of the following elements in order to be complete and considered for funding. These forms can be obtained at www.grants.gov/web/grants/forms/sf-424-family.html.

E.5.1 SF-424 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.

E.5.2 SF-424 (A or C) Budget Information

An SF-424A – Budget Information – Non-Construction Programs or an SF-424C – Budget Information – Construction Programs shall be included. Demonstration projects are the only eligible activities under this FOA that may require an SF-424C form. Failure to submit a properly signed SF-424A or SF-424C may result in the elimination of the application from further consideration.

E.5.3 SF-424 (B or D) Assurances

An SF-424B – Assurances – Non-Construction Programs or an SF-424D – Assurances – Construction Programs, signed by a person legally authorized to commit the applicant to performance of the project, shall be included. Demonstration projects are the only eligible activities under this FOA that may require an SF-424D form. Failure to submit a properly signed SF-424B or SF-424D may result in the elimination of the application from further consideration.

The SF-424, SF-424A, SF-424B, SF-424C and SF-424D forms may be obtained at http://www.grants.gov/web/grants/forms.html.

E.5.4 SF-LLL Disclosure of Lobbying Activities

An SF-LLL – Disclosure of Lobbying Activities, signed by a person legally authorized to commit the applicant to performance of the project, shall be included. Failure to submit a properly signed SF-LLL may result in the elimination of the application from further consideration.

E.5.5 Title Page

Provide a brief, informative, and descriptive title for the proposed work that indicates the nature of the project. Include the name and address of the applicant and the name, mailing address, email address, telephone number, and fax number of the project manager.

Clearly identify the funding category for the project: Water Management and Conservation Plan Development, SOR Projects, Water Management Improvement Design, or Demonstration Projects.

E.5.6 Detailed Scope of Work

The Detailed Scope of Work is an important part of the application and should provide a clear description of the scope of the activity and how it is to be accomplished. The detailed activity narrative should:

- Discuss the background and location of your organization and relationship to the applicable Reclamation project. Identify the activity and why financial assistance is needed. Describe the desired outcome of the proposed activity.

- Describe **in detail** the work to be conducted. List 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.
- Identify a milestone schedule that shows the anticipated start and end dates of all major tasks (see Table 1).
- Identify benefit outcome of the proposed activity. Describe how the project will achieve the benefit(s) and provide numerical estimates, where applicable.
- Explain how performance of the proposed activity will be measured or evaluated upon completion of the activity.

Table 1. Example of milestone schedule

Task	Jun 2020	Aug 2020	Oct 2020	Dec 2020	Feb 2021	Apr 2021	Jun 2021	Aug 2021	Oct 2021
Identify members of Water Conservation Planning (WCP) team	x								
Research into any existing applicable local or regional plans		x							
Identify priority issues		x	x						
Define goals of WCP				x	x				
WCP Outline					x				
Identify candidate measures					x	x	x		
Draft WCP						x	x		
Finalize WCP								x	x
WCP team meetings	x	x	x	x	x	x	x	x	x

E.5.7 Project-Applicable Criteria

Submit the answers to the set of criteria that is pertinent in this section to the funding category of your application. This section is critical to evaluate your proposal. Please answer the questions as directly as possible. Selection criteria are detailed in Section I: Evaluation Criteria.

E.5.8 Detailed Budget Narrative

The detailed budget narrative must include comprehensive information for all costs associated with the proposed activity. Supporting documentation that 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 that are not supported appropriately prior to award will be disallowed.** Table 2 is a sample budget proposal to accompany the narrative.

Table 2. Sample budget proposal

Budget Item Description	Computation Price/Unit	Quantity	Total Cost ($)
Salaries and Wages --Position title x hourly wage/salary x estimated hours for assisted activity.			
Manager	30/hr.	65	1,950
Operations Manager	25/hr.	65	1,625
Water Rights Manager	25/hr.	65	1,625
Water Master	22/hr.	65	1,430
Hydro Operations Manager	20/hr.	50	1,000
GIS Technician	18/hr.	50	900
Grants Technician	18/hr.	50	900
Fringe Benefits – Show as percentage to dollar amount			
Manager	35%	65	2,275
Operations Manager	33%	65	2,145
Water Rights Manager	33%	65	2,145
Water Master	31%	65	2,015
Hydro Operations Manager	29%	50	1,450
GIS Technician	28%	50	1,400
Grants Technician	28%	50	1,400
Contractual—Explain any contracts or sub-Agreements that will be awarded			
Engineering Consultant (See Attached Quote)	142/hr.	150	21,300
Total Direct Costs			43,560
Indirect Costs			
None			
Total Estimated Project Cost (Total Costs Rounded to Nearest $)			**43,560**

Listed below are examples of the types of information to include in the narrative. Not all types of information will apply. For example, much of the equipment section would only be applicable to Demonstration Projects.

Salary/Wages

- 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. The rate should **not** include fringe or other indirect rates (see Fringe Benefits 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 (do not include employees' personal information). For planning purposes, if you expect to hire personnel to complete work but do not have an 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 a qualified individual from your organization.

Equipment

- 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 rate, daily rate, annual rate, 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 the reimbursement rate for owned equipment. If ownership rates are not available, U.S. Army Corps 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 the items being purchased.
- List the quantity of each item needed.
- List the unit cost of the item(s).
- Provide back-up support of each item unit cost (e.g., invoice from previous purchase, cost estimate, website search, phone quote details, model from which costs were derived, etc.).

Travel/Mileage

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

Subcontracts

- List all activities and costs associated with subcontracts needed to complete the work.
- Provide supporting 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 to be fair and reasonable.
- See Section E.6 of this FOA for more information regarding environmental and regulatory compliance.

Indirect Costs

See Section E.5.10 of this FOA for more information on what an indirect cost is and what is needed to include indirect costs as part of a cost element in the budget.

Other

Other direct costs include anything that is not already identified above, but is a cost necessary for the activity, 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 back-up support.

E.5.8.1 *Funding Plan*

The funding plan should include the following information:

- Outline of the funding plan for your project (list all partners and contributors)

- Point of contact for all sources of funds, name, address and phone number
- Percentage contributed per partner
- Type of contribution (i.e., in-kind services, labor (include labor rates) or supplies (how much and how many), or cash)

E.5.9 Official Resolution

Please provide an official resolution or statement from the board of directors or governing body approving or accepting your application. If you expect to obtain the resolution by a certain date, please include that information as a substitute until the resolution is signed; otherwise, the statement will be due prior to award.

E.5.10 Indirect Costs

Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable Office of Management and Budget (OMB) circular cost principles (see Section D.2 Cost-Sharing Requirement) for the recipient's organization. It is not acceptable to simply incorporate indirect rates within other direct-cost line items.

If you have separate rates for recovery of labor overhead and general and administrative costs, each rate shall be shown. You should propose rates for evaluation purposes, which will be used as fixed or ceiling rates in any resulting award. Include a copy of any Federally approved indirect cost rate agreement.

If you do not have a Federally approved indirect cost rate agreement, or if you use unapproved rates, explain why and include the computational basis for the indirect expense pool and corresponding allocation base for each rate. Information on preparing and submitting indirect cost proposals is available from the DOI's Interior Business Center at https://www.doi.gov/ibc/services/finance/indirect-cost-services.

E.5.11 Terms and Conditions

If you are awarded a cooperative agreement or grant as a result of this FOA, terms and conditions will be included in your agreement. Please review these terms and conditions as they govern your agreement.

Awards as of a result of this FOA will:

- Incorporate, in full or by reference, the CFRs found at 2 CFR 200 and 43 CFR 18.
- 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), P.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.

E.6 **Environmental Compliance**

Demonstration Projects are the only activities under this FOA that will require environmental compliance. This section is a good reference for planning and applies to Water Management Improvement Design projects that are developing a cost estimate for regulatory compliance activities.

Reclamation is required to address environmental compliance for all financial assistance provided by the WCFSP. Applicants shall adhere to Federal, state, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Environmental compliance for most WCFSP-supported activities can be accomplished with a Categorical Exclusion Checklist. If evaluators believe the proposed activity would require more extensive compliance measures, points would be deducted from the score because of the added cost to Reclamation. Ultimately, Reclamation has the prerogative to disqualify any application if it believes the environmental compliance costs would be too high.

All projects being considered for award funding will require compliance with the National Environmental Policy Act (NEPA) before any ground-disturbing activity may begin. Compliance with all applicable state, Federal and local environmental, cultural, and paleontological resources protection laws and regulations is also required. These may include, but are not limited to, the Clean Water Act, the Endangered Species Act (ESA), National Historic Preservation Act, consultation with potential affected tribes, and consultation with the State Historic Preservation Office.

Reclamation will be the lead Federal agency for NEPA compliance and will be responsible for evaluating technical information and ensuring that natural resources, cultural, and socioeconomic concerns are appropriately addressed. As the lead agency, Reclamation is solely responsible for determining the appropriate level of NEPA compliance. Further, Reclamation is responsible for ensuring findings under NEPA, and consultations as appropriate, will support Reclamation's decision on whether to fund a project. Environmental compliance costs are part of an applicant's cost share.

Under no circumstance may an applicant begin any ground-disturbing activities (including grading, clearing, and other preliminary activities) on a project before environmental compliance is complete and Reclamation explicitly authorizes work to proceed. This pertains to all components of the proposed project, including those that are part of the applicant's non-Federal cost share. Reclamation will provide a successful applicant with information once environmental compliance is complete. An applicant that proceeds before environmental compliance is complete may risk forfeiting Reclamation funding under this FOA.

Section F. Application Review Information

F.1 Review, Evaluation, and Selection Process

Available funding for financial assistance is generally limited and will not cover all anticipated applications. Reclamation uses a formal process to identify the applications to be funded. The process consists of a technical panel that evaluates and ranks each application on its ability to meet Reclamation's program goals and objectives.

All applications will be evaluated and selected on a points basis. During the evaluation process, all applications will be given a score based upon their overall merit. The applications with the highest scores will be selected first for funding. The exact number to be funded will depend upon available funds. Reclamation shall consider each activity for funding based on its objectives, plan of work, responses to questions asked in this FOA, coordination with other agencies and organizations, and environmental impacts.

At least 50 percent non-Federal cost-sharing for this activity is required. The amount of cost sharing and number of non-Federal partners will be considered in the evaluation process. The cost-share may include cash, materials, supplies, use of facilities, direct labor costs, and contract costs with third parties paid by the recipient.

The evaluation process consists of three levels: screening, technical review, and managerial review.

F.1.1 First Level: Screening

All applications will be screened by the receiving Reclamation Grants Office to ensure that:

- The application is received prior to the deadline posted for the announcement,
- The application meets the requirements of the announcement package, including separate submission of technical and budget proposals and funding plans that are prepared in accordance with the instructions stated in Section E.5 of this document,
- The applicant meets the eligibility requirements stated in Section D of this document,
- All required information and forms have been provided, and
- The activity meets necessary requirements for receiving financial assistance.

All applications will undergo the initial screening process. Incomplete applications or those applications that are clearly not in support of the local WCFSP's goals and objectives will be eliminated from further consideration, as will applications not having a connection to a Columbia-Pacific Northwest Region Reclamation project. Applications will also be screened to determine if the proposed activity is eligible for funding using the available funding authorities.

An application must pass all first-level screening criteria in order to be forwarded for further consideration at the second-level evaluation phase.

F.1.2 Second Level: Technical Review

Applications that pass the first-level screening review will be sent for technical review by an Application Review Committee (ARC). Applications will be scored by the ARC using the established sub-criteria and point factors as listed in Section I. During ARC review, Reclamation may contact applicants to request clarifications to the information provided, as necessary.

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 its discretion, combine applications selected for funding into one award if the activity statement of objectives is the same or similar.

F.1.3 Third Level: Managerial Review

Program Management will conduct a final review to prioritize activities based on availability of funds and to ensure WCFSP objectives are being met by the proposed activities.

F.2 Other Factors

Prior to award of a Grant agreement, the Grants Officer will consider several factors in the selection process, which are important, but not quantified:

- Pre-award clearances, determinations, reviews, and approvals,
- Allowability, reasonableness and allocability of proposed costs,
- Financial strength and stability of the organization,
- Past performance,
- Number of activities included in each proposal,
- Adequacy of personnel practices,
- Procurement procedures, and accounting policies and procedures, as established by applicable OMB circulars,
- Current with other agreement reporting requirements, and
- Whether the proposed activity meets necessary requirements for receiving financial assistance.

F.3 Review and Selection Process

The government reserves the right to reject all applications that do not meet the requirements of this announcement and that are determined to be outside the scope of the WCFSP.

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.

Section G. Award Administration Information

G.1 Award Notices

Successful applicants from this FOA will receive notification that the proposal has been recommended for funding. This notification is not an authorization to begin performance of the work. An official Notice of Award is the authorizing financial assistance agreement signed by the Recipient and then executed by the Reclamation Grants Officer. Unsuccessful applicants will be notified that their proposal was not selected for award.

G.2 Award Document

If the applicant is awarded a financial assistance agreement as a result of this FOA, the proposed project and other relevant information (e.g., budget) from the application will be referenced in the agreement. The agreement document must be signed by a Reclamation Grants Officer before it becomes effective.

G.3 Reporting Requirements and Distribution

If the applicant is awarded an agreement as a result of this FOA, the applicant will be required to submit financial and progress reports during the term of the agreement. The specific terms and conditions pertaining to the reporting requirements, including frequency, will be included in the financial assistance agreement.

G.3.1 Financial Reports

A completed SF-425 Federal Financial Report must be submitted.

G.3.2 Performance Reports

Progress reports include, but are not limited to, the following information:

- A comparison of actual accomplishments to the milestones established by the financial assistance agreement for the period;
- The reasons why established milestones were not met, if applicable;
- The status of milestones from the previous reporting period that were not met, if applicable;
- Whether the project is on schedule and within the original cost estimate; and
- Any additional pertinent information or issues related to the status of the project.

G.4 Conflicts of Interest

G.4.1 Applicability

This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

G.4.2 Requirements

Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.

In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or subrecipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or subrecipient or in development of the requirement leading to the funding announcement.

No actual or prospective recipient or subrecipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or subrecipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or subrecipient.

G.4.3 Notification

Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the Department's awarding agency or pass-through entity in accordance with 2 CFR 200.112, Conflicts of Interest. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

G.4.4 Restrictions on Lobbying

Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 4 3 CFR Part 18 and 31 U.S.C. 13 52.

G.4.5 Review Procedures

The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement and will determine

whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

G.4.6 Enforcement

Failure to resolve conflicts of interest in a manner that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

G.5 Data Availability

G.5.1 Applicability

The Department is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.

G.5.2 Use of Data

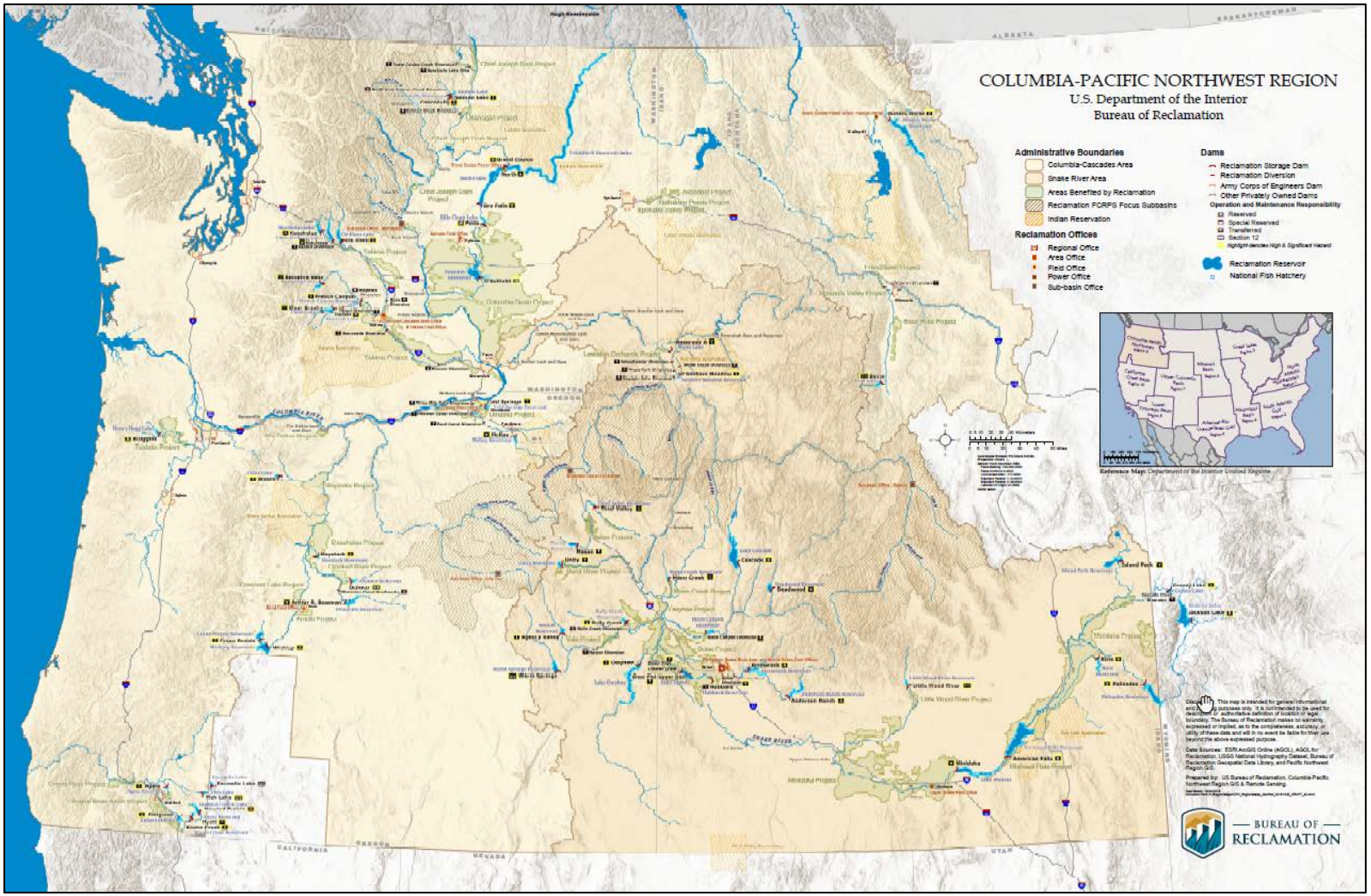
The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

G.5.3 Availability of Data

The recipient shall make the data produced under this award and any subaward(s) available to the Government for public release, consistent with applicable law, to allow meaningful third-party evaluation and reproduction of the following:

- the scientific data relied upon;
- the analysis relied upon; and
- the methodology, including models, used to gather and analyze data.

Section H. **Administrative Boundaries of the Columbia-Pacific Northwest Region**



Section I. **Evaluation Criteria**

Submit the answers to the set of criteria (Section I.1 through 1.4) that is pertinent in this section to the funding category of your application. DOI and Reclamation priorities are listed in Section I.5.

I.1 Evaluation Criteria for Water Management and Conservation Planning

The evaluation criteria should be addressed in the technical proposal section of the application. Applications should thoroughly address each criterion and any sub-criterion in the order presented below. **Applications will be evaluated against the evaluation criteria listed below.**

Evaluation Criterion	Points
A — Association with Reclamation Project Water Supplies Based on the extent that the proposal demonstrates a nexus between the proposed project and a Reclamation project.	35
B — Extent to which the completed activity will improve the applicant's ability to modernize their existing water delivery infrastructure Based on the extent to which the proposal demonstrates that the applicant will be better situated to modernize their existing water delivery infrastructure upon completion of the water management and conservation planning activity.	25
C — Reasonableness of Cost Based on the extent to which the proposal provides detail and justification of the costs and the reasonableness of those costs.	10
D — Extent to which Federal funding would promote completion of an activity that might otherwise be delayed or postponed Based on the extent to which the proposal demonstrates that the requested Federal funding would promote completion of the project that otherwise would be delayed or postponed.	10
E — Amount and sources of non-Federal funding Based on the extent to which the proposal describes the amount of non-Federal cost-share along with detail regarding those sources (e.g., in-kind, cash, loans).	10
F — DOI and Reclamation Priorities (see Section I.5)	10

I.2 Evaluation Criteria for System Optimization Reviews

The evaluation criteria should be addressed in the technical proposal section of the application. Applications should thoroughly address each criterion and any sub-criterion in the order presented below. **Applications will be evaluated against the evaluation criteria listed below.**

Evaluation Criterion	Points
A — Association with Reclamation Project Water Supplies Based on the extent to which the proposal demonstrates a nexus between the proposed project and a Reclamation project.	25
B — Extent to which applicant's Water Management Plan is complete and updated Based on the extent to which the applicant has provided justification that a required (e.g., RRA, state law) water management plan is complete and updated. If an applicant is not required to have a plan in place, then an applicant will describe the absence of a statutory or regulatory requirement.	20
C — Extent to which the proposed analysis is expected to result in an action plan that will improve water conservation and water use efficiency, and lead to modernized water delivery infrastructure Based on the extent to which the proposal demonstrates a developed and well-defined methodology positioning the applicant to be better situated to modernize their existing water delivery infrastructure upon completion of the SOR.	15
D — Reasonableness of Cost Based on the extent to which the proposal provides detail and justification of the costs and the reasonableness of those cost.	10
E — Extent to which the SOR is likely to address water resources challenges Based on the extent to which the proposal demonstrates that the project would also address current water resources challenges (e.g., specific local concerns, over-allocated supplies, adjudicated basin, addressing ESA requirements).	10
F — Extent to which Federal funding would promote completion of an activity that might otherwise be delayed or postponed Based on the to which the proposal demonstrates that the requested Federal funding would promote completion of the project that otherwise would be delayed or postponed.	5
G — Amount and sources of non-Federal funding Based on the to which the proposal describes the amount of non-Federal cost-share along with detail regarding those sources (e.g., in-kind, cash, loans).	5
H— DOI and Reclamation Priorities (see Section I.5)	10

I.3 Evaluation Criteria for Designing Water Management Improvements

The evaluation criteria should be addressed in the technical proposal section of the application. Applications should thoroughly address each criterion and any sub-criterion in the order presented below. **Applications will be evaluated against the evaluation criteria listed below.**

Evaluation Criterion	Points
A — Association with Reclamation Project Water Supplies Based on the extent to which the proposal demonstrates a nexus between the proposed project and a Reclamation project.	25
B — Extent to which applicant's Water Management Plan is complete and updated Based on the to which the applicant has provided justification that a required (e.g., RRA, state law) water management plan is complete and updated. If an applicant is not required to have a plan in place, then the applicant will describe the absence of a statutory or regulatory requirement.	15
C — Extent to which the proposed activity will result in the applicant to be better suited to implement a project expected to improve water management and modernize existing water delivery infrastructure Based on the extent to which the proposal demonstrates that the proposed water management project will position the applicant to be better situated to modernize their existing water delivery infrastructure and improve water management upon completion of the design and implementation of the project.	15
D — Extent to which the proposed design is related to a water management improvement project identified in a previous planning effort led by the applicant Based on the extent to which the proposal describes the development of a design related to a project identified in a previous planning effort (e.g., Water Management and Conservation Plan, SOR).	10
E — Reasonableness of Cost Based on the extent to which the proposal provides detail and justification of the costs and the reasonableness of those costs.	10
F — Amount and sources of non-Federal funding Based on the extent to which the proposal describes the amount of non-Federal cost-share along with detail regarding those sources (e.g., in-kind, cash, loans).	10
G — Extent to which Federal funding would promote completion of an activity that might otherwise be delayed or postponed	5

Evaluation Criterion	Points
Based on the extent to which the proposal demonstrates that the requested Federal funding would promote completion of the project that otherwise would be delayed or postponed.	
H— DOI and Reclamation Priorities (see Section I.5)	10

I.4 Evaluation Criteria for Demonstrating Conservation Project Technologies

The evaluation criteria should be addressed in the technical proposal section of the application. Applications should thoroughly address each criterion and any sub-criterion in the order presented below. **Applications will be evaluated against the evaluation criteria listed below.**

Evaluation Criterion	Points
A — Association with Reclamation Project Water Supplies Based on the extent to which the proposal demonstrates a nexus between the proposed project and a Reclamation project.	20
B — Extent to which applicant's Water Management Plan is complete and updated Based on the extent to which the applicant has provided justification that a required (e.g., RRA, state law) water management plan is complete and updated. If an applicant is not required to have a plan in place, then an applicant will describe the absence of a statutory or regulatory requirement.	15
C — Reasonableness of Cost Based on the extent to which the proposal provides detail and justification of the costs and the reasonableness of those costs.	10
D — Extent to which the proposed activity will demonstrate innovative conservation technologies for improving water use efficiency Based on the extent to which the applicant has described the innovative conservation technology including: applied research to benefit the development of new technologies; demonstrating a specific conservation technology; or innovative application of an existing technology with the intent of evaluating results.	10
E — Extent to which Federal funding would promote completion of an activity that might otherwise be delayed or postponed Based on the extent to which the proposal demonstrates that the requested Federal funding would promote completion of the project that otherwise would be delayed or postponed.	10

Evaluation Criterion	Points
F — Extent to which the proposal demonstrates a sound implementation strategy Based on the extent to which the proposal describes an implementation plan identifying key resources (e.g., technical expertise, equipment) and the necessary steps for successful demonstration of the conservation technology.	10
G — Amount and sources of non-Federal funding Based on the extent to which the proposal describes the amount of non-Federal cost-share along with detail regarding those sources (e.g., in-kind, cash, loans).	5
H — Likelihood that any environmental and cultural resources issues associated with the proposal can be addressed at low cost and in a timely manner Based on the extent to which the proposal describes an implementation plan that addresses mitigating environmental and cultural resources issues in a low cost and timely manner.	5
I — Applicant's strategy for monitoring performance and reporting and disseminating results On the extent to which the applicant has described a strategy to evaluate and assess the results from the demonstration project, and make that information available to the larger, interested community. The applicant should describe interested stakeholders of the conservation technology, immediate beneficiaries, and the strategy of engaging and informing these interested parties on the methodology/process and ultimate results.	5
J — DOI and Reclamation Priorities (see Section I.5)	10

I.5 Department of the Interior and Bureau of Reclamation Priorities

Points will be awarded based on the extent that the proposal demonstrates that the project supports DOI and Reclamation priorities. Please address those priorities that are applicable to your project. It is not necessary to address priorities that are not applicable to your project. A project will not necessarily receive more points simply because multiple priorities are addressed. Points will be allocated based on the degree to which the project supports one or more of the priorities listed, and whether the connection to the priority(ies) is well supported in the proposal.

DOI Priorities

1. Creating a conservation stewardship legacy second only to Teddy Roosevelt
    a. Utilize science to identify best practices to manage land and water resources and adapt to changes in the environment;
    b. Examine land use planning processes and land use designations that govern public use and access;

c. Revise and streamline the environmental and regulatory review process while maintaining environmental standards.
d. Review DOI water storage, transportation, and distribution systems to identify opportunities to resolve conflicts and expand capacity;
e. Foster relationships with conservation organizations advocating for balanced stewardship and use of public lands;
f. Identify and implement initiatives to expand access to DOI lands for hunting and fishing;
g. Shift the balance towards providing greater public access to public lands over restrictions to access.

2. Utilizing our natural resources
    a. Ensure American Energy is available to meet our security and economic needs;
    b. Ensure access to mineral resources, especially the critical and rare earth minerals needed for scientific, technological, or military applications;
    c. Refocus timber programs to embrace the entire 'healthy forests' lifecycle;
    d. Manage competition for grazing resources.
3. Restoring trust with local communities
    a. Be a better neighbor with those closest to our resources by improving dialogue and relationships with persons and entities bordering our lands;
    b. Expand the lines of communication with Governors, state natural resource offices, Fish and Wildlife offices, water authorities, county commissioners, Tribes, and local communities.
4. Striking a regulatory balance
    a. Reduce the administrative and regulatory burden imposed on U.S. industry and the public;
    b. Ensure that Endangered Species Act decisions are based on strong science and thorough analysis.
5. Modernizing our infrastructure
    a. Support the White House Public/Private Partnership Initiative to modernize U.S. infrastructure;
    b. Remove impediments to infrastructure development and facilitate private sector efforts to construct infrastructure projects serving American needs;
    c. Prioritize DOI infrastructure needs to highlight:
        i. Construction of infrastructure;
        ii. Cyclical maintenance;
        iii. Deferred maintenance.

<u>Reclamation Priorities</u>

1. Increase Water Supplies, Storage, and Reliability under WIIN and other Authorities

2. Streamline Regulatory Processes and Remove Unnecessary Burdens to Provide More Water and Power Supply Reliability

3. Leverage Science and Technology to Improve Water Supply Reliability to Communities

4. Address Ongoing Drought

5. Improve the Value of Hydropower to Reclamation Power Customers

6. Improve Water Supplies for Tribal and Rural Communities

7. Implementation of new Title Transfer authority pursuant to P.L. 116-9.