

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. R13SF40007

Water Conservation Field Services Program

Fiscal Year 2013



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

FY 2013

Mission Statement

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

The Bureau of Reclamation's Upper Colorado Region is requesting applications for the Water Conservation Field Service Program (WCFSP). Many, if not most, of the Bureau of Reclamation projects in the Upper Colorado Region have been in operation for several decades and are still using practices and procedures that represent state-of-the-art technology at the time the project was constructed. Much can be done to advance these projects to 2000's technology with the accompanying increase in water use efficiency. Likewise, per capita urban water use in various locations within the Upper Colorado Region is among the highest in the nation.

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 2013.

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

<http://www.usbr.gov/uc/progact/contracts/index.html#gca>

Information on Grant Application Writing

<https://www.cfda.gov/?s=generalinfo&mode=list&tab=list&tabmode=list&static=grants>

Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Upper Colorado Region, Salt Lake City, Utah
Funding Opportunity Title:	Water Conservation Field Services Program (WCFSP)
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity Number:	R13SF40007
Catalog of Federal Domestic Assistance (CFDA) Number:	15.530 Water Conservation Field Services Program
Dates: (See FOA Sec. IV.B)	Application due date: January 25, 2013 , 3:00 p.m. Mountain Standard Time
Eligible Applicants: (See FOA Sec. III.A)	Any state, Indian tribe, irrigation district, water district, or other organization with water or power delivery authority.
Recipient Cost Share: (See FOA Sec. III.B)	No Less Than Fifty Percent Cost Share Required
Federal Funding Amount: (See FOA Sec. II)	Up to \$25,000 to update or develop a Water Conservation Plan
Estimated Number of Agreements to be Awarded: (See FOA Sec. II)	Up to 15
Total Amount of Funding Available for Award: (See FOA Sec. II)	Approximately \$200,000. The amount of funding available will be determined once final Fiscal Year 2013 appropriations are approved.

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 MST, **January 25, 2013**. All standard forms are contained in the full announcement on grants.gov. If any of the below items are left out your proposal will not be considered.

√	What to submit	Page
	Standard Form (SF)- 424 application cover page (Available in application packet on grants.gov)	17 C.1
	Assurances (Available in application packet on grants.gov) • Form SF424B OR • Form SF424D, as applicable	17 C.2
	Title page • Names, addresses, phone numbers, email address • Funding Category	17 C.3
	Technical Application • Scope of work • Narrative / Executive Summary • Program and Anticipated Water Management Benefits • Activity Schedule showing planned timeline of project	18 C.4 Element A
	Supplemental Questions Answer Sheet (Your responses to supplemental questions are a critical component in the proposal evaluation process)	18 C.4 Element B
	Project budget proposal: • General requirements • Budget Proposal • Budget narrative • Budget forms SF-424A or SF-424C as applicable	18 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.	23 C.4

Acronyms and Abbreviations

AOR	Authorized Organization Representatives
ARC	Application Review Committee
SAM	System for Award Management
CFDA	Catalog of Federal Domestic Assistance
CE	Categorical Exclusion
CEC	Categorical Exclusion Checklist
CPA	Certified Public Accountant
DUNS	Data Universal Number System
EA	Environmental Assessment
E-Biz POC	E-Business Point of Contact
EIN	Employer Identification Number
EIS	Environmental Impact Statement
ESA	Endangered Species Act
FAQ	Frequently Asked Question
FEMA	Federal Emergency Management Agency
FOA	Funding Opportunity Announcement
FY	Fiscal Year
GO	Grants Officer
GOTR	Grants Officer Technical Representative
IRS	Internal Revenue Service
MST	Mountain Standard Time
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
O&M	Operation and maintenance
OM&R	Operations, Maintenance, and Replacement
OMB	Office of Management and Budget
ROD	Record of Decision
SCADA	Supervisory Control and Data Acquisition
SF	Standard Form
SOR	System Optimization Review
TIN	Taxpayer Identification Number

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 **January 25, 2013**.

DIRECT QUESTIONS TO	REQUEST PAPER COPIES OF DOCUMENTS FROM	APPLICATION DELIVERY ADDRESSES	
		BY POSTAL SERVICE	BY EXPRESS SERVICE
Bureau of Reclamation Attn: Ms. Heidi Hansen Mail Code: UC-823 125 South State St., Room 6107 Salt Lake City, UT 84138-1147 Phone: (801) 524-3760 E-mail: heidihansen@usbr.gov Fax: (801) 524-3857 OR Attn: Mr. Timothy Wagoner Mail Code: UC-828 125 South State St., Room 6107 Salt Lake City, UT 84138-1147 Phone: (801) 524-3704 E-mail: tpwagoner@usbr.gov Fax: (801) 524-3857	Bureau of Reclamation Attn: Ms. Heidi Hansen Mail Code: UC-823 125 South State St., Room 6107 Salt Lake City, UT 84138-1147 Phone: (801) 524-3760 E-mail: heidihansen@usbr.gov Fax: (801) 524-3857 OR Attn: Mr. Timothy Wagoner Mail Code: UC-828 125 South State St., Room 6107 Salt Lake City, UT 84138-1147 Phone: (801) 524-3704 E-mail: tpwagoner@usbr.gov Fax: (801) 524-3857	Bureau of Reclamation Attn: Ms. Heidi Hansen Mail Code: UC-823 125 South State St., Room 6107 Salt Lake City, UT 84138-1147 OR Attn: Mr. Timothy Wagoner Mail Code: UC-828 125 South State St., Room 6107 Salt Lake City, UT 84138-1147	Bureau of Reclamation Attn: Ms. Heidi Hansen Mail Code: UC-823 125 South State St., Room 6107 Salt Lake City, UT 84138-1147 OR Attn: Mr. Timothy Wagoner Mail Code: UC-828 125 South State St., Room 6107 Salt Lake City, UT 84138-1147

For Technical Inquiries about Your Application

Organizations or individuals may direct technical questions by calling or emailing the Grants Management Specialist. All technical questions shall be submitted by **January 11, 2013**. See Table below for contact information:

UC Region Water Conservation

DIRECT TECHNICAL QUESTIONS TO
Bureau of Reclamation Attn: Ms. Heidi Hansen Mail Code: UC-823 125 South State St., Room 6107 Salt Lake City, UT 84138-1147 Phone: (801) 524-3760 E-mail: heidihansen@usbr.gov Fax: (801) 524-3857 OR Attn: Mr. Timothy Wagoner Mail Code: UC-828 125 South State St., Room 6107 Salt Lake City, UT 84138-1147 Phone: (801) 524-3704 E-mail: tpwagoner@usbr.gov Fax: (801) 524-3857

Table of Contents

Section I—Funding Opportunity Description	9
A. Background.....	9
B. Eligible Projects.....	10
C. Program Authority.....	10
Section II -- Award Information	11
A. Project Funding Limitations.....	11
B. Reclamation Responsibilities.....	11
C. Award Date	12
Section III -- Eligibility Information	12
A. Eligible Applicants.....	12
B. Cost Share Requirements and Guidelines	12
C. Length of Project	12
Section IV -- Application Submission Information and Instructions ..	12
A. Application Delivery Methods.....	13
Table 1. Checklist for Registering Your Organization in Grants.gov	13
B. Application Submission Date and Time	17
C. Technical Application Content.....	17
Table 2. Sample Budget Proposal Format.....	22
Section V -- Application Review Information	24
A. Review, Evaluation and Selection Process	24
B. Other Factors.....	26
C. Review and Selection Process	27
Section VI -- Award Administration Information	27
A. Award Notices	27
B. Award Document.....	27
C. Reporting Requirements and Distribution	27
Supplemental Questions for FOA R13SF40007	29

Section I—Funding Opportunity Description

The U.S. Bureau of Reclamation has a major responsibility, in partnership with water users, States, and other interested parties, to help improve water resource management and the efficiency of water use in the western United States. With passage of the Reclamation Act of 1902, Reclamation's original challenge was to promote the settlement of the West by providing the necessary infrastructure for the irrigation of small family farms. Extensive tracts of arid and semi-arid lands have become some of the most productive agricultural area and urban centers in the world. And, in addition to irrigation, Reclamation projects provide water for homes and industries, recreation, fish and wildlife, power generation, and flood control. Now, after more than 100 years, Reclamation's primary role has evolved from one of water resource development to one of water resource management. More efficient water use is a key component of Reclamation's water resource management strategy.

Reclamation recognizes that no single entity, acting independently can meet the challenge of improving the efficiency of water use and management throughout the western States. Consequently, a key to meeting this challenge will be the partnerships formed between Reclamation and water users, other Federal and State agencies, educational and research institutions, and other interested parties.

A. Background

The Bureau of Reclamation's Upper Colorado Region is requesting applications for the Water Conservation Field Service Program (WCFSP). Many, if not most, of the Bureau of Reclamation projects in the Upper Colorado Region have been in operation for several decades and are still using practices and procedures that represent state-of-the-art technology at the time the project was constructed. Much can be done to advance these projects to 2000's technology with the accompanying increase in water use efficiency. Likewise, per capita urban water use in various locations within the Upper Colorado Region is among the highest in the nation.

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 2013.

1. Program Objective

The program objective is to improve water use efficiency, encourage water management planning by water purveyors, promote basic technical understanding of water management and conservation practices by water users, and basic understanding of water use issues by the public.

2. Objective of Request for Applications

Reclamation is especially interested in supporting activities that promote the preparation of written water management and conservation plans. Water management plans are intended to assist water users in minimizing waste and improving water use efficiency. For more program information see <http://www.usbr.gov/waterconservation/>.

B. Eligible Projects

Reclamation is providing financial assistance to update or create a new water conservation plan. To be eligible for financial assistance, a proposed activity must be within the Upper Colorado Region's service area (see Map on last page), or activities outside the service area must be within an area authorized to be served by a project under the Upper Colorado Region's jurisdiction.

1. Types of Projects

Activities to be considered for financial assistance should address the following:

(a) Water Management Planning;

Help water purveyors develop written water management and conservation plans that are modeled after plans described in Achieving Efficient Water Management: A Guidebook for Preparing Agricultural Water Conservation Plans, Second Edition (Guidebook) <http://www.usbr.gov/waterconservation/docs/guidemstr.pdf>. The proposed activity should address one or more of the planning tasks discussed in the Guidebook. The proposal should describe why the applicant needs financial assistance to help prepare a written plan. It should also describe what Federal or State regulations require the preparation of a plan, what tasks will be accomplished during the activity, when and to whom the plan will be submitted, and how Federal funds will be used to prepare the plan;

C. Program Authority

Water Conservation Field Service Program activities are eligible for financial assistance under Public Law 111-11.

Financial assistance for planning is provided under authority of P.L. 109-103, Sec. 210 (b) of the Reclamation Reform Act of 1982, as amended in conjunction with the Energy and Water Development Appropriation Act, 2011.

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

1. The Recipient shall not use any associated water savings to increase the total irrigated acreage of the Recipient or otherwise increase the consumptive use of water in the operation of the Recipient as determined pursuant to the law of the State in which the operation of the Recipient is located.
2. If the activities funded under the Agreement result in an infrastructure improvement to a federally owned facility, the Federal Government shall continue to hold title to the facility and improvements to the facility.
3. The non-Federal share of the cost of operating and maintaining any infrastructure improvement funded through the Agreement shall be 100 percent.
4. 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 Agreement, 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 Torts Claims Act”).

Reclamation will determine which terms are applicable to each proposal. Ineligible proposals will be eliminated from further consideration.

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: It is anticipated that up to 15 agreements will be awarded, depending on the total amount of funding requested for successful applications. The total amount of funding for all grants or cooperative agreements awarded as a result of this request for applications is approximately \$200,000, contingent upon appropriations. 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.

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 \$25,000. However, Reclamation retains the right to propose adjustments on a case-by-case basis. Reclamation desires to fund as many activities as possible so additional evaluation points will be given to applications requesting less than the maximum amount (state this in the budget narrative).

B. Reclamation Responsibilities

Substantial involvement between Reclamation and the Recipient during the performance of this activity will be determined on a case-by-case basis. In the event of substantial Reclamation involvement, Reclamation will provide the following:

Reclamation shall collaborate and participate with the Recipient in the management of the activity and closely oversee the Recipient's activities to ensure that the program objectives are being achieved.

This oversight shall include review, input, and approval at key interim stages of the activity as identified in the Recipient's proposal. Substantial involvement shall be such that the project would not be possible without Reclamation expertise.

C. Award Date

It is expected that potential award recipients will be contacted as soon as possible following grant evaluations. Within one to three months after this date, assistance agreements will be awarded to applicants that successfully pass all pre-award reviews and clearances.

Section III -- Eligibility Information

A. Eligible Applicants

Any state, Indian tribe, irrigation district, water district, or other organization with water or power delivery authority.

B. Cost Share Requirements and Guidelines

Cost share no less than 50% is required in association with this funding announcement. 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-Reclamation 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 OMB Circular A-102 or A-110, as applicable. 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:
http://www.grants.gov/applicants/apply_for_grants.jsp

All forms are available through grants.gov and at:
http://www.whitehouse.gov/omb/grants/grants_forms.html.

Applications will only be accepted via grants.gov, traditional mail or facsimile to 801-524-3857.

A. Application Delivery Methods

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

- o **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 two weeks to be completed; therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. You will be able to submit your application online anytime 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 applications via Grants.gov, please visit the “Get Registered” and “Apply for Grants” links at www.grants.gov.

Applicants have sometimes experienced significant delays when attempting to submit through Grants.gov. If you plan to use Grants.gov, you are encouraged to submit your application several days prior to the application deadline. If you are a properly registered Grants.gov applicant, and you encounter problems with the Grants.gov submission process, you must contact the Grants.gov Help desk to obtain a “Case Number.” This Case Number will provide evidence of your attempt to submit an application prior to the submission deadline.

- o **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 pm MST on **January 25, 2013**. Applicants using traditional mail shall submit 1 original and a disk copy 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.

Please see Table 1 on next page for instructions on how to get registered in grants.gov.

	3: User-name and Password	Have the AORs who officially submit applications on behalf of your organization completed their profile with Grants.gov to create their username and password? To create a username and password, AORs must complete their profile on Grants.gov. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete the process. After your organization registers with the SAM, AORs must wait one business day before they can complete a profile and create their usernames and passwords on Grants.gov.	An AOR username and password serves as an "electronic signature" when submitting a Grants.gov application.	Same Day. After the AOR has completed their profile they will be prompted to create a username and password that will allow the user to login and check their approval status immediately.
<i>*Note: Your organization needs to renew your SAM registration once a year. You will not be able to move on to Step 3 until you have renewed your SAM registration. This renewal may take up to 5 business days.</i>				

	4: AOR Authorization	Has the E-Business Point of Contact (E-Biz POC) approved AORs to submit applications on behalf of the organization? When an AOR registers with Grants.gov to submit applications on behalf of an organization, that organization's E-Biz POC will receive an email notification. The email the AOR submitted in the profile will be the email used when sending the automatic notification from Grants.gov to the E-Biz POC with the AOR copied on the correspondence. The E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the "M-PIN" password (obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications. When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email.	Only the E-Biz POC can approve AORs. This allows the organization to authorize specific staff members or consultants/grant writers to submit grants. Only those who have been authorized by the E-Biz POC can submit applications on behalf of the organization.	This depends on how long it takes the E-Biz POC to login and approve the AOR, once the approval is completed the AOR can immediately submit an application.
	Step 5: Track AOR Status	What is your AOR status? AORs can also login to track their AOR status using their username and password (obtained in Step 3) to check if they have been approved by the E-Biz POC.	To verify that the organization's E-Biz POC has approved the AOR.	Logging in to check your AOR status is instantaneous. The approval process to become an AOR depends on how long it takes the E-Biz POC to login and approve the AOR.

B. Application Submission Date and Time

Application submission date deadline:

- January 25, 2013, 3:00 p.m. Mountain Standard Time

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

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 inch 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 http://www.grants.gov/agencies/aforms_repository_information.jsp

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 Management Planning

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 in this section of your application.

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 2 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.
- (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, research, 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 applicants 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.**

Information on “Preparing and Submitting Indirect Cost Proposals” is available from Interior, the National Business Center, and Indirect Cost Section, at <<http://www.aqd.nbc.gov/services/ICS.aspx>>.

(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 http://www.grants.gov/agencies/aforms_repository_information.jsp

Normally design, construction management, cultural resources or NEPA are not indirect charges.

Please see Table 2 on next page for a “Sample Budget Proposal Format.”

Table 2. Sample Budget Proposal Format

BUDGET ITEM DESCRIPTION	COMPUTATION		TOTAL COST	RECIPIENT FUNDING	RECLAMATION FUNDING
	\$/Unit and Unit	Quantity			
SALARIES AND WAGES					
FRINGE BENEFITS					
(Provide breakdown of Fringe)					
TRAVEL					
EQUIPMENT					
SUPPLIES/MATERIALS					
CONTRACTUAL/ ¹ CONSTRUCTION					
ENVIRONMENTAL AND REGULATORY COMPLIANCE ²					
OTHER					
TOTAL DIRECT COSTS					
INDIRECT COSTS - __% ³					
(Provide IDC Agreement)					
TOTAL PROJECT COSTS					

¹ Sub-Contracts should be broken out into specific line items. **Lump sum estimates or contingencies 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.

³ Negotiated indirect cost rate through any federal agency

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.

Program and Anticipated Water Management Benefits and Volume of Water Conserved

Reclamation is required to report on potential water management benefits and volume of water conserved resulting from its financial assistance. Each application should identify as many of the water management benefits and volume of water conserved that may apply to the proposed activity. The application should describe how the activity would achieve the benefit(s) and volume(s) and provide numerical estimates, where possible.

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 (CEC). 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 National Environmental Policy Act (NEPA) before any ground disturbing activity may begin. Compliance with all applicable state, Federal and local environmental, cultural, and paleontological resources protection laws and regulations is also required. These may include, but are not limited to, the Clean Water Act, the Endangered Species Act (ESA), National Historic Preservation Act (NHPA), 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.

Provisions

Regulations and Guidance

If you are awarded a Cooperative Agreement or Grant as a result of this Request for Applications, General Provisions and Special Provisions will be included in your agreement. Please review these provisions as they govern your agreement. Provisions are available for review on the synopsis page of grants.gov.

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% 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. In the evaluation process, credit will not be given for funding from other federal programs.

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 insure 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.

Applications should be submitted by organizations having water-related interests. All applications will undergo the initial screening process. Incomplete applications or those applications that are clearly not in support of the local Water Conservation Field Service Program'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 points 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:

1. Water Management Planning = 100 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 three activity types reflects the relative importance of the activity types to achieving the goals of the Water Conservation Field Services Program.

Water Management Planning Activity – 100 Points

- | | |
|--|-----------|
| • Association with Reclamation Project Water Supplies | 20 |
| • Likelihood that the proposed activity would be completed by applicant if no Federal funding is available | 15 |
| • Applicant's need for Reclamation assistance | 12 |
| • Steps involved in proposed planning process | 10 |
| • Participants/public to be included in planning process | 10 |
| • Satisfies other critical obligations. For example, EA, Water Quality, Fish & Wildlife, Indian Trust Assets, RRA, Contractual Obligations, etc. | 13 |
| • NON federal funding to be used in the planning process, sources of income and support | 7 |
| • Reason for developing the plan | 13 |

Bonus points for request under threshold below will be awarded as shown:

Bonus Points

\$25,000 = -5

\$20,000 = -3

\$15,000 = 0

\$10,000 = +3

\$15,000 = +5

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 subfactors listed above.

Section VI -- Award Administration Information

A. Award Notices

Successful applicants will receive by mail a notice of selection and later an Assistance Agreement document, notifying the applicant of activity award and activity starting date.

B. Award Document

If your organization is awarded an agreement as a result of this request for applications, the applicable portions of Regulations and Guidance (Provisions) contained in this announcement will be included in the resulting agreement.

C. Reporting Requirements and Distribution

If your organization is awarded an agreement as a result of this request for applications, you will be required to submit the following types of reports during the term of the agreement. You will have access to these forms after your agreement is officially executed by the Grants Officer.

Financial Reports and Standard Forms may be found at http://www.whitehouse.gov/omb/grants/grants_forms.html or from the Grant Specialists listed on page 6.

- (a) Federal Financial Report SF-425

Program Performance Reports

- (a) Interim Reports
- (b) Annual Reports
- (c) Final Report

REQUIRED REPORTS	Interim Reports	Final Report
Program Performance Reports		
Format	No specific format required	No specific format required
Reporting Period	Federal fiscal quarters ending: December 31, March 31, June 30 and September 30	Performance period which ends on the completion date of the Agreement
Due Date	Within 30 days after the end of the Federal fiscal quarter: January 30, April 30, July 31 and October 31	Within 90 days after the completion date of the agreement
Send one original to	GOTR and GO	
Financial Status Reports		
Format	Federal Financial Report SF-425	Federal Financial Report SF-425
Reporting Period	Federal fiscal quarters ending: December 31, March 31, June 30 and September 30	Performance period which ends on the completion date of the agreement
Due Date	Within 30 days after the end of the Federal fiscal quarter: January 30, April 30, July 31 and October 31	Within 90 days after the completion date of the agreement
Send one original to	GOTR and GO	
Federal Cash Transaction Report		
Format	Federal Financial Report SF-425	
Reporting Period	Annually – per calendar year	
Due Date	Required only when recipient draws advances, and holds the cash more than 3 days before disbursement; report is due within 15 days after the end of the calendar quarter	
Send one original to	GOTR and GO	

Significant Developments Reports

All other reporting requirements will be identified as applicable in the award documents.

Supplemental Questions for FOA R13SF40007

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 Management Planning Activity

1. What Reclamation project is connected to your project and how is it associated?
2. Would you complete this project if no federal assistance is available?
3. Why do you need financial assistance from Reclamation to complete the activity?
4. What steps will be followed in the development of the plan?
5. How will the public and outside participants be involved in the planning process?
6. How does this activity satisfy other critical obligations for example: ESA, Water Quality, Fish and Wildlife Coordination Act, Indian Trust Assets, RRA, Contractual Obligations, etc?
7. What resources in addition to Reclamation's financial assistance will be used, partners if any?
8. What is your reason for developing a water management / conservation plan? Is this your first plan or are you updating a plan?

Upper Colorado Region Area 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
2764 Compass Drive, Suite 106
Grand Junction, CO 81506
970-248-0690

Western Colorado Area Office, Durango
835 East Second Avenue
Suite 300
Durango, CO 81301-5475
970-385-6500

Four Corners Construction Office
103 Everett Street
Durango, CO 81303-7987
970-259-1110, Ext.1008

Upper Colorado Area Office
125 South State Street
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