

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. BOR-DO-18-F004

WaterSMART: Reservoir Operations Alternatives— Calculating Economic Effects



U.S. Department of the Interior
Bureau of Reclamation
Policy and Administration
Denver, Colorado

November 2017

Mission Statements

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

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

Cover photo: Lake Shasta, California in 2014.

Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Water Resources and Planning Division
Funding Opportunity Title:	WaterSMART: Reservoir Operations Alternatives- Calculating Economic Effects
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity Number:	BOR-DO-18-F004
Catalog of Federal Domestic Assistance (CFDA) Number:	15.560
Dates: (See FOA Sec. D.4)	Application due date: Tuesday February 27, 2018 4:00 p.m. Mountain Standard Time
Eligible Applicants: (See FOA Sec. C.1)	States, tribes, irrigation districts, water districts, universities, nonprofit research institutions, organizations with water or power delivery authority, or nonprofit organizations
Recipient Cost Share: (See FOA Sec. C.2)	50 percent or more of total project costs
Federal Funding Amount: (See FOA Sec. B.1)	Up to \$150,000
Estimated Number of Agreements to be Awarded: (See FOA Sec. B.1)	One agreement

This page is intentionally left blank.

Application Checklist

The following table contains a summary of the information that you are required to submit with your application.

✓	What to submit	Required content	Form or format	When to submit
	Mandatory Federal Forms: Application for Federal Financial Assistance Budget Information Assurances Disclosure of Lobbying Activities	See Sec. D.2.2.1	SF-424, SF-424A, SF-424B, and SF-LLL www.grants.gov/web/grants/forms/sf-424-family.html	*
	Title page	See Sec. D.2.2.2	Page 13	*
	Table of contents	See Sec. D.2.2.3	Page 13	*
	Technical proposal:			*
	Executive summary	See Sec. D.2.2.4	Page 13	*
	Background data	See Sec. D.2.2.4	Page 14	*
	Project description	See Sec. D.2.2.4	Page 14	*
	Evaluation criteria	See Sec. E.1	Page 25	*
	Project Budget:			*
	Funding plan	See Sec. D.2.2.5	Page 14	*
	Budget proposal	See Sec. D.2.2.5	Page 16	*
	Budget narrative	See Sec. D.2.2.5	Page 17	*
	Letters of support	See Sec. D.2.2.6	Page 19	*
	Unique Entity Identifier and System for Award Management	See Sec. D.3	Page 19	***

* Submit materials with your application.

** Document should be submitted with your application; however, please refer to the applicable section of the FOA for extended submission date.

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

This page is intentionally left blank.

Acronyms and Abbreviations

ASAP	Automated Standard Application for Payments
ARC	Application Review Committee
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CWA	Clean Water Act
Department	U.S. Department of the Interior
DUNS	Data Universal Number System
ESA	Endangered Species Act
FOA	Funding Opportunity Announcement
FY	fiscal year
GO	Grants Officer
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
SAM	System of Award Management
SPOC	Single Point of Contact
Reclamation	Bureau of Reclamation
WaterSMART	Sustain and Manage America's Resources for Tomorrow

This page is intentionally left blank.

Contents

	Page
Section A. Funding Opportunity Description	1
A.1. Program Information	1
A.2. Objective of this Funding Opportunity Announcement	1
A.3. Statutory Authority	2
Section B. Award Information	3
B.1. Total Project Funding	3
B.2. Project Funding Limitations	3
B.3. Assistance Instrument	3
Section C. Eligibility Information	5
C.1. Eligible Applicants	5
C.2. Cost Sharing Requirements	5
C.3. Project Eligibility	6
C.4. Project Requirements	7
Section D. Application and Submission Information	11
D.1. Address to Request Application Package	11
D.2. Content and Form of Application Submission	11
D.3. Unique Entity Identifier and System for Award Management	19
D.4. Submission Date and Time	20
D.5. Intergovernmental Review	22
D.6. Funding Restrictions: Pre-award Costs	22
D.7. Automated Standard Application for Payments Registration	23
Section E. Application Review Information	25
E.1. Evaluation Criteria	25
E.2. Review and Selection Process	28
E.3. Anticipated Announcement and Federal Award Date	30
Section F. Federal Award Administration Information	31
F.1. Federal Award Notices	31
F.2. Administrative and National Policy Requirements	31
F.3. Reporting—Requirements and Distribution	34
F.4. Releasing Applications	36
Section G. Agency Contacts	37
G.1. Reclamation Financial Assistance Contact	37
G.2. Reclamation Program Coordinator Contact	37

This page is intentionally left blank.

Section A. Funding Opportunity Description

A.1. Program Information

Within the WaterSMART Basin Study Program, Reclamation conducts Site-Specific Pilot Projects to support the application of science, information and tools developed through baseline water assessments. These pilots are focused on topics such as water operations modeling and improving reservoir operations at specific geographic locations throughout the West.

In 2015, Reclamation began the Reservoir Operations Pilot Initiative. Through the Reservoir Operations Pilot Initiative, Reclamation is conducting pilot studies to identify possible improvements to reservoir operations in western states, by incorporating improved scientific information, enhancing operational flexibility to maximize benefits from the existing system, and assessing changes to reservoir operations under extreme conditions. Under this initiative Reclamation is also developing Reservoir Operations Guidance, which will include a collection of guidance documents aimed at increasing reservoir operations flexibility.

For further information on the Reservoir Operations Pilot Initiative see website www.usbr.gov/watersmart/wcra/reservoirpilot.html.

A.2. Objective of this Funding Opportunity Announcement

The objective of this Funding Opportunity Announcement (FOA) is to invite states, Indian tribes, irrigation districts, water districts, universities, nonprofit research institutions and organizations with water or power delivery authority to leverage their money and resources by cost sharing with Reclamation to develop a methodology for analyzing the economic effects of reservoir operating alternatives. Applicants under this FOA may request funding for projects that include both (i) a technical study that develops a methodology for analyzing the economic effects of reservoir operating alternatives and potential improvements and (ii) a transferable tool for reservoir operators to use to estimate the benefits of specific reservoir operating alternatives and potential improvements.

This FOA supports Administration priorities to create a conservation stewardship legacy by utilizing science to identify best practices to manage water resources and adapt to changes in the environment. Specifically, this FOA will help create a framework for evaluating the benefits of reservoir operations alternatives to help ensure that reservoir operations are better adapted to changes in the environment. The science produced by this FOA will help water managers across the west operate reservoirs in ways that increase water availability for multiple purposes, such as agricultural, municipal, industrial, recreational, environmental and other

uses, and identify opportunities to resolve conflicts and better meet water demands. In many instances this information will be used to help operate reservoirs in such a way to increase hydropower generation, thereby ensuring we utilize our natural resources and make American Energy available to meet our security and economic needs and to generate additional revenues to support Interior and National interests. Furthermore, the science created by this FOA is necessary if Reclamation is to optimize and modernize the operation of its infrastructure.

A.3. Statutory Authority

This FOA is issued under the authority of the Omnibus Public Land Management Act of 2009, Public Law 111-11, Section 9509, Research Agreement Authority.

Section B. Award Information

B.1. Total Project Funding

The total amount of funding available for this funding opportunity in fiscal year (FY) 2018 is \$150,000.

B.2. Project Funding Limitations

A total of up to \$150,000 in Federal funds may be awarded to an applicant over the 2 year period.

B.3. Assistance Instrument

The project award will be made via a cooperative agreement. The recipient should expect Reclamation to have substantial involvement in the project.

Substantial involvement by Reclamation will include, but is not limited to:

- Review and approval of the project work plan
- Review and acceptance of the draft technical study before work on the decision support tool begins

At the request of the recipient, Reclamation can provide technical assistance after award of the project. If you receive Reclamation's assistance, you must account for these costs in your budget. To discuss available assistance and these costs, contact the program coordinator identified in *Section G. Agency Contacts*.

This page is intentionally left blank.

Section C. Eligibility Information

C.1. Eligible Applicants

Applicants eligible to receive an award under this FOA, include:

- States, local government entities, and territories identified in the Reclamation Act of June 17, 1902, as amended and supplemented—specifically Arizona, California, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands
- Irrigation districts, water districts, and other organizations with water or power delivery in the Western United States or territories as identified in the Reclamation Act of June 17, 1902 as amended and supplemented—specifically Arizona, California, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands
- Tribal governments and organizations located in the Western United States
- Universities located in the United States
- Nonprofit research institutions located in the United States
- Nonprofit organizations located in the United States
- Federally-funded research and development centers

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

- Individuals
- Commercial/Industrial organizations
- Private entities
- 501(c)(4) Nonprofit organizations located in the United States

C.2. Cost Sharing Requirements

Applicants must be capable of cost sharing 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. Please see *Section D.2.2.5 -*

Funding Plan and Letters of Commitment for more information regarding the documentation required to verify commitments to meet cost sharing requirements.

C.2.1. Cost Share Regulations

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

C.2.2. Donations and In-Kind Contributions

Donations and in-kind contributions constitute the value of noncash 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 or matching requirement 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.

C.3. Project Eligibility

C.3.1. Eligible Projects

Proposals that develop a methodology or framework for estimating and comparing the economic effects of reservoir operations alternatives are eligible under this FOA. Operation alternatives may include, but are not limited to, using enhanced forecasts to dynamically determine reservoir levels to improve seasonal reservoir operations, or altering static reservoir operating rules and requirements based on updated hydrologic information.

Eligible projects must also develop a decision support tool(s) based on the methodology or framework identified to perform economic analyses for operations alternatives at existing reservoirs. The framework and decision support tool(s) will be made publically available.

C.3.2. Ineligible Projects

Activities not eligible for funding under this FOA include, but are not limited to:

- Lab-scale, pilot, or demonstration research is not eligible under this FOA
- Water reclamation and reuse research studies designed to help states, tribes, and local communities establish or expand water reuse markets, improve existing water reuse facilities, and/or streamline the implementation of new facilities
- Proposals for planning or feasibility studies
- Proposals for research related to water purchases and marketing
- Construction Activities

For more information regarding these types of ineligible projects please contact the Program Coordinator as listed in *Section G.2. Reclamation Program Coordinator Contact*.

C.3.3. Length of Projects

In general, proposed projects should be completed within 2 years of award. Applications for projects requiring more time will be considered for funding only under limited circumstances.

C.4. Project Requirements

C.4.1. Required Project Components

The project (i.e. both the study and decision support tool) must address the following components:

- Authorized uses of reservoirs – The project must account for the authorized use of a given reservoir and be able to generate an accurate account of how additional available water is likely to be used as a result of operations alternatives.
- Economic Activity – The project shall consider and estimate the potential economic impacts of reservoir operations changes in all applicable sectors (e.g. agriculture, environment, commercial/industrial, municipal, recreation etc.), including both direct and indirect costs and benefits.
- Annual Variability, Seasonality and sub-seasonality – Precipitation and economic activity have annual/seasonal/subseasonal aspects that greatly affect water availability and uses, which the project shall consider.

Funding Opportunity Announcement No. BOR-DO-18-F004

- Uncertainty – Forecasts of weather patterns and the resultant reservoir levels are inherently uncertain. This is also true of the level of economic activity that can be generated by a given amount of water. The decision support tool must be able to clearly and appropriately account for uncertainty.

The decision support tool must consider a range of potential users such as reservoir operators, economists, hydrologists, and be developed with a user-friendly format. Sufficient documentation should be provided to explain the tool's functionality and suitable applications. Upon completion of the project, the recipients must provide a complete version of the study and the tool to Reclamation.

Recipients may use funds to apply the study's methodology and decision support tool to an existing individual reservoir as a case study, but results and any tools created must be transferable to other reservoirs in the West. Detailed information on the following should be included in the case study:

- The reservoir's authorized use and reservoir operator
- The hydrology of the basin in which the reservoir is located
- Current (baseline) operations and its economic effects
- At least one proposed alternative and its forecasted economic effects. This must include a description of the difference between the inputs and outputs of this scenario vis-à-vis baseline operations.

C.4.2. Required Project Elements and Technical Study

Project proposals submitted under this FOA must include the following project elements and the preparation of the required technical project report.

- **Development of a project work plan.** The project work plan should specify how the project, including both the technical study and decision support tool, will be conducted. It should include a detailed scope of work that expands upon the scope of work included in the application, along with a detailed work schedule, and it will identify the responsibilities of the recipient and other interested stakeholders. The work plan must be submitted to Reclamation for review upon its completion no later than 30 days after the agreement is signed, and may be updated as conditions warrant. The purpose of Reclamation's review of the work plan is to help ensure that program requirements will be met.
- **Required technical study.** All projects awarded funding under this FOA must include the development of a written technical study that summarizes all work undertaken and provides findings and conclusions on the study's

Section C. Eligibility Information

results (e.g., a detailed description of the proposed methodology and how it was determined). The report should include a description of all activities conducted, lessons learned, and any other findings and conclusions. The draft technical study, must be submitted and accepted by Reclamation before work on the decision support tool may begin. Reclamation's review will be complete no later than 30 calendar days following the submission of the technical study, provided Reclamation has no issues with the technical study that it requires the recipient to address before the recipient begins developing the decision support tool. The purpose of Reclamation's review is to ensure that the technical study and the subsequent decision support tool meet the goals and objectives of this FOA.

- **Final project presentation.** Project results are to be presented by the recipient to Reclamation and other stakeholders through a webinar following the completion of the project. The presentation will include a background of the technical study methods and results, a demonstration of the decision support tool, and a description of the case study, if included. Reclamation will work with the recipient to schedule the webinar.

This page is intentionally left blank.

Section D. Application and Submission Information

D.1. Address to Request Application Package

This document contains all information, forms, and electronic addresses required to obtain the information required for submission of an application.

If you are unable to access this information electronically, you can request paper copies of any of the documents referenced in this FOA by contacting:

By mail: Bureau of Reclamation
Financial Assistance Support Services
Attn: Ms. Irene Hoiby
Mail Code: 84-27814
P.O. Box 25007
Denver, CO 80225

By e-mail: ihoiby@usbr.gov

By telephone: 303-445-2025

D.2. Content and Form of Application Submission

All applications must conform to the requirements set forth below.

D.2.1. Application Format and Length

The total application package shall be no more than **40** consecutively numbered pages. If an application exceeds 40 pages, only the first **40** pages will be evaluated. The font shall be at least 12 points in size and easily readable. Page size shall be 8½ by 11 inches, including charts, maps, and drawings. Oversized pages will not be accepted. The technical proposal and evaluation criteria section shall be limited to a maximum of **20** pages. The SF-424 forms, letters of support for the project, and commitment letters will not be considered in the total page count.

Applications will be prescreened for compliance to the page number limitations.

D.2.2. Application Content

The application must include the following elements to be considered complete:

- Mandatory Federal Forms
 - SF-424 Application for Federal Assistance
 - SF-424A Budget Information Non-Construction Programs

Funding Opportunity Announcement No. BOR-DO-18-F004

- o SF-424B Assurances Non-Construction Programs
- o SF-LLL Disclosure of Lobbying Activities (if applicable)

These forms may be obtained at www.grants.gov/web/grants/forms/sf-424-family.html

- Title page
- Table of contents
- Technical proposal and evaluation criteria (limited to **20** pages)
 - o Executive summary
 - o Background data
 - o Technical project description
 - o Evaluation criteria
- Environmental and cultural resources compliance, if applicant is undertaking activities involving measurement, monitoring or field work
- Required permits or approvals
- Project budget
 - o Funding plan and letters of commitment
 - o Budget proposal
 - o Budget narrative
- Copies of or links to any existing work described in response to the Project implementation evaluation criterion (if applicable) (will not count toward the page limitation)
- Letters of project support (will not count toward the page limitation)

D.2.2.1. Mandatory Federal Forms

The application must include the following standard Federal forms:

SF-424 Application for Federal Assistance

A fully completed SF-424, Application for Federal Assistance signed by a person legally authorized to commit the applicant to performance of the project must be submitted with the application. Failure to submit a properly signed SF-424 may result in the elimination of the application from further consideration.

SF-424A Budget Information

A fully completed SF-424A, Budget Information for Non-Construction Programs must be submitted with the application.

SF-424B Assurances

A SF-424B, Assurances for Non-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 may result in the elimination of the application from further consideration.

SF-LLL Disclosure of Lobbying Activities

A fully completed and signed SF-LLL, Disclosure of Lobbying Activities is required if the applicant has made or agreed to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.

D.2.2.2. 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, and telephone of the project manager.

D.2.2.3. Table of Contents

List all major sections of the proposal in the table of contents.

D.2.2.4. Technical Proposal and Evaluation Criteria

The technical proposal and evaluation criteria (**20** pages maximum) includes:

- (1) Executive summary
- (2) Background data
- (3) Technical project description
- (4) Evaluation criteria

Executive Summary

The executive summary should include:

- The date, applicant name, city, county, and state
- A one paragraph project summary that specifies the work proposed, including how funds will be used to accomplish specific project activities and briefly identifies how the proposed project contributes to accomplishing the goals of this FOA
- State the length of time and estimated completion date for the proposed project
- Whether or not a Reclamation project, facility, or activity is located within the geographic area to be addressed in the Project

Background Data

If relevant, provide a map of case study basin showing the geographic location of the basin and reservoir.

Identify any past working relationships with Reclamation. This should include the date(s), description of the relationship(s) with Reclamation, and a description of the projects(s).

Technical Project Description

The technical project description should describe the work in detail, including specific activities that will be accomplished. This description shall have sufficient detail to permit a comprehensive evaluation of the proposal.

Evaluation Criteria

(See *Section E.1. Evaluation Criteria* for additional details, including a detailed description of each criterion and subcriterion and points associated with each.)

The evaluation criteria portion of your application should thoroughly address each criterion and subcriterion in the order presented to assist in the complete and accurate evaluation of your proposal.

It is suggested that applicants copy and paste the evaluation criteria and subcriteria in Section E.1. Evaluation Criteria into their applications to ensure that all necessary information is adequately addressed

D.2.2.5. Project Budget

The project budget includes:

- (1) Funding plan and letters of commitment
- (2) Budget proposal
- (3) Budget narrative

Funding Plan and Letters of Commitment

Describe how the non-Federal share of project costs will be obtained. Reclamation will use this information in making a determination of financial capability.

Project funding provided by a source other than the applicant shall be supported with letters of commitment from these additional sources. Letters of commitment shall identify the following elements:

- The amount of funding commitment
- The date the funds will be available to the applicant

Section D: Application and Submission Information

- Any time constraints on the availability of funds
- Any other contingencies associated with the funding commitment

Commitment letters from third party funding sources should be submitted with your application. If commitment letters are not available at the time of the application submission, please provide a timeline for submission of all commitment letters. 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.

Reclamation will not make funds available for an award under this FOA until the recipient has secured non-Federal cost-share. Reclamation will execute a financial assistance agreement once non-Federal funding has been secured or Reclamation determines that there is sufficient evidence and likelihood that non-Federal funds will be available to the applicant subsequent to executing the agreement.

The funding plan must include all project costs, as follows:

- How you will make your contribution to the cost-share requirement, such as monetary and/or in-kind contributions and source funds contributed by the applicant (e.g., reserve account, tax revenue, and/or assessments).
- Describe any donations or in-kind costs incurred before the anticipated Project start date that you seek to include as project costs. For each cost, identify:
 - The project expenditure and amount
 - The date of cost incurrence
 - How the expenditure benefits the Project
 - Provide the identity and amount of funding to be provided by funding partners, as well as the required letters of commitment.
- Describe any funding requested or received from other Federal partners.
Note: other sources of Federal funding may not be counted towards the required cost share unless otherwise allowed by statute.
- Describe any pending funding requests that have not yet been approved, and explain how the project will be affected if such funding is denied.

Please include the following chart (Table 1) to summarize all funding sources. Denote in-kind contributions with an asterisk (*).

Table 1.—Summary of Non-Federal and Federal Funding Sources

FUNDING SOURCES	
Non Federal Entities	
1.	
2.	
3.	
Non-Federal Subtotal	
Other Federal Entities	
1.	
2.	
3.	
Other Federal Subtotal	
REQUESTED RECLAMATION FUNDING	

Budget Proposal

The budget proposal should include detailed information on the categories listed below and must clearly identify *all* project costs, including those that will be contributed as non-Federal cost share. Unit costs must be provided for all budget items including the cost of work to be provided by contractors. The budget proposal should also include any in-kind contributions or donations of goods and services that will be provided to complete the project. It is strongly advised that applicants use the budget proposal format shown below on Table 2 or a similar format that provides this information. If selected for award, successful applicants must submit detailed supporting documentation for all budgeted costs.

Table 2.—Sample Budget Proposal Format

BUDGET ITEM DESCRIPTION	COMPUTATION		Quantity Type	TOTAL COST
	\$/Unit	Quantity		
Salaries and Wages				
Employee 1				\$
Employee 2				\$
Employee 3				\$
Fringe Benefits				
Full-Time Employees				\$
Part-Time Employees				\$
Travel				
Trip 1				\$
Trip 2				\$

Section D: Application and Submission Information

BUDGET ITEM DESCRIPTION	COMPUTATION		Quantity Type	TOTAL COST
	\$/Unit	Quantity		
Trip 3				\$
Equipment				
Item A				\$
Item B				\$
Item C				\$
Supplies and Materials				
Item A				\$
Item B				\$
Contractual/Construction				
Contractor A				\$
Contractor B				\$
Other				
Other				\$
TOTAL DIRECT COSTS				\$
Indirect Costs				
Type of rate	percentage	\$base		\$
TOTAL ESTIMATED PROJECT COSTS				\$

Budget Narrative

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. Include the value of in-kind contributions or donations of goods and services and sources of funds provided to complete the Project. The types of information to describe in the narrative include, but are not limited to, those listed in the following subsections. Costs, including the valuation of in-kind contributions and donations, must comply with the applicable cost principles contained in 2 CFR Part §200, available at the Electronic Code of Federal Regulations (www.ecfr.gov).

Salaries and Wages

Indicate the program manager and other key personnel by name and title. Other personnel should be indicated by title alone. For all positions, indicate salaries and wages, estimated hours or percent of time, and rate of compensation. The labor rates must identify the direct labor rate separate from the fringe rate or fringe cost for each category. All labor estimates must be allocated to specific tasks as outlined in the applicant's technical project description. Labor rates and proposed hours shall be displayed for each task.

Funding Opportunity Announcement No. BOR-DO-18-F004

The budget proposal and narrative should include estimated hours for compliance with reporting requirements, including final technical project report and presentation. Please see *Section F.3.2. Program Performance Reports* for information on types and frequency of reports required.

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

Fringe Benefits

Identify the 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.

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.

Equipment

If equipment will be purchased, itemize all equipment valued at or greater than \$5,000. For each item, identify why it is needed for the completion of the Project and how the equipment was priced. Note: if the value is less than \$5,000, the item should be included under materials and supplies.

If equipment is being rented, specify the number of hours and the hourly rate. Local rental rates are only accepted for equipment actually being rented or leased.

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. Identify how these costs were estimated (i.e., quotes, past experience, engineering estimates, or other methodology).

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. Identify how the budgeted costs for sub-recipients, consultants, or contractors were determined to be fair and reasonable. *Note: If a sub-recipient, consultant, or contractor is proposed and approved at the time of award, no other approvals will be required. Any changes or additions will require a request for approval.*

Other Expenses

Any other expenses not included in the above categories shall be listed in this category, along with a description of the item and why it is necessary. No profit or fee will be allowed.

Indirect Costs

Indirect costs that will be incurred during the development or construction of a project, which will not otherwise be recovered, may be included as part of the applicant's project budget. Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable cost principles for the recipient's organization. It is not acceptable to simply incorporate indirect rates within other direct cost line items.

If the applicant has never received a Federal negotiated indirect cost rate, the budget may include a *de minimis* rate of up to 10 percent of modified total direct costs. For further information on modified total direct costs, refer to 2 CFR §200.68 available at www.ecfr.gov.

Total Costs

Indicate total amount of project costs, including the Federal and non-Federal cost share amounts.

D.2.2.6. Letters of Support

Please include letters from interested stakeholders supporting the proposed project. To ensure your proposal is accurately reviewed, please attach all letters of support/ partnership letters as an appendix. (*Note: this will not count against the application page limit.*) Letters of support received after the application deadline for this FOA will not be included with your application.

D.3. Unique Entity Identifier and System for Award Management

All applicants (unless the applicant has an exception approved by Reclamation under 2 CFR §25.110[d]) are required to:

- (i) Be registered in the System for Award Management (SAM) before submitting its application;
- (ii) Provide a valid unique entity identifier in its application; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Meeting the requirements set forth above is mandatory. If the applicant is unable to complete registration by the application deadline, the unique entity identifier must be obtained and SAM registration must be initiated within 30 days after the application deadline in order to be considered for selection and award.

Reclamation will not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Reclamation is ready to make an award, Reclamation may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

D.4. Submission Date and Time

Application submission date deadline:

Tuesday, February 27, 2018, 4:00 p.m. Mountain Standard Time

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

Please note that any application submitted for funding under this FOA may be subjected to a Freedom of Information Act request (5 USC Section 552, as amended by P.L. No. 110-175), and as a result, may be made publicly available. Following awards of funding, Reclamation will post all successful applications on the Reclamation website, www.usbr.gov/watersmart/wcra/reservoirpilot.html after conducting any redactions determined necessary by Reclamation, in consultation with the recipient.

D.4.1. Application Delivery Instructions

Applications may be submitted electronically through Grants.gov (www.grants.gov) or hard copies may be submitted to either one of the following addresses. Under no circumstances will applications received through any other method (such as email or fax) be considered eligible for award.

By mail: Bureau of Reclamation
Financial Assistance Support Section
Attn: Irene M. Hoiby
P.O. Box 25007, MS 84-27814
Denver, CO 80225

By express delivery: Bureau of Reclamation mail services
Attn: Irene M. Hoiby
Denver Federal Center
Bldg. 67, Rm. 152
6th Avenue and Kipling Street
Denver, CO 80225

Section D: Application and Submission Information

By courier services: Bureau of Reclamation
Attn: Irene M. Hoiby
Denver Federal Center
Bldg. 56, Rm. 1000
6th Avenue and Kipling Street
Denver, CO 80225

D.4.2. Instructions for Submission of Project Application

Each applicant should submit an application in accordance with the instructions contained in this section.

D.4.2.1. Applications Submitted by Mail, Express Delivery or Courier Services

Please follow these instructions to submit your application by mail, express delivery, or courier services.

- Applicants should submit one copy of all application documents for hardcopy submissions. Only use a binder clip for documents submitted. Do not staple or otherwise bind application documents.
- Hard copy applications may be submitted by mail, express delivery, or courier services to the addresses identified in this FOA.
- Materials arriving separately will not be included in the application package and may result in the application being rejected or not funded. This does not apply to letters of support, funding commitment letters, or official resolutions.
- Faxed and emailed copies of application documents will not be accepted.
- Do not include a cover letter or company literature/brochure with the application. All pertinent information must be included in the application package.

D.4.2.2. Applications Submitted Electronically

If the applicant chooses to submit an electronic application, it must be submitted through Grants.gov (www.grants.gov). Reclamation encourages applicants to submit their applications for funding electronically through the URL: www.grants.gov/applicants/apply-for-grants.html. Applicant resource documents and a full set of instructions for registering with Grants.gov (www.grants.gov) and completing and submitting applications online are available at: www.grants.gov/applicants/apply-for-grants.html.

- Please note that submission of an application electronically requires prior registration through Grants.gov, which may take 7 to 21 days. Please see

registration instructions at www.grants.gov/applicants/apply-for-grants.html. *In addition, please note that the Grants.gov system only accepts applications submitted by individuals that are registered and active in SAM as both a user and an Authorized Organizational Representative.*

- Applicants have experienced significant delays when attempting to submit applications through Grants.gov. If you plan to submit your application through Grants.gov you are encouraged to submit your application several days prior to the application deadline. If you are a properly registered Grants.gov applicant and encounter problems with the Grants.gov application submission process, you must contact the Grants.gov Help Desk to obtain a case number. This case number will provide evidence of your attempt to submit an application prior to the submission deadline.

Regardless of the delivery method used, you must ensure that your proposal arrives by the date and time deadline stated in this FOA. Applications received after this date and time due to weather or express delivery/courier performance will not be considered for award. Late applications will not be considered unless it is determined that the delay was caused by Federal Government mishandling or by a problem with the Grants.gov application system.

D.4.2.3. Acknowledgement of Application Receipt.

If an application is submitted by mail, express delivery, or courier, Reclamation will notify you in writing that your application was received.

If an application is submitted through Grants.gov, you will receive an email acknowledging receipt of the application from Grants.gov. In addition, Reclamation will notify you in writing whether your application was successfully downloaded from Grants.gov.

D.5. Intergovernmental Review

This FOA is subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.” A list of States that have elected to participate in the intergovernmental review process can be found at www.whitehouse.gov/omb/grants_spoc. Applicants in these states must contact their state's Single Point of Contact (SPOC) to find out about and comply with the state's process under Executive Order 12372. The names and addresses of the SPOCs are listed in the Office of Management and Budget's website, www.whitehouse.gov/omb/grants_spoc.

D.6. Funding Restrictions: Pre-award Costs

Project pre-award costs that have been incurred prior to the date of award are not eligible for reimbursement or consideration as non-Federal cost share.

D.7. Automated Standard Application for Payments Registration

All applicants must also be registered with and willing to process all payments through the Department of Treasury Automated Standard Application for Payments (ASAP) system. All recipients with active financial assistance agreements with Reclamation must be enrolled in ASAP under the appropriate Agency Location Code(s) and the Data Universal Number System (DUNS) Number prior to the award of funds. If a recipient has multiple DUNS numbers they must separately enroll within ASAP for each unique DUNS Number and/or Agency. All of the information on the enrollment process for recipients, including the enrollment initiation form and the enrollment mailbox can be found at www.usbr.gov/mso/aamd/asap.html

Note that if your entity is currently enrolled in the ASAP system with an agency other than Reclamation, you must enroll specifically with Reclamation in order to process payments.

This page is intentionally left blank.

Section E. Application Review Information

E.1. Evaluation Criteria

The evaluation criteria should be addressed in the technical proposal section of the application. Applications should thoroughly address each criterion and any subcriterion in the order presented below. **Applications will be evaluated against the evaluation criteria listed below.** If the work described in your application is a phase of a larger project, only discuss the benefits that will result directly from the work discussed in the technical project description and that is reflected in the budget, not the larger project. Any claims made without supporting documentation will not be considered.

Note: Projects may be prioritized to ensure balance among the program task areas and to ensure that the projects address the goals and objectives of the FOA.

E.1.1. Evaluation Criterion A—Project Implementation (40 points)

Points will be awarded based on the extent to which the proposal supports the applicant's ability to proceed with developing the proposed methodology and decision support tool for estimating the economic effects of reservoir operations alternatives upon entering into a financial assistance agreement and to complete the project within the two year time-frame. The purpose of this criterion is to ensure the applicant will develop science that will support the identification of reservoir operation best practices and help Interior create a conservation stewardship. Please see *Section C.4. Project Requirements* of the FOA, describing the required elements of the project. Please address each of the following bullets:

- Describe the objectives of the proposed study, methodology, and how the expected results will advance knowledge of how to conduct economic analyses for reservoir operations. References and literature citations should be provided, as applicable, as well as a detailed description of any tools that will be developed as a result of this project.
- Please describe in detail the nature of the decision support tool that will be created as well as how and by whom it will be used.
- Describe in detail how the following considerations will be incorporated into the analysis, tool, and provide specific examples of each if a case study is included:
 - The regional hydrology (e.g. stream flows, precipitation amounts and variability over time, conjunctive use, environmental requirement, etc.)
 - Uncertainty (e.g. weather forecast and economic uncertainty)
 - Regional water demand and use

- o The entity that operates the reservoir
 - o The reservoir's authorized uses
 - o The reservoir's current operating requirements
 - o The proposed operating alternative(s)
- Describe the availability and quality of existing data and models applicable to the study.
- Describe any collaborators involved with the investigation and their respective roles.
- Please describe the credentials, experience, and past performance of the research team. Alternatively, describe the process and criteria that will be used to select an appropriate, experienced research team.
- Please include an estimated project schedule that shows the stages and duration of the proposed work including major tasks, milestones, and dates. Your response to this sub-criterion should demonstrate your understanding of the tasks required to address the required elements under this program. If prior work will be relied on to meet any of the required elements, please explain this and *briefly* describe the work that will be relied on. Note, the budget proposal will also be considered under this sub-criterion (e.g., whether the budget is reasonably detailed and appropriate for the work proposed).

E.1.2. Evaluation Criterion B— Transferability (30 points)

Points will be awarded based on the extent the proposal indicates the project results will be transferable to reservoirs across the western States. The purpose of this criterion is to ensure the project's results have wide-reaching applicability, thereby helping modernize a significant part of America's infrastructure and maximizing the utilization of America's natural resources.

- Describe the transferability of the methodology and decision support tool(s) to evaluate reservoir operating alternatives at other locations. Things to consider when addressing transferability include stream temperatures, the presence of endangered species, power generation, agriculture, recreation, flood control, commercial uses, etc. and how they might vary from reservoir to reservoir
- Describe in detail what steps will be taken during the project to ensure the results will be applicable for reservoir operators across the western States, including both Federal (e.g. Reclamation reservoirs) and non-Federal reservoirs.
- Describe how the results of the project will be able to be used by other water management agencies and how the applicant will disseminate results to other interested parties.

E.1.3. Evaluation Criterion C— Stakeholder Support (15 points)

Points will be awarded based on the extent to which the proposal demonstrates that the proposed project is supported by a diverse set of stakeholders; that the project will be inclusive and incorporate input from a wide range of stakeholders. Proposals which demonstrate support for the project from a diverse array of stakeholders will receive the most points under this criterion. Please address each of the following bullets:

- Identify stakeholders area who have *committed to be involved* in the project.
- Describe their commitment, e.g., will they contribute funding or in-kind services or otherwise engage in the project?
- Describe stakeholders in the planning area who have *expressed their support* for the project, whether or not they have committed to participate. Support can include letters of support from stakeholders or a description of feedback from interested stakeholders.
- Documentation could include letters from stakeholders committing to be involved in the project (see *Section D.2.2.7. Letters of Support*); such letters should explain what their specific interest is and how they plan to participate.
- Describe what efforts that *you will undertake* to consider a *diverse* array of stakeholders. Support could include a description of key stakeholder interests and what efforts you will undertake to include them, including outreach to stakeholders or collaborating with other groups or partners.

E.1.4. Evaluation Criterion D— Nexus to Reclamation (15 points)

Points will be awarded based on the extent that the proposal demonstrates a nexus between the proposed project and a Reclamation project or activity. Please provide the following information regarding the connection to a Reclamation project, facility, or activity.

- In what way will the proposed project benefit Reclamation?
- Is the case study reservoir a Reclamation reservoir?
- Is the reservoir in the same basin as a Reclamation project, facility, or activity?

E.2. Review and Selection Process

The Federal government reserves the right to reject any and all applications that do not meet the requirements or objectives of this FOA. Awards will be made for projects most advantageous to the Federal Government. Award selection may be made to maintain balance among the eligible projects listed in this FOA. The evaluation process will be comprised of the steps described in the following subsections.

E.2.1. Initial Screening

All application packages will be screened to ensure that:

- The applicant meets the eligibility requirements stated in this FOA.
- The applicant meets the unique entity identifier and SAM registration requirements stated in this FOA (this may be completed up to 30 days after the application deadline).
- The application meets the content requirements of the FOA package, including submission of a technical proposal with responses to the evaluation criteria, a funding plan, budget proposal, and budget narrative.
- The application contains a properly executed SF-424, Application for Financial Assistance and form SF-424B, Assurances for Non-Construction Programs, and a completed SF-424A, Budget Information for Non-Construction Programs
- The application and funding plan meets or exceeds the minimum non-Federal cost-share requirements identified in this FOA.

Reclamation reserves the right to remove an application from funding consideration if it does not pass all Initial Screening criteria listed above. An applicant that has submitted an application that is determined to be ineligible for funding will be notified along with other applicants, or sooner, if possible.

E.2.2. Application Review Committee

Evaluation criteria will comprise the total evaluation weight as stated in the *Section E.1 Evaluation Criteria*. Application Review Information. Applications will be scored against the evaluation criteria by an Application Review Committee (ARC), made up of experts in relevant disciplines selected from across Reclamation. The ARC will also review the application to ensure that the Project meets the description of eligible projects and meets the objective of this FOA.

During ARC review, Reclamation may contact applicants to request clarifications to the information provided, if necessary.

E.2.3. Red-Flag Review

Following the results of the ARC review, Reclamation offices will review the top-ranking applications and will identify any reasons why a proposed project would not be feasible or otherwise advisable, including environmental or cultural resources compliance issues, permitting issues, legal issues, or financial position. Positive or negative past performance by the applicant and any partners in previous working relationships with Reclamation may be considered, including whether the applicant is making significant progress toward the completion of outstanding financial assistance agreements and whether the applicant is in compliance with all reporting requirements associated with previously funded projects.

In addition, during this review, Reclamation will address any specific concerns or questions raised by members of the ARC, conduct a preliminary budget review, and evaluate the applicant's ability to meet cost share as required.

E.2.4. Managerial Review

Reclamation management will prioritize projects to ensure the total amount of all awards does not exceed available funding levels. Management will also ensure that all projects meet the scope, priorities, requirements, and objectives of this FOA. Management may also prioritize projects to ensure that multiple project types are represented. After completion of the Managerial Review, Reclamation will notify applicants whose proposals have been selected for award consideration.

E.2.5. Pre-Award Clearances and Approvals

The following pre-award clearances and approvals must be obtained before an award of funding is made. If the results of all pre-award reviews and clearances are satisfactory, an award of funding will be made once the agreement is finalized (approximately one to three months from the date of initial selection). If the results of pre-award reviews and clearances are unsatisfactory, consideration of funding for the project may be withdrawn.

E.2.5.1. Environmental Review

If the project selected for award consideration includes measurement, monitoring or field work, Reclamation will forward the proposal to the appropriate Reclamation Regional or Area Office for completion of environmental compliance. To the extent possible, environmental compliance will be completed before a financial assistance agreement is signed by the parties. However, the award may be made contingent on completion of environmental compliance. The financial assistance agreement will describe how compliance will be carried out and how the costs will be paid. Ground disturbing activities may not occur until this second level of environmental analysis is completed.

E.2.5.2. Budget Analysis and Business Evaluation

A Reclamation Grants Officer (GO) will conduct a detailed budget analysis and complete a business evaluation and responsibility determination. During this evaluation, the GO will consider several factors that are important, but not quantified, such as:

- Allowability, allocability, and reasonableness of proposed costs
- Financial strength and stability of the applicant
- Past performance, including satisfactory compliance with all terms and conditions of previous awards, such as environmental compliance issues, reporting requirements, proper procurement of supplies and services, and audit compliance
- Adequacy of personnel practices, procurement procedures, and accounting policies and procedures, as established by applicable Office of Management and Budget circulars

E.3. Anticipated Announcement and Federal Award Date

Reclamation expects to contact potential award recipients and unsuccessful applicants in March 2018 or slightly later if necessary. Within one to three months after that date, financial assistance agreements will be awarded to applicants that successfully pass all pre-award reviews and clearances.

Section F. Federal Award Administration Information

F.1. Federal Award Notices

Successful applicants will receive by electronic mail, a notice of selection signed by a Reclamation GO. This notice is not an authorization to begin performance.

F.2. Administrative and National Policy Requirements

F.2.1. Environmental and Cultural Resources Compliance

All Projects that include measurement, monitoring, or field work and that are 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 resource protection laws and regulations is also required. These may include, but are not limited to, Clean Water Act (CWA), Endangered Species Act (ESA), National Historic Preservation Act (NHPA), consultation with potentially 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 that findings under NEPA, and consultations, as appropriate, will support Reclamation's decision on whether to fund a project. Environmental and cultural resources compliance costs are considered project costs. These costs will be considered in the ranking of applications.

Under no circumstances may an applicant begin any ground-disturbing activities (e.g., grading, clearing, and other preliminary activities) on a project before environmental and cultural resources 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 such compliance is complete. An applicant that proceeds before environmental and cultural resources compliance is complete may risk forfeiting Reclamation funding under this FOA.

F.2.2. Approvals and Permits

Recipients shall adhere to Federal, state, territorial, tribal, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Recipients shall also coordinate and obtain approvals from site owners and operators.

F.2.3. Reclamation Review of Work Plan

A project work plan must be submitted to Reclamation for review no later than 30 days after the agreement is signed, and may be updated as conditions warrant. The purpose of Reclamation's review of the work plan is to help ensure that program requirements will be met.

F.2.4. Required Technical Study

The project awarded funding under this FOA must include the development of a written technical study that summarizes all work undertaken and provides findings and conclusions on the study's results (e.g., a detailed description of the proposed methodology and how it was determined). The report should include a description of all activities conducted, lessons learned, and any other findings and conclusions. The draft technical study, must be submitted and accepted by Reclamation before work on the decision support tool may begin.

F.2.5. Project Presentation

Project results are required to be presented by the recipient to Reclamation and other stakeholders through a webinar following the completion of the project. The presentation will include a background of the technical study methods and results, a demonstration of the decision support tool, and a description of the case study, if included. Reclamation will work with the recipient to schedule the webinar.

F.2.6. Intangible Property (2 CFR 200.315)

(a) Title to intangible property acquired under a Federal award vests upon acquisition in the non-Federal entity (see §200.59 Intangible Property [of this CFR]). The non-Federal entity must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in §200.313(e) Equipment [of this CFR].

(b) The non-Federal entity may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

(c) The non-Federal entity is subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce at 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements.”

(d) The Federal government has the right to:

(1) Obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and

(2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

(e) Freedom of Information Act (FOIA).

(1) In response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under a Federal award that were used by the Federal government in developing an agency action that has the force and effect of law, the Federal awarding agency must request, and the non-Federal entity must provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the Federal awarding agency obtains the research data solely in response to a FOIA request, the Federal awarding agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the Federal agency and the non-Federal entity. This fee is in addition to any fees the Federal awarding agency may assess under the FOIA (5 USC 552(a)(4)(A)).

(2) Published research findings means when:

(i) Research findings are published in a peer-reviewed scientific or technical journal; or

(ii) A Federal agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law. “Used by the Federal government in developing an agency action that has the force and effect of law” is defined as when an agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law.

(3) Research data means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with

colleagues. This “recorded” material excludes physical objects (e.g., laboratory samples). Research data also does not include:

- (i) Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and
- (ii) Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.

F.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 the following reports during the term of the agreement.

F.3.1. Financial Reports

Recipients will be required to submit a fully completed form SF-425 Federal Financial Report on an annual basis and with the final performance report. The SF-425 must be signed by a person legally authorized to obligate the recipient.

F.3.2.1. Interim Performance Reports

The specific terms and conditions pertaining to the reporting requirements will be included in the financial assistance agreement.

Interim performance reports submitted on at least an annual basis, that include 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
- Any additional pertinent information or issues related to the status of the project

F.3.2.2. Interim Technical Project Reports

Reports shall be submitted quarterly by the Project Manager and will be used by Reclamation to ensure that the goals and objectives of the project are being met. The following should be included in each quarterly report:

- For each project or activity within a task, identify the start date and anticipated completion date and describe the work conducted within the reporting period
- Describe any significant accomplishments as well as any unanticipated delays encountered during the reporting period
- Discuss whether the activities comprising the agreement are on schedule to meet expected completion date. If not, discuss the actions being take to bring the activities back on schedule
- State the progress of spending within each task
- Provide sufficient information to allow for tracking of project expenditures for each task
- Provide, in pdf format, copies of presentations given at conferences and any journal publications that have resulted in this study during the reporting period, if any
- Provide a summary of any findings up to that date.

F.3.3. Final Performance Reports

Recipients will be required to submit a final performance report encompassing the entire period of performance. The final performance report must include, but is not limited to, the following information:

- Whether the project objectives and goals were met
- A summary of the study results and description of the tool
- Discussion and description of how the project has been communicated with stakeholders and/or other partners
- Photographs documenting the project are also appreciated

Note: Reclamation may print photos with appropriate credit to the applicant. Also, final reports are public documents and will be made available on Reclamation's website

F.4. Releasing Applications

Following awards of funding, Reclamation may post all successful applications on the Reclamation website after conducting any redactions determined necessary by Reclamation, in consultation with the recipient.

Section G. Agency Contacts

There will be no pre-application conference. Organizations or individuals interested in submitting applications in response to this FOA may direct questions to the Reclamation personnel identified below.

G.1. Reclamation Financial Assistance Contact

Questions regarding application and submission information and award administration may be submitted to the attention of Irene M. Hoiby, Grants Management Specialist, as follows:

By mail: Bureau of Reclamation
Financial Assistance Support Services
Attn: Irene M. Hoiby
Mail Code: 84-278514
P.O. Box 25007
Denver, CO 80225

By email: ihoiby@usbr.gov

By phone: 303-445-2025

G.2. Reclamation Program Coordinator Contact

Questions regarding applicant and project eligibility and application review may be submitted to the attention of Katharine Dahm, Program Analyst, as follows:

By mail: Bureau of Reclamation
Water Resources and Planning Division
Attn: Ethan Rutledge
Mail Code: 84-51000
P.O. Box 25007
Denver, CO 80225

By e-mail: erutledge@usbr.gov

By phone: 303-445-2247