

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. BOR-UC-19-F001

Water Conservation Field Services Program Upper Colorado Region

Financial Assistance for Fiscal Year 2019



**U.S. Department of the Interior
Bureau of Reclamation
Upper Colorado Region**

FY 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.

Reclamation has financial assistance available in the form of grants and cooperative agreements for water conservation activities. Applications are now being accepted from those entities wishing to receive financial assistance from the Water Conservation Field Services Program for fiscal year 2019.

Information regarding Water Conservation Field Services may be viewed at:

<http://www.usbr.gov/uc/progact/waterconsv/index.html>

The text of applicable authorities can be found at

<https://www.gpo.gov/fdsys/pkg/PLAW-111publ11/pdf/PLAW-111publ11.pdf>

Information on Grant Application Writing

<https://www.grants.gov/web/grants/applicants.html>

Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Upper Colorado Region
Funding Opportunity Title:	Water Conservation Field Services Program (WCFSP)
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity:	BOR-UC-19-F001
Catalog of Federal Domestic Assistance (CFDA) Number:	15.530 Water Conservation Field Services Program
Dates: (See FOA Sec. IV.B)	Application due date: April 29, 2019, 3:00 p.m. Mountain Daylight Time (MDT)
Eligible Applicants: (See FOA Sec. I.B & III.A)	Eligible applicants include any State, Indian tribe, irrigation district, water district, or other organization with water or power delivery authority located in the Upper Colorado Region. Regardless of the applicant, all projects must meet the criteria listed on page 8, under the heading "B. Eligible Projects."
Recipient Cost Share: (See FOA Sec. III.B)	50 percent or more of total activity costs must be met with non-federal funds
Federal Funding Amount: (See FOA Sec. II)	Up to \$75,000 per Design of water management improvements, up to \$50,000 for Demonstrating Conservation Project Technologies and no more than \$25,000 for Water Conservation and Management Plans and System Optimization Reviews.
Estimated Number of Agreements to be Awarded: (See FOA Sec. II)	From 6 up to 20 and subject to availability of funds
Total Amount of Funding Available for Award: (See FOA Sec. II)	Approximately \$300,000. Any awards are subject to a determination by Reclamation that FY 2019 appropriations are available and that awards can be made consistent with all program requirements. If additional funds become available additional awards may be made.

Application Checklist

The following table contains a summary of the information that you are required to submit with your application for financial assistance by 3 pm MDT, April 29, 2019. All standard forms are contained in the full announcement on grants.gov.

√	What to submit	Page
	Standard Form (SF)- 424 application cover page (Available in application packet on grants.gov)	16 C.1
	Assurances (Available in application packet on grants.gov) • Form SF424B OR • Form SF424D, as applicable	16 C.2
	Title page • Names, addresses, phone numbers, email address • Funding Category	16 C.3
	Technical Application • Scope of work • Narrative / Executive Summary • Program and Anticipated Water Management Benefits • Activity Schedule showing planned timeline of project	17 C.4 Element A
	Supplemental Questions Answer Sheet pertinent to your type of project (Design, Planning, etc.)	17 C.4 Element B
	Project budget proposal: • General requirements • Budget Proposal • Budget narrative • Budget forms SF-424A or SF-424C as applicable	17- 23 C.4 Element C
	Funding Plan/Cost Share Information	23 C.4 Element D
	Official Resolution or Statement of Intent. Can be provided once the Board has met.	24 C.4

Acronyms and Abbreviations

AOR	Authorized Organization Representatives
ARC	Application Review Committee
CCR	Central Contractor Registration
CE	Categorical Exclusion
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CPA	Certified Public Accountant
DUNS	Data Universal Number System
E-Biz POC	E-Business Point of Contact
EIN	Employer Identification Number
ESA	Endangered Species Act
FAQ	Frequently Asked Question
FEMA	Federal Emergency Management Agency
FOA	Funding Opportunity Announcement
FY	Fiscal Year
GO	Grants Officer
GOTR IRS	Grants Officer Technical Representative
MDT	Internal Revenue Service
NEPA	Mountain Daylight Time
O&M	National Environmental Policy Act
OM&R	Operation and Maintenance
OMB	Operations, Maintenance, and Replacement
	Office of Management and Budget
P.L.	Public Law
SAM	System for Award Management
SCADA	Supervisory Control and Data Acquisition
SF	Standard Form
SOR	System Optimization Review
TIN	Taxpayer Identification Number
USC	United States Code
WaterSMART	Sustain and Manage America's Resources for Tomorrow
WCFSP	Water Conservation Field Services Program
WCMP	Water Conservation and Management Plan

Agency Contacts - for Inquiries Concerning Application Delivery Instructions

There will be no pre-application conference. Organizations or individuals interested in submitting applications in response to this announcement may direct application submittal questions by calling or emailing one of the Grants Management Specialists prior to April 29, 2019.

DIRECT QUESTIONS TO	REQUEST PAPER COPIES OF DOCUMENTS FROM	APPLICATION DELIVERY ADDRESSES	
		BY POSTAL SERVICE	BY EXPRESS SERVICE
Bureau of Reclamation Attn: Glen Josephson Mail Code: UC-827 125 South State St., Room 8100 Salt Lake City, UT 84138 Phone: (801) 524-3756 E-mail: gjosephson@usbr.gov Fax: (801) 524-3856	Bureau of Reclamation Attn: Glen Josephson Mail Code: UC-827 125 South State St., Room 8100 Salt Lake City, UT 84138 Phone: (801) 524-3756 E-mail: gjosephson@usbr.gov Fax: (801) 524-3856	Bureau of Reclamation Attn: Glen Josephson Mail Code: UC-827 125 South State St., Room 8100 Salt Lake City, UT 84138	Bureau of Reclamation Attn: Glen Josephson Mail Code: UC-827 125 South State St., Room 8100 Salt Lake City, UT 84138

For Technical Inquiries about Your Application

Organizations or individuals may direct technical questions by calling or emailing the Technical Representative. All technical questions shall be submitted by April 29, 2019. See below for contact information:

UC Region Water Conservation DIRECT TECHNICAL QUESTIONS TO
Bureau of Reclamation Attn: Mark Jeffrey (Jeff) Painter Mail Code: UC-443 125 South State St., Room 6107 Salt Lake City, UT 84138-1147 Phone: (801) 524-3711 E-mail: mpainter@usbr.gov Fax: (801) 524-3847

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Section I--Funding Opportunity Description

A. Program Information

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. Working together with our stakeholders, WaterSMART supports the Department of the Interior's priorities, including:

- Creating a conservation stewardship legacy
- Utilizing our natural resources
- Restoring trust with local communities
- Striking a regulatory balance
- Modernizing our infrastructure

Reclamation established the Water Conservation Field Services Program (WCFSP) in 1996 to proactively encourage water conservation in the operations of recipients of water from Federal water projects and to assist agricultural and urban water districts in preparing and implementing water conservation plans in accordance with the Reclamation Reform Act of 1982. Through the WCFSP, which is managed by each of Reclamation's regional offices, Reclamation makes cost-shared financial assistance available for the development of water conservation plans and design of water management improvements, identifying water management improvements through System Optimization Reviews, 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.

The WaterSMART Small-Scale Water Efficiency Projects FOA 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. Reclamation has developed a streamlined selection and review process to reflect the small-scale nature of these projects.

The WaterSMART Water and Energy Efficiency Grants FOA provides cost-shared financial assistance for larger water conservation projects (up to \$1 million in Federal funding for each project) resulting in quantifiable and sustained water savings.

B. Eligible Projects

1. Types of 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 Public Law (P.L.)102-575, as amended (43 United States Code (USC) 390h et seq.), or under the Rural Water Program, pursuant to the Rural Water Supply Act of 2006, P.L.109-451.

Proposals for on-the-ground construction activities are not eligible for funding under this FOA. However, potential on-the-ground activities identified by successful completion of a Water Conservation and Management Plan (WCMP), System Optimization Review (SOR), Design, or Demonstrating Conservation Project Technologies project described below, further engineering, construction and associated environmental compliance may be eligible for funding under WaterSMART Grants: Small-Scale Water Efficiency Projects, and Water and Energy Efficiency Grants. <https://www.usbr.gov/watersmart>

Activities to be considered for financial assistance should address one of the following, listed in order of funding preference:

(a) Water Conservation and Management Planning

Help water purveyors develop written water conservation and management plans (WCMPs) that are modeled after plans described in Achieving Efficient Water Management: A Guidebook for Preparing Agricultural Water Conservation Plans, Second Edition (Guidebook, <https://www.usbr.gov/uc/progact/watercons/pdf/Guidebook2000.pdf>).

WCMPs 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).

(b) System Optimization Review (SOR)

A review 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 a 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.
 - o 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.
 - o 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.

SORs allow an entity to assess their system with an efficiency focus; issues determined from the system analysis inform the identification and selection of potential improvement projects (e.g., Supervisory Control and Data Acquisition (SCADA) and automation to reduce specific issues such as spills, over-deliveries, and seepage).

(c) Designing Water Management Improvements (Designs)

Design of improvement projects such as pipelines, canal lining, water measurement structures, or other water management improvement projects. Upon completion of prior planning efforts (e.g., WCMP, SOR) to identify alternatives/solutions for water management issues, this activity provides for funding to design the preferred alternative. This activity includes the necessary preliminary work in preparation of the design such as surveying and gathering pertinent site-specific information (e.g., hydraulic head available at site, soil testing, and determining groundwater level). Eligible subtasks under this activity also include peer-review for the design, development of a cost estimate, and identification of necessary regulatory requirements (i.e., permits). Land/title acquisition, and environmental/cultural resources compliance work is 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 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 water better managed (i.e., leakage quantification).
- Design for system implementation of SCADA and automation components intended to result in water better managed (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) Demonstrating Conservation Project Technologies

Demonstration activities are those that include the installation or application of a particular 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.

C. Project Requirements

New and updated WCMPs and SORs developed under this FOA must be submitted to Reclamation for review and acceptance at least 30 days before completion of the period of performance. The purpose of Reclamation's review is to ensure that the plan or review meets program requirements and includes the required elements. New and updated WCMPs and SORs must include a list entitled "*Potential Actions and Activities*" that identifies, evaluates, and prioritizes all actions and activities, for the applicant and their customers/stakeholders/water users, that:

- Conserves water supplies.
- Better manages water supplies.
- Mitigates the identified issues in the WCMP or SOR.
- Accomplishes the goals identified in the WCMP or SOR.

D. Program Authority

WCFSP activities are eligible for financial assistance under P. L. 111-11, Section 9504(a).

1. In accordance with Section 9504(a)(3)(B) of P. L. 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. 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”).

Section II -- Award Information

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>

Total Project Funding: The total amount of funding for all grants or cooperative agreements awarded as a result of this request for applications is approximately \$300,000.00. Additional funds might become available during the fiscal year, at which time ranked applications that did not make the initial cut may be funded according to ranking, based upon Program priority. Any awards are subject to a determination by Reclamation that FY 2019 appropriations are available and that awards can be made consistent with all program requirements.

A. Project Funding Limitations

To facilitate the broad and effective use of limited Federal funds, Reclamation's share of any one proposed activity shall not be less than \$5,000 or more than \$75,000 per design of water management improvements activity per award, \$50,000.00 for demonstration projects, and not more than \$25,000 per award for other activities. However, Reclamation retains the right to propose adjustments on a case-by-case basis. For all projects, Federal funding (including Reclamation and any other sources of Federal funds) cannot exceed 50% of the cost of the proposed activities.

B. Reclamation Responsibilities

Recipients should expect Reclamation to be actively involved in the completion of the project. Substantial involvement by Reclamation will 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.
- WCMPs and SORs oversight will include review, input, and final approval of the plans and reviews respectively for conformance to program goals and objectives.

At the request of the recipient, Reclamation can provide technical assistance after award. If you would like to receive Reclamation technical assistance, you must account for these costs in your budget. To discuss available assistance and these costs, contact your local Reclamation office, listed at www.usbr.gov/main/offices.html.

C. Award Date

It is expected that potential award recipients will be contacted as soon as possible following grant evaluations. All awards will be processed no later than December 31, 2019.

Section III -- Eligibility Information

A. Eligible Applicants

Under P.L. 111-11, Section 9502, an eligible applicant is a state, tribe, irrigation district, water district, or other organization with water or power delivery authority. In addition, applicants must be located within the geographic area of the Upper Colorado Region.

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

B. Cost Share Requirements and Guidelines

Non-Federal cost share of at least 50% is required in association with this funding announcement. Additional applicant cost sharing, above 50%, (level of partnering) will be given greater consideration in the ranking process for proposed activities. List all partners and their percentage of contributed funds. Cost sharing may be made through cash or in-kind contributions from the applicant, or third party partners.

The applicant's proposal shall include a funding plan that describes how the non-federal share of the costs will be obtained. Reclamation will make a determination of financial capability based on the funding plan submitted.

All cost sharing must be in accordance with the criteria set forth in 2 Code of Federal Regulation (CFR) 200. During the activity, indirect costs which are incurred and will not be recovered may be included as part of your cost-share. In-kind contributions will be counted in-lieu of cash.

C. Length of Project

Normally water conservation projects should be completed within a 2-year timeframe; however, Reclamation retains the right to extend the grant or cooperative agreement to no more than 5 years.

Section IV -- Application Submission Information and Instructions

Reclamation encourages applicants to submit their applications electronically through:

<https://www.grants.gov/web/grants/home.html>

All forms are available through grants.gov and at: <https://www.grants.gov/web/grants/forms.html>

Applications will only be accepted via grants.gov or traditional mail.

A. Application Delivery Methods

Applications may be submitted by one of the following methods only:

- **Electronic Submittal via Grants.gov** - Grants.gov is an internet website that can be used to find and apply for grant funding opportunities. In order 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 impact 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 an application 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.
- **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 contacts listed on page 6 and received by the deadline of 3:00 p.m. MDT on April 29, 2019. Applicants using traditional mail shall submit an original of all application documents.

If an applicant wishes to submit a 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 due date. 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.

B. Application Submission Date and Time

Application submission date deadline:

- April 29, 2019, 3:00 p.m. MDT

Applications received after the deadline will not be considered unless it can be determined that the delay was caused by Federal government mishandling.

C. Technical 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. Your application should consist of three elements: scope of work (technical proposal) including supplemental questions and answers, Budget Narrative, and the Funding Plan. Use the submittal checklist to make sure you submit everything requested in this announcement.

The application shall be limited to twenty (20) 8-1/2 X 11-inch pages, excluding any required forms stated in these instructions, 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 compliance 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 the following elements in order to be considered complete:

1. SF-424 Application Cover Page

This fully completed form must be signed by a person legally authorized to commit the applicant to performance of the project. **Failure to submit a properly signed SF-424 may result in the elimination of the application from further consideration.**

2. SF-424 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. **Failure to submit a properly signed SF-424B or SF-424D may result in the elimination of the application from further consideration.**

*Note: The SF-424, SF-424A, SF-424B, SF-424C and SF-424D forms may be obtained at <https://www.grants.gov/web/grants/forms.html>

3. 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 and address, e-mail address, telephone, and fax numbers of the project manager.

Clearly identify the funding category for the project.

- (1) Water Conservation and Management Planning.
- (2) SOR.
- (3) Design.
- (4) Demonstrating Conservation Project Technologies.

4. Technical Proposal and Evaluation Criteria

Element A. - Scope of Work /Narrative/Executive Summary:

Describe in detail the project and work to be carried out. Identify the major tasks and include an activity schedule. Discuss the approach to accomplish the proposed work. This discussion shall be in sufficient detail to permit a comprehensive evaluation of the application.

Describe water conservation measures to be taken pursuant to the proposed action. Information should be included that describes the degree of consultation, coordination and/or cooperation with or among the parties that are involved in this application. Please highlight innovative elements of the activity.

Element B. - Supplemental Questions

Submit the answers to the supplemental questions that are pertinent (Planning, SOR, Design, Demonstration,) in this section of your application. **Note: This section is critical to evaluate your proposal.**

Element C. - Budget Proposal Narrative

- (1) General Requirements.** Include a budget with the annual estimated project costs and an estimate of any out-year costs associated with the project. Include the value of in-kind contributions of goods and services and sources of funds provided to complete the project. The proposal must clearly delineate between Reclamation and applicant contributions.
- (2) Budget Proposal Format.** The budget shall include detailed information on the categories listed below. Unit costs shall be provided for all budget items, including the cost of work to be provided by contractors. ***Lump sum costs are not acceptable in any category.***

Additionally, applicants shall include a narrative description of the items included in the budget. It is strongly advised that applicants use the budget format shown in table 1 (Sample Budget Proposal Format) at the end of this section or a similar format that provides this information.

- (3) Budget Narrative Format.** Submission of a budget narrative is mandatory. An award will not be made to any applicant who fails to fully disclose this information. The Budget Narrative provides a discussion of, or explanation for, items included in the budget proposal. You must provide a basis for and detailed support for each cost element; i.e., did the rate come from quotes; historical documentation

modeling; an engineer estimate; or some other methodology?

Listed below are examples of the types of information to include in the narrative.

- (a) **Salaries and Wages.** Indicate program manager and other key personnel by name and title. Other personnel may be indicated by title alone. For all positions, indicate salaries and wages, estimated hours or percent of time, and rate of compensation proposed. All labor estimates, including any proposed subcontractors, shall be allocated to specific tasks as outlined in the recipient's technical proposal description. Labor rates and proposed hours shall be displayed for each task.

Clearly identify any proposed salary increases and the effective date.

Generally, salaries of administrative and/or clerical personnel should be included as a portion of the stated indirect costs. If these salaries can be adequately documented as direct costs, they may be included in this section; however, a justification should be included in the budget narrative.

- (b) **Fringe Benefits.** Indicate rates/amounts, what costs are included in this category, and the basis of the rate computations. Indicate whether these rates are used for application purposes only or whether they are fixed or provisional rates for billing purposes. Federally approved rate agreements are acceptable for compliance with this item.
- (c) **Travel.** Include purpose of trip, destination, number of persons traveling, length of stay, and all travel costs including airfare (basis for rate used), per diem, lodging, and miscellaneous travel expenses. For local travel, include mileage and rate of compensation.
- (d) **Equipment.** **Itemize costs of all equipment having a value of over \$500** and include information as to the need for this equipment. If equipment is being rented, specify the number of hours and the hourly rate. 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=12.
- (e) **Materials and Supplies.** **Itemize supplies by major category, unit price, quantity, and purpose, such as whether the items are needed** for office use, research, or construction.
- (f) **Contractual.** **Identify all work that will be accomplished by** subrecipients, consultants, or contractors, including a breakdown of all tasks to be completed, and a detailed budget estimate of time, rates, supplies, and materials that will be required for each task. If a subrecipient, consultant, or contractor is

proposed and approved at time of award, no other approvals will be required. Any changes or additions will require a request for approval.

- (g) ***Environmental and Regulatory Compliance Costs.*** In most cases, there will be no environmental compliance associated with a project because they generally will involve nondestructive data collection, research, inventory, study, and monitoring activities. If no environmental compliance is expected to be required based on the nature of the planned activities, then the applicant is not required to include a line item in their budget for environmental compliance activities. In these cases, the minimal cost for Reclamation staff to confirm and document the absence of environmental issues will be considered an administrative cost paid for by Reclamation.

However, if you believe that the proposed project will require some environmental compliance—however small—then you must include a line item in your budget for environmental compliance activities. For example, if the project will involve any disturbances to the surrounding environment, such as clearing brush to perform a survey, or installing monitoring equipment on an existing structure (e.g., headgates, canals) that would alter that structure, then some environmental compliance will be required. In the application review and selection process, Reclamation will consider whether the applicant has budgeted appropriately for environmental compliance, taking into consideration the amount budgeted and the applicant's responses to the questions set forth below, in Section IV.C., "Environmental and Regulatory Compliance."

How environmental compliance activities will be performed (e.g., by Reclamation, the applicant, or a consultant), will be determined pursuant to subsequent agreement between Reclamation and the applicant. If any portion of the funds budgeted for environmental compliance is not required for compliance activities, such funds may be reallocated to the project, if appropriate.

- (h) ***Reporting.*** Recipients are required to report on the status of their project on a regular basis. Include a line item for reporting costs (including final project and evaluation costs). Please see Section VI.C for information on types and frequency of reports required.
- (i) ***Other.*** Any other expenses not included in the above categories shall be listed in this category, along with a description of the item and what it will be used for. **No profit or fee will be allowed.**
- (j) ***Indirect Costs.*** Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable OMB circular cost principles (see Section III B., "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 Interior Business Center, and Indirect Cost Section, at <https://www.doi.gov/ibc/services/finance/indirect-cost-services>

(k) **Total Cost.** Indicate total amount of project costs, including the Federal and non-Federal cost-share amounts.

(4) **Budget Form.** In addition to the above-described budget information, the applicant must complete an SF-424A, Budget Information–Nonconstruction Programs, or an SF-424C, Budget Information–Construction Programs. These forms are available at <https://www.grants.gov/web/grants/forms.html>

Normally design, construction management, cultural resources or National Environmental Policy Act (NEPA) are not indirect charges.

Please see Table 1 on next page for a “Sample Budget Proposal Format.”

Table 1. Sample Budget Proposal Format

BUDGET ITEM DESCRIPTION	COMPUTATION		TOTAL COST	RECIPIENT FUNDING	RECLAMATION FUNDING
	\$/Unit and Unit	Quantity			
SALARIES AND WAGES					
FRINGE BENEFITS					
TRAVEL					
EQUIPMENT					
SUPPLIES/MATERIALS					
CONTRACTUAL/ ¹ CONSTRUCTION					
ENVIRONMENTAL AND REGULATORY COMPLIANCE ²					
OTHER					
TOTAL DIRECT COSTS					
INDIRECT COSTS - __%					
TOTAL PROJECT COSTS					

¹ Sub-Contracts should be broken out into specific line items. **Lump sum estimates are not acceptable.** Applicants should attach a separate detailed budget for each line item to adequately address all budget items.

² Environmental and regulatory compliance should be included only if the project involves any surface-disturbing activities that could affect the surrounding environment. Negotiated indirect cost rate through the Interior Business Center.

Below is a sample of what we use to review your budget, please provide as much detail as possible.

Budget Pricing Guide/Template

Estimating Techniques Used. The two most common methods for estimating costs are (i) detailed costs by cost elements, and (ii) parametric estimating. Detailed rationale needs to be provided for parametric estimating.

Some or all of the following cost element information may apply.

Labor: does the budget contain the following as applicable?

- The kind of employee that will be working on the project (job classification/description such as engineer, laborer, program manager)?
- The amount of time each person will be working? This can be a number of hours, days, weeks, percentage of a year, etc.
- The wages paid to the employee? This can be an hourly rate, daily rate, annual salary, etc. to correspond to the measure of the time budgeted but does not include fringe or other indirect rates.
- Supporting documentation for the budgeted rate? This can be payroll records identifying the individual or labor category.

Fringe Benefits and Payroll Additives

If labor costs are budgeted:

- What is the fringe benefit rate or dollar amount?
- Supporting documentation such as negotiated rates or agreements, qualified Certified Public Accountant (CPA) recommendation or the actual compilation of the poll and base costs for Reclamation evaluation.

Equipment:

If equipment costs are budgeted:

- The kind of equipment that will be used on the project (type, model, size, etc.)?
- The amount of time each type of equipment will be working? This can be a number of hours, days, weeks, percentage of a year, etc.
- The rate for the equipment? This can be an hourly, daily, annual, etc. to correspond to the measure of the time.
- Is the equipment 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, not on rental rates. If ownership rates are not available, Corp of Engineer recommended rates should be used.
- Is there standby time included?
- (Notes: Reimbursement for use of owned equipment must be based upon the actual cost to the recipient for the operation and use of the equipment, not on rental rates. Also, standby costs need to be identified and standby rates supported in the same manner. No operating costs are allowed for standby.)

Material:

If material costs are budgeted:

- What items are being purchased, i.e. a description of the items?
- The quantity of each?

- The unit cost of the items?
- Consolidated Bill of Materials.

Other Direct Costs: Other direct costs are anything that is not labor, fringe benefits, equipment, material, or overhead. It can include supplies, room rental, advertising, internet access; copy costs, telephone use, and travel, just to mention a few.

- What the purpose is for the cost?
- What the basis is for the cost in the budget, i.e. how did the requestor come up with the dollar amount for the item?
- Do you have enough information to duplicate the calculation of the amount?

Subcontracts:

Did the recipient provide supporting documentation for the subcontract costs determining them to be fair and reasonable? (The budget information needed for subcontractors is identical to the information needed for the recipient. The recipient should have used the same guidance for each cost element budgeted for the subcontractor as you would for the recipient.)

Contingencies:

Data provided in the Budget: If costs are budgeted for contingencies, can you determine:

- What events are the contingencies intended to cover?
- What the basis is for the contingency amount, i.e. how the dollar amount is calculated?

(There are two types of contingency costs— one that is reasonably certain to occur, and there is a verifiable basis for the calculated amount; and one for which the probability of occurrence is unknown, and there is no verifiable basis for the cost. The cost associated with the first type of contingency is allowable to the extent it is supportable. Contingency costs for the latter are expressly unallowable)

Overhead:

- The overhead rate(s) used (there may be more than one)?
- The base(s) to which the overhead is applied e.g. just labor costs, all direct costs, etc.?
- The pool, base and associated costs with each just as with fringe.
- Any agreements with the government or recommendations by qualified CPAs.

Parametric Estimates

Either an entire budget or only some components may be estimated using parametric estimating techniques.

- Rationale as to why use of the data is reasonable for the project described.
- Identify the specific parametric data used.

Element D - Funding Plan

- Outline the funding plan for your project, this would list all partners and contributors;
- Please include a point of contact for all sources of funds, name, address and phone number;

- Percentage contributed per partner; and
- Type of contribution i.e. in-kind services, labor (include labor rates) or supplies (how much and how many), or cash.

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.

Environmental Compliance

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, though, 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 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 to ensure 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. These costs will be considered in the ranking of applications.

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.

Terms and Conditions

Regulations and Guidance

If you are awarded a Cooperative Agreement or Grant as a result of this Request for Applications, 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, CFR regulations 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), 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.

Section V -- Application Review Information

A. 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 point 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.

50% 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 will be comprised of three levels as follows:

First Level Screening - All applications will be screened by the receiving Reclamation Grants Office to ensure that:

- Each 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 Sections IV.B and IV.C of this document;
- The applicant meets the eligibility requirements stated in Section III 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 WCFSP's goals and objectives will be eliminated from further consideration as will applications not having a connection to an Upper Colorado Region Reclamation project. Applications will also be screened to determine if the proposed activity is eligible for funding using the available funding authorities. You may contact the Grant Specialist or local Technical Representative if you need assistance.

An application must pass all first level screening criteria in order for it to be forwarded for further consideration at the Second Level Evaluation phase.

Second Level Evaluation (Technical Review)

The application review committee will compare the applications with the evaluation criteria shown below and will assign points to each of the evaluation factors based upon how well the application satisfies each factor, including answers to the supplemental questions. A total score will be determined, and the applications ranked by total score.

The process of evaluating the remaining applications involves considering how well each proposed activity satisfies its respective evaluation criteria elements (shown below). For each criteria element, the application will receive points, up to the maximum shown, depending upon how well it is judged to meet the criteria element. The evaluation score is the sum of the points assigned for each of the criteria elements. All applications will then be ranked from the highest score to the lowest score. Applications receiving the highest scores will be the first to be considered for funding. The exact number of applications selected will depend upon available funds. Should additional funds become available, the next lower-ranked applications would be considered for funding.

Evaluation Criteria

Eligibility to Rank - Does the application contain all of the elements from the Checklist and does it pass the first level screening?

Y= Yes, move on to Evaluation Phase

N= No, eliminated from consideration

Program Priority Point Tally in accordance with each funding category

1. Water Conservation and Management Planning = 100 total points

2. System Optimization Review = 90 total points

3. Designing Water Management Improvements = 90 total points

4. Demonstrating Conservation Project Technologies = 85 total points

Applications will be evaluated using one of the following sets of criteria based upon the type of the proposed activity. Numbers listed are the maximum number of points that can be assigned for each criterion. Normally, the maximum number of points will not be assigned. The maximum number of points available for each of the four activity types reflects the relative

importance of the activity types to achieving the goals of the Water Conservation Field Services Program.

Water Conservation and Management Planning – 100 Points

- Association with Reclamation Project Water Supplies or an Indian Trust Asset (0 points if no tie to Reclamation or Indian Trust Asset); 20
- Reasonableness of cost (rates if budget is appropriate and verifiable); 10
- Likelihood that the proposed activity would be completed by applicant (rates performance history and risk); 10
- Extent to which the completed activity will improve the applicant's ability to modernize their existing water delivery infrastructure; 10
- Extent to which Federal funding would promote completion of an activity that might otherwise be delayed or postponed (points based on financial need); 10
- Steps involved in proposed planning process; 10
- Department of the Interior Priorities (see below *); 10
- Reason for developing the plan; 5
- Considers other critical obligations, for example: ESA, Water Quality, Fish & Wildlife, Indian Trust Assets, etc.; 5
- Amount and sources of non-Federal funding (i.e., cost share); 5
- Participants/Public to be included in the planning process. 5

System Optimization Review (SOR) – 90 Points

- Association with Reclamation Project Water Supplies or an Indian Trust Asset (0 points if no tie to Reclamation or Indian Trust Asset); 15
- 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; 15
- Department of the Interior Priorities (see below *); 10
- Extent to which applicant's Water Management Plan is complete and updated (N/A if applicant is not required to have a plan in place); 10
- Reasonableness of cost (rates if budget is appropriate and verifiable); 10
- Extent to which Federal funding would promote completion of an activity that might otherwise be delayed or postponed (more points awarded for greater financial need); 10
- Extent to which the SOR is likely to address water resources challenges; 10
- Likelihood that the proposed activity would be completed by applicant (rates performance history; lower risk & better track record scores higher); 5
- Amount and sources of non-Federal funding (i.e., cost share); 5

Designing Water Management Improvements - 90 Points

- Association with Reclamation Project Water Supplies or an Indian Trust Asset (0 points if no tie to Reclamation or to Indian Trust Asset); 15
- Extent to which the proposed design is related to a water management improvement project identified in a previous planning effort led by the applicant (e.g., WCMP, SOR); 15
- Extent to which applicant's Water Management Plan is complete and updated (N/A if applicant is not required to have a plan in place); 10
- Reasonableness of cost (rates if budget is appropriate and verifiable); 10
- Level of Completion of Design (higher points for higher level

- of design completion); 10
- Department of the Interior Priorities (see below *); 10
- Extent to which Federal funding would promote completion of an activity that might otherwise be delayed or postponed (more points awarded for greater financial need); 5
- Applicant's need for Reclamation assistance (more points awarded for applicants with few available resources); 5
- 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; 5
- Amount and sources of non-Federal funding (i.e., cost share). 5

Demonstrating Conservation Project Technologies – 85 Points

- Association with Reclamation Project Water Supplies or an Indian Trust Asset (0 points if no tie to Reclamation or Indian Trust Asset); 15
- Extent to which the proposed activity will demonstrate innovative conservation technologies for improving water use efficiency (including applied research to benefit development of new technologies; demonstration of a specific conservation technology; or innovative application of existing technology with the intent of evaluating results); 15
- Extent to which applicant's Water Management Plan is complete and updated (N/A if applicant is not required to have a plan in place); 10
- Reasonableness of cost (weighs if budget is appropriate and verifiable); 10
- Department of the Interior Priorities (see below *); 10
- Extent to which Federal funding would promote completion of an activity that might otherwise be delayed or postponed (more points awarded for greater financial need); 5
- Amount and sources of non-Federal funding (i.e., cost share); 5
- Likelihood that any environmental and cultural resources issues associated with the proposal can be addressed at low cost and in a timely manner; 5
- Extent to which proposal demonstrates a sound implementation strategy; 5
- The applicant's strategy for monitoring performance and reporting and disseminating results. 5

****Department of the Interior Priorities***

Points will be awarded based on the extent that the proposal demonstrates that the project supports the Department of the Interior 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.

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:
 1. Construction of infrastructure;
 2. Cyclical maintenance;
 3. Deferred maintenance.

Third Level of Evaluation (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.

B. Other Factors

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

- Pre-award clearances, determinations, reviews, and approvals;
- allowability, reasonableness and allocability of proposed costs;
- financial strength and stability of the organization;
- past performance
- only one activity is 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

C. Review and Selection Process

The Government reserves the right to reject any and all applications which do not meet the requirements of this announcement and which are determined to be outside the scope of the WCFSP. Awards will be made to the responsible applicants submitting applications which conform to the announcement and are most advantageous to the Government considering the factors and any significant sub factors listed above.

Section VI -- Award Administration Information

A. Award Notices

Successful applicants from this FOA will receive notification that the application 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 GO. Unsuccessful applicants will be notified that their proposal was not selected for award.

B. Award Document

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

C. 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.

VI.E.1. Financial Reports

- SF-425, Federal Financial Report

VI.E.2. Program Performance Reports

Progress reports, including, but 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.

Final Program Performance Report: Recipients will be required to submit a final performance report encompassing the entire period of performance, in addition to WCMP or SOR under this FOA submitted for approval. The final performance report must include, but is not limited to, the following information:

- Whether the project objectives and goals were met
- Discussion of the benefits achieved by the project and how the project contributes to water conservation and management.
- How the project demonstrates collaboration

Supplemental Questions for FOA BOR-UC-19-F001

Please choose the set of questions that apply to your proposed activity. Answer all questions pertaining to your project and include with your scope of work. Your proposal will be evaluated based upon the answers to these questions, which will help identify the project's ability to meet the programs goals and objectives.

Water Conservation and Management Planning Activity

1. Association with Reclamation Project Water Supplies or an Indian Trust Asset?
2. Why do you need financial assistance from Reclamation to complete the activity?
3. What steps will be followed in the development of the plan?
4. How will the public and outside participants be involved in the planning process?
5. How does this activity satisfy other critical obligations for example: ESA, Water Quality, Fish and Wildlife Coordination Act, Indian Trust Assets etc.?
6. What resources in addition to Reclamation's financial assistance will be used, partners if any?
7. What is your reason for developing a WCMP?
8. Extent to which the completed activity will improve the applicant's ability to modernize their existing water delivery infrastructure.
9. How will this activity support Department of the Interior Priorities?

System Optimization Review Activity

1. Association with Reclamation Project Water Supplies or an Indian Trust Asset?
2. Why do you need financial assistance from Reclamation to complete the activity?
3. What steps will be followed in the development of the review?
4. How will the public and outside participants be involved in the review process?
5. How does this activity satisfy other critical obligations for example: ESA, Water Quality, Fish and Wildlife Coordination Act, Indian Trust Assets etc.?
6. What resources in addition to Reclamation's financial assistance will be used, partners if any?
7. What is your reason for developing a SOR?
8. 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.
9. How will this activity support Department of the Interior Priorities?

Designing Water Management Improvements

1. Association with Reclamation Project Water Supplies or an Indian Trust Asset?
2. Need for Reclamation assistance?
3. Extent to which the applicant's WCMP is complete and updated
4. Is the proposed activity included as a component of a current written WCMP and has the plan been formally submitted to a federal, state, or local agency? If the proposed activity is contained in the formal plan, what specific goal and objective in the plan is the proposed activity intended to accomplish?
5. How will this activity promote good water management and efficient water use?
6. How does your organization plan to achieve full implementation of the proposed activity?
7. How does your organization intend to evaluate the effectiveness of the completed activity?
8. Do you have cost-sharing and /or additional partners?
9. What Reclamation project is connected to your project and how is it associated?
10. What is your strategy for monitoring performance and reporting and disseminating results?
11. 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.
12. How will this activity support Department of the Interior Priorities?

Demonstrating Conservation Project Technologies

1. Association with Reclamation Project Water Supplies or an Indian Trust Asset?
2. Why do you need financial assistance from Reclamation to complete the activity?
3. Please describe the need for this activity.
4. How will the effectiveness of the demonstration be assessed?
5. Is the proposed activity included as a component of a current written WCMP and has the plan been formally submitted to a federal, state, or local agency? If the proposed activity is contained in the formal plan, what specific goal and objective in the plan is the proposed activity intended to accomplish?
6. Explain your process for disseminating the outcome.
7. Do you have cost-sharing and /or additional partners?
8. What Reclamation project is connected to your project and how is it associated?
9. How does this activity satisfy other critical obligations for example: ESA, Water Quality, Fish and Wildlife Coordination Act, Indian Trust Assets, etc.?
10. How will this activity support Department of the Interior Priorities?

Upper Colorado Regional Office Jurisdictions

Albuquerque Area Office
555 Broadway NE, Suite 100
Albuquerque, NM 87102-2352
505-248-5357

El Paso Field Division
10737 Gateway Boulevard West
Suite 350
El Paso, TX 79935-4900
915-534-6301

Power Office
125 South State Street
Room 7205
Salt Lake City, Utah 84168-1102
801-524-3745

Provo Area Office
302 East 1860 South
Provo, UT 84606-7317
801-379-1000

Western Colorado Area Office
445 West Gunnison Ave, Suite
221
Grand Junction, CO 81501
970-248-0690

Western Colorado Area Office, Durango
185 Shuttle Street, Suite 2
Durango, CO 81303-7911
970-385-6500

Four Corners Construction Office
2200 Bloomfield Highway
Farmington, NM 87401-8110
505-324-5001 or
970-259-1110 ext.1008

Upper Colorado Area Office
125 South State Street
Room 8100
Salt Lake City, UT 84138-1147
801-524-3711

