RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. R15AS00015

WaterSMART: Development of Feasibility Studies under the Title XVI Water Reclamation and Reuse Program for Fiscal Year 2015



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

January 2015

Mission Statements

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

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

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Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Policy and Administration
Funding Opportunity Title:	WaterSMART: Development of Feasibility Studies under the Title XVI Water Reclamation and Reuse Program
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity Number:	R15AS00015
Catalog of Federal Domestic Assistance (CFDA) Number:	15.504
Dates: (See FOA Sec IV.B)	Application due date: March 3, 2015 4:00 p.m. Mountain Standard Time (MST)
Eligible Applicants: (See FOA Sec. III.A)	State, regional, or local authorities; Indian tribes or tribal organizations; or other entities such as a water district, wastewater district, or rural water district. Applicants must be located within the 17 Western States or Hawaii.
Recipient Cost Share: (See FOA Sec. III.D)	50 percent or more of total study costs.
Federal Funding Amount: (See FOA Sec. II.B)	Funding Group I: Up to $150,000 per agreement for a study up to 18 months. Funding Group II: Up to $450,000 in Federal funds for a study that can be completed within 36 months.
Estimated Number of Agreements to be Awarded: (See FOA Sec. II.B)	Funding Group I: It is expected that most awards will be made for studies in Funding Group I. Funding Group II: It is expected that only a very small number of awards will be made for studies in Funding Group II.
Estimated Amount of Funding Available for Award: (See FOA Sec. II.A)	The President's fiscal year (FY) 2015 budget includes $21.5 million for the Title XVI Program. It is estimated that up to $1,300,000 total will be available for all awards under this FOA. Applications submitted under this FOA also may be considered if other funding becomes available for the Title XVI Program in FY 2015 or thereafter. Please refer to <http://www.usbr.gov/WaterSMART/Title> for updated funding information.

Application Checklist

The following table contains a summary of the information that you are required to submit with a Title XVI Water Reclamation and Reuse application.

√	What to Submit	Required Content and Form or Format	When to Submit
	Cover page	Form SF 424, available at: <http://apply07.grants.gov/apply/FormLinks?family=15> Page 12	[1]
	Assurances	Form SF 424B available at:<http://apply07.grants.gov/apply/FormLinks?family=15> Page 12	[1]
	Title page	Page 13	[1]
	Table of contents	Page 13	[1]
	Technical proposal: • Executive Summary • Technical study description • Evaluation Criteria	Pages 13–16 Page 13 Pages 13–16 Pages 13–16	[1] [1] [1] [1]
	Required permits and approvals	Page 16	[1]
	Funding plan	Page 16–18	[1]
	Letters of Commitment	Page 16–17	[2]
	Official resolution	Page 18-19	[2]
	Project budget proposal: • General requirements • Budget format • Budget narrative • Budget form	Pages 19–21 Page 19 Page 19 Page 19 Form SF 424A or SF 424C, as applicable, available at: <http://apply07.grants.gov/apply/FormLinks?family=15> Page 21	[1] [1] [1] [1] [1]

[1] Submit materials with your application on March 3, 2015.
[2] Documents should be submitted with your application; however, please refer to the applicable section of the FOA for extended submission dates.

Acronyms and Abbreviations

ARC	Application Review Committee
CFDA	Catalog of Federal Domestic Assistance
CPA	Certified Public Accountant
FAQ	frequently asked question
FEMA	Federal Emergency Management Agency
FOA	Funding Opportunity Announcement
FY	fiscal year
GO	Grants Officer
Interior	U.S. Department of the Interior
MST	Mountain Standard Time
OMB	Office of Management and Budget
Reclamation	Bureau of Reclamation
SAM	System for Awards Management
Title XVI	Bureau of Reclamation's Title XVI Water Reclamation and Reuse program
USACE	U.S. Army Corps of Engineers
U.S.C.	United States Code
WaterSMART	Sustain and Manage America's Resources for Tomorrow

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Section I. Funding Opportunity Description

I.A. WaterSMART: Development of Feasibility Studies under the Title XVI Water Reclamation and Reuse Program

The U.S. Department of the Interior's (Interior) WaterSMART (*Sustain and Manage America's Resources for Tomorrow*) program establishes a framework to provide Federal leadership and assistance for using water efficiently, integrating water and energy policies to support the sustainable use of all natural resources, and coordinating the water conservation activities of various Interior bureaus and offices. Through the program, Interior is working to achieve a sustainable water strategy to meet the Nation's water needs.

The Bureau of Reclamation's (Reclamation's) Title XVI Water Reclamation and Reuse program (Title XVI) is an important part of WaterSMART. For purposes of the Title XVI program, a water reuse project is a project that reclaims and reuses municipal, industrial, domestic, or agricultural wastewater and naturally impaired ground water and/or surface waters. Reclaimed water can be used for a variety of purposes, such as environmental restoration, fish and wildlife, ground water recharge, municipal, domestic, industrial, agricultural, power generation, or recreation. Water reuse is an essential tool in stretching the limited water supplies in the Western United States.

Feasibility studies are funded jointly by Reclamation and project sponsors to develop and supplement water supplies through water reuse, thereby improving efficiency, providing flexibility during water shortages, and diversifying the water supply. Water reuse projects provide growing communities with new sources of clean water while promoting water and energy efficiency and environmental stewardship.

For further information on the WaterSMART Program and Title XVI, see <http://www.usbr.gov/WaterSMART/>.

I.B. Objective of Funding Opportunity Announcement

The objective of this Funding Opportunity Announcement (FOA) is to invite applicants to submit proposals to develop new water reuse feasibility studies. Applicants must provide 50 percent non-Federal cost share for the proposed activity.

Under Title XVI of Public Law 102-575, Reclamation works to identify and investigate opportunities to reclaim and reuse wastewaters and naturally impaired ground and surface water in the 17 Western States and Hawaii. Title XVI also provides authority for Reclamation to provide up to 50 percent of the costs of studies to determine the feasibility of water reuse projects.

Under this FOA, funding is being made available to assist project sponsors with the development of new water reuse feasibility studies. Project sponsors have communicated to Reclamation that developing feasibility studies that meet Title XVI program requirements is an effective way for them to investigate water reuse opportunities, even where Federal funding is not available beyond planning efforts. This FOA makes planning support available for new reuse projects; however, Reclamation and the Department of the Interior cannot support the authorization of new Title XVI projects or extensions of existing authorized cost ceilings at the current time.

Completed feasibility studies are defined as studies which are found to have met minimum requirements through an initial review, pursuant to Reclamation's Title XVI feasibility study report review process as described in Reclamation's Directives and Standards. For further information on the requirements of a Title XVI feasibility study, see Reclamation Manual Directives and Standards, *Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process (WTR 11-01)*, available at <http://www.usbr.gov/recman/wtr/wtr11-01.pdf>.

I.C. Program Authority

This FOA is issued under the authority of section 1604 of Title XVI of Public Law 102-575, as amended (43 United States Code [U.S.C.] 390h-2).

I.D. Frequently Asked Questions

A list of frequently asked questions (FAQ) about WaterSMART and this FOA can be found online at <http://www.usbr.gov/WaterSMART/title>. The list of FAQs will be updated periodically during the application period.

Section II. Award Information

II.A. Total Funding

The President's fiscal year (FY) 2015 budget includes $21.5 million for the Title XVI program. It is estimated that up to $1,300,000 will be available for development of new water reuse feasibility studies under this FOA. Applications submitted under this FOA also may be considered if other funding becomes available in FY 2015 or thereafter. Please refer to <http://www.usbr.gov/WaterSMART/Title> for updated funding information.

II.C. Reclamation Responsibilities

Study awards will be made through grants or cooperative agreements as applicable to each study. If a cooperative agreement is awarded, the recipient should expect Reclamation to have substantial involvement in the study. Substantial involvement by Reclamation may include the following:

- **Collaboration and participation** with the recipient in the management of the study and close oversight of the recipient's activities to ensure that the program objectives are being achieved.

- **Oversight** may include review, input, and approval at key interim stages of the study.

At the request of the recipient, Reclamation can provide technical assistance after awarding the study. If you receive Reclamation's assistance, you must account for such costs in your budget. To discuss assistance available and these costs, contact your local Reclamation office, which can be identified at <http://www.usbr.gov/main/regions.html>.

II.B. Study Funding Limitations

The Federal share (Reclamation's share in addition to any other sources of Federal funding) of any one proposed study shall not exceed 50 percent of the total study costs. Generally, the non-Federal share of study costs must be expended at the same or greater rate as the federal share of study costs.

Applicants are invited to submit proposals under one of two Funding Groups:

Funding Group I: Up to $150,000 in Federal funds provided through this FOA will be available for studies that are relatively small in scope or can otherwise meet Title XVI program requirements with less Federal funding.

- In general, studies funded under Funding Group I should be completed within 18 months of award (see Section III.C. "Length of Studies" for additional information).
- It is expected that funds will be awarded no later than September 30, 2015.
- It is expected that the majority of awards will be made for studies in Funding Group I compared to studies in Funding Group II (described below).

Funding Group II: Up to $450,000 in Federal funds provided through this FOA will be available for studies that are relatively larger in scope, encompass a regional scale, or otherwise need more Federal funding to meet Title XVI program requirements.

- Studies selected under Funding Group II will be funded for a study period of up to three years (see Section III.C. "Length of Studies" for additional information).
- It is expected that all funds will be awarded no later than September 30, 2015.
- It is expected that only a small number of awards will be made for studies in Funding Group II.

II.D. Award Date

Reclamation expects to contact potential award recipients and unsuccessful applicants in May 2015. Within 1 to 2 months after that date, assistance agreements will be awarded to applicants who successfully pass all pre-award reviews and clearances.

Section III. Eligibility Information

III.A. Eligible Applicants

Eligible applicants include State, regional, or local authorities; Indian tribes or tribal organizations; or other entities such as a water district, wastewater district, rural water district, all located within the 17 Western States or Hawaii.

III.B. Eligible Studies

Proposals for the development of a new water reclamation or reuse feasibility study are eligible for funding under this FOA. This includes studies that evaluate sources and uses of reclaimed water, including but not limited to municipal, industrial, domestic, or agricultural wastewater, as well as naturally impaired ground or surface waters, including stormwater, seawater, or brackish water. Reclaimed water can be used for a variety of purposes, such as environmental restoration, fish and wildlife, ground water recharge, municipal, domestic, industrial, agricultural, power generation, or recreation. Specific study content requirements can be found in Section 4 of Reclamation's Title XVI feasibility study report review process as described in Reclamation's Directives and Standards *WTR 11-01: Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process,* Section 5.A.1 <http://www.usbr.gov/recman/wtr/wtr11-01.pdf>.

Applicants may request up to 50 percent of the cost of the development of a feasibility study.

Proposals for development of one or more components of a feasibility study or subgroups of an interconnected regional scale study that would not result in a completed feasibility study within the timeframe listed in this FOA are not eligible. Evaluation criteria listed in Section IV.D.4 "Application Content" of this FOA will be applied to the feasibility study as a whole. Proposals, therefore, should describe the feasibility study in its entirety.

Feasibility studies that previously have been completed, submitted for review, or are the subject of an existing financial assistance agreement with Reclamation (even where another party is conducting the study) are not eligible for funding under this FOA.

Funding for developing appraisal studies is not available under this FOA.

III.C. Length of Studies

Funding Group I studies should be completed within 18 months of award and Funding Group II studies should be completed within 36 months of award. Completed feasibility studies are defined as studies which are found to have met minimum requirements through an initial review, pursuant to Reclamation's Title XVI feasibility study report review process as described in Reclamation's Directives and Standards *WTR 11-01: Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process*, Section 5.A.1 <http://www.usbr.gov/recman/wtr/wtr11-01.pdf>.

III.D. Cost-Sharing Requirements

Applicants must be willing to cost share 50 percent or more of the total costs of the feasibility study.

III.D.1. Cost Share Regulations

All cost-share contributions must meet the criteria established in the Office of Management and Budget's (OMB) administrative and cost principles circulars that apply to the applicant. These circulars are available at <http://www.whitehouse.gov/omb/circulars>.

III.D.2. In-Kind Contributions

In-kind contributions constitute the value of noncash contributions that benefit a federally assisted study. 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 study or program. The cost or value of 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 Title XVI studies.

III.D.3. Pre-Award Costs

Study pre-award costs that have been incurred prior to the date of award but after July 1, 2014, may be submitted for consideration as an allowable portion of the recipient's cost share for the study. **In no case will pre-award costs incurred prior to July 1, 2014, be considered for cost-share purposes**.

III.D.4. Indirect Costs

Indirect costs that will be incurred during the development of a feasibility study, which otherwise will not be recovered, may be included as part of the applicant's study budget. Indirect costs are those: (1) incurred for a common or joint purpose benefiting more than one cost objective, and (2) not readily assignable to any one cost objective. If the applicant proposes indirect costs in the budget, then the applicant must either supply a copy of a current federally negotiated indirect cost-rate agreement or obtain an agreement within 1 year of award. For further information on indirect costs, refer to the applicable OMB cost principles circular referenced above and available at <http://www.whitehouse.gov/omb/circulars>.

III.E. Other Requirements

III.E.1. Laws, Permits, and Approvals

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

III.E.2. System for Award Management

All applicants must be registered in the System for Awards Management (SAM) prior to receiving Federal funding under this FOA. Instructions for registering for SAM are located at <https://www.sam.gov/portal/public/SAM>. All applicants must maintain an active SAM registration with current information at all times during the time the applicant has an active Federal award or an application under consideration.

Section IV. Application and Submission Information

IV.A. 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 Services
Attn: Shaun Wilken
Mail Code: 84-27852
P.O. Box 25007
Denver, CO 80225

E-mail: swilken@usbr.gov

Phone: 303-445-3697

IV.B. Application Submission Date and Time

Application submission date deadline:

- March 3, 2015, 4:00 p.m. Mountain Standard Time (MST)

Proposals received after the application 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.

*Please note that any application submitted to Reclamation for funding may be subjected to a Freedom of Information Act request (*5 U.S.C. § 552, as Amended by Public Law No. 110-175), *and as a result, may be made publicly available. In addition, Reclamation will post all successful applications on the Reclamation website after redactions as determined by Reclamation to be necessary.*

IV.C. Application Delivery Instructions

Applications may be submitted electronically through <http://www.grants.gov> or hard copies may be submitted as follows. 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
Acquisitions Operations Group
Attn: Shaun Wilken
Mail Code: 84-27810
P.O. Box 25007
Denver, CO 80225

Express delivery/mail services:

Bureau of Reclamation
Attn: Shaun Wilken, Mail Code: 84-27810
Denver Federal Center
6th Avenue and Kipling Street
Denver, CO 80225

Telephone: 303-445-3697

IV.D. Instructions for Submission of Study Application

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

IV.D.1. Applications Submitted by Mail

- Applicants shall submit an original and one copy of all application documents for hardcopy submissions. Each document should be clearly identified as the "ORIGINAL" or as a "COPY."

- Please use only binder clips on submitted documents.

- Hard copy applications may be submitted by mail or express methods to the addresses listed in Section IV.C. "Application Delivery Instructions," above.

- 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.

IV.D.2. Applications Submitted Electronically

If the applicant chooses to submit an electronic application, it must be submitted through Grants.gov at <http://www.grants.gov>. Reclamation encourages applicants to submit their applications for funding electronically through <http://www.grants.gov/applicants/apply_for_grants.jsp>. Applicant resource documents and a full set of instructions for registering with Grants.gov and completing and submitting applications online are available at: <http://www.grants.gov/web/grants/applicants.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 <http://www.grants.gov/applicants/get_registered.jsp>.

- Applicants sometimes 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 Section IV.B. "Application Submission Date and Time," above. Late applications will not be accepted unless it is determined that the delay was caused by Federal Government mishandling or by a problem with the Grants.gov application system.

IV.D.3. Application Format and Length

The total application package shall be no more than **40** pages and shall be **single spaced**. 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 8 ½" x 11," including charts, maps, and drawings. Oversized pages will not be accepted. The Technical Proposal section shall be limited to a maximum of 20 pages.

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

IV.D.4. Application Content

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

- SF-424 Core Form–Application cover page
- SF-424 B Form–Assurances–Non-Construction Programs, as applicable to the study
- Technical Proposal and Evaluation Criteria (limited to 20 pages)
    - Title page
    - Table of contents
    - Executive summary
    - Technical study description
    - Evaluation criteria
- Study budget application
    - Budget proposal
    - Budget narrative
    - SF-424 A Form +

SF-424, SF-424A, and SF-424B forms may be obtained at <http://apply07.grants.gov/apply/FormLinks?family=15>.

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 study. **Failure to submit a properly signed SF-424 form may result in the elimination of the application from further consideration.**

SF-424 Assurances

A SF-424B–Assurances–Nonconstruction Programs, signed by a person legally authorized to commit the applicant to performance of the study shall be included. **Failure to submit a properly signed SF-424B form may result in the elimination of the application from further consideration**.

Title Page

Provide a brief, informative, and descriptive title for the proposed work that indicates the nature of the proposed feasibility study. Include the name and address of the applicant, and the name and address, e-mail address, telephone, and fax numbers of the study manager.

Table of Contents

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

Technical Proposal and Evaluation Criteria

The technical proposal (20 pages maximum) includes: (1) the Executive Summary, (2) Technical Study Description and (3) Evaluation Criteria. To ensure accurate and complete scoring of your application, your proposal should address each evaluation subcriterion in the order presented here. Where applicable, the point value is indicated.

Technical Proposal: Executive Summary

The executive summary should include:

- The date, applicant name, city, county, and state.
- A one paragraph summary of the proposal.
- State the length of time and estimated completion date for the proposed feasibility study.

Technical Proposal: Technical Study Description

The technical study description should describe the work in detail. This description shall have sufficient detail to permit a comprehensive evaluation of the proposal. Proposals should address the requirements of a Title XVI feasibility study, as listed in Section 4.B of the Reclamation Manual Directives and Standards, *Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process (WTR 11-01)*, available at <http://www.usbr.gov/recman/wtr/wtr11-01.pdf>. (These requirements are found on page 4 through page 11 of this Directives and Standards).

Technical Proposal: Evaluation Criteria

The evaluation criteria portion of your application should thoroughly address each criterion and subcriterion in the order presented below in this FOA to assist in the complete and accurate evaluation of your proposal. (Note: it is suggested that you copy and paste the criteria and subcriteria below into your application to ensure that all necessary information is adequately addressed).

Applications will be evaluated against the evaluation criteria (listed below), which comprise 100 points of the total evaluation weight. Please note that studies may

be prioritized to ensure balance among the program Task Areas and to ensure that the studies address the goals of the Title XVI program.

Evaluation Criterion 1: Statement of Problems and Needs – 10 Points

Points will be awarded based on the presence of watershed-based water resource management problems and needs for which water reclamation and reuse may provide a solution. Describe in detail the water resource management problems and needs in the area and explain how water reclamation and reuse may address those problems and needs. Additional consideration will be given to proposals that explain how the problems and needs in the area may be impacted by climate change, and/or if the feasibility study will include climate change information in the supply and demand projections used.

Evaluation Criterion 2: Water Reclamation and Reuse Opportunities – 15 points

Points will be awarded based on the extent to which the proposal demonstrates that the feasibility study will explore opportunities for water reclamation and reuse in the study area.

(1) Describe how the feasibility study will investigate potential uses for reclaimed water (e.g., environmental restoration, fish and wildlife, groundwater recharge, municipal, domestic, industrial, agricultural, power generation, and recreation).

(2) Describe the potential water market available to use any recycled water that might be produced upon completion of a water reuse project, as well as methods to stimulate recycled water demand and methods to eliminate obstacles for use of reclaimed water.

(3) Describe the sources of water that will be investigated for potential reclamation, including impaired surface and ground waters.

Evaluation Criterion 3: Description of Potential Alternatives – 15 points

Points will be awarded based on the extent to which the proposal demonstrates that the feasibility study will develop descriptions of water supply alternatives, including a proposed water reuse project and other water supply alternatives.

(1) Describe the objectives that all alternatives will be designed to meet. What other water supply alternatives will be investigated as part of the feasibility study?

(2) Provide a general description of the proposed project that will be the subject of a feasibility study.

(3) Describe alternative measures or technologies for water reclamation, distribution, and reuse that will be investigated as part of the feasibility study.

Evaluation Criterion 4: Stretching Water Supplies – 15 points

Points will be awarded based on the extent to which the proposal demonstrates that the feasibility study will address activities that will help to secure and stretch water supplies.

(1) Describe the potential for the project to reduce, postpone, or eliminate the development of new or expanded water supplies. Include description of any specific issues that will be investigated or information that will be developed as part of the feasibility study.

(2) Describe the potential for the project to reduce or eliminate the use of existing diversions from natural watercourses or withdrawals from aquifers. Include description of any specific issues that will be investigated or information that will be developed as part of the feasibility study.

(3) Describe the potential for the project to reduce the demand on existing Federal water supply facilities. Include description of any specific issues that will be investigated or information that will be developed as part of the feasibility study.

Evaluation Criterion 5: Environment and Water Quality – 15 points

Points will be awarded based on the extent to which the proposal demonstrates that the feasibility study will address the potential for awater reclamation and reuse project to improve surface, ground water, or effluent discharge quality; restore or enhance habitat for nonlisted species; or provide water or critical habitat for federally listed threatened or endangered species.

(1) Describe the potential for the project to improve the quality of surface or groundwater, including description of any specific issues that will be investigated or information that will be developed as part of the feasibility study.

(2) Describe the potential for the project to improve flow conditions in a natural stream channel, including a description of any specific issues that will be investigated or information that will be developed as part of the feasibility study.

(3) Describe the potential for the project to provide water or habitat for federally listed threatened or endangered species, including description of any specific issues that will be investigated or information that will be developed as part of the feasibility study.

Evaluation Criterion 6: Legal and Institutional Requirements – 10 Points

Points will be awarded based on the extent to which the proposal demonstrates that the feasibility study will address legal or institutional requirements or barriers to implementing a project, including water rights issues and any unresolved issues associated with implementation of a water reclamation and reuse project.

Evaluation Criterion 7: Renewable Energy and Energy Efficiency – 10 points

Points will be awarded based on the extent to which the proposal demonstrates that the feasibility study will address methods to incorporate the use of renewable energy or will otherwise address energy efficiency aspects of the water reclamation and reuse project being investigated.

Evaluation Criterion 8: Watershed Perspective – 10 points

Points will be awarded based on the extent to which the proposal demonstrates that the feasibility study will address alternatives that promote and apply a regional or watershed perspective to water resource management.

Required Permits or Approvals

Applicants must state in the application whether any permits or approvals are required for developing the proposed feasibility study and explain the plan for obtaining such permits or approvals.

Funding Plan and Letters of Commitment

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

Study funding provided by a source other than the applicant shall be supported with letters of commitment from these additional sources. This is a **mandatory requirement**. Letters of commitment shall identify the following elements:

1) The amount of funding commitment

2) The date the funds will be available to the applicant

3) Any time constraints on the availability of funds

4) Any other contingencies associated with the funding commitment

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.

Commitment letters should be included with your study application. If a final funding commitment has not been received by the date of application, the commitment letters should be submitted by no later than 30 days after application deadline.

Reclamation may approve an award prior to an applicant securing non-Federal cost-share funds if Reclamation determines that there is sufficient evidence and likelihood that the non-Federal funds will be available to the applicant by the start of the study.

The funding plan must include all study 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).

(1) Describe any in-kind costs incurred before the anticipated study start date that you seek to include as study costs. Include:

   (a) What study expenses have been incurred

   (b) How they benefitted the study

   (c) The amount of the expense

   (d) The date of cost incurrence

(2) Provide the identity and amount of funding to be provided by funding partners, as well as the required letters of commitment.

(3) Describe any funding requested or received from other Federal partners. Note: Other sources of Federal funding may not be counted towards the applicant's 50 percent cost share unless otherwise allowed by statute.

(4) Describe any pending funding requests that have not yet been approved, and explain how the study will be affected if such funding is denied.

Please include the following chart (table 1) to summarize your non-Federal and other Federal funding sources. Denote in-kind contributions with an asterisk (*). Please ensure that the total Federal funding (Reclamation and all other Federal sources) does not exceed 50 percent of the total estimated study cost.

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

Funding sources	Funding amount
Non-Federal Entities	
1.	
2.	
3.	
Non-Federal Subtotal:	
Other Federal Entities	
1.	
2.	
3.	
Other Federal Subtotal:	
Requested Reclamation Funding:	
Total Study Funding:	

Official Resolution

Include an official resolution adopted by the applicant's board of directors or governing body, or for State government entities, an official authorized to commit the applicant to the financial and legal obligations associated with receipt of Federal financial assistance, verifying:

- The identity of the official with legal authority to enter into agreement
- The board of directors, governing body, or appropriate official who has reviewed and supports the application submitted
- The capability of the applicant to provide the amount of funding and/or in-kind contributions specified in the funding plan
- The applicant will work with Reclamation to meet established deadlines for entering into a cooperative agreement

An official resolution meeting the requirements set forth above is mandatory. If you are unable to submit the official resolution by the application deadline

because of the timing of board meetings or other justifiable reasons, the official resolution may be submitted up to 30 days after the application deadline.

Budget Proposal

General Requirements

Include a study budget that estimates all costs (not just costs to be borne by Reclamation). Include the value of in-kind contributions of goods and services and sources of funds provided to complete the study. The proposal must clearly delineate between Reclamation and applicant contributions.

Budget Proposal Format

The study budget shall include detailed information on the categories listed below and must clearly identify all study costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors. Additionally, applicants shall include a narrative description of the items included in the study budget. It is strongly advised that applicants use the budget proposal format shown on tables 2 and 3 at the end of this section or a similar format that provides this information.

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. The types of information to describe in the narrative include, but are not limited to, those listed in the following subsections.

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. The labor rates should identify the direct labor rate separate from the fringe rate or fringe cost for each category. All labor estimates, including any proposed subcontractors, shall be allocated to specific tasks as outlined in the recipient's technical study 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 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

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.

Travel

Include the purpose of the 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

Itemize costs of all equipment having a value over $5,000 and describe the need for this equipment, as well as how the equipment was priced if it is being purchased for the agreement. 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 for the study. If equipment currently owned by the applicant is proposed for use under the proposed study and the cost to use that equipment is being included in the budget as in-kind cost share, provide the rates and hours for each piece of equipment owned and budgeted. These should be ownership rates developed by the recipient for each piece of equipment. If these rates are not available, the U.S. Army Corps of Engineers' (USACE) recommended equipment rates for the region are acceptable. Blue book, Federal Emergency Management Agency (FEMA), and other data bases should not be used.

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. 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. Identify how the budgeted costs for subrecipients, consultants, or contractors were determined to be fair and reasonable.

Reporting

Recipients are required to report on the status of their study on a regular basis. Include a line item for reporting costs (including final study and evaluation costs).

Please see Section VI.D. "Reporting Requirements and Distribution" for information on types and frequency of reports required.

Other

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

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 D. "Cost-Sharing Requirements") for the recipient's organization. It is not acceptable to simply incorporate indirect rates within other direct cost line items.

If the recipient has separate rates for recovery of labor overhead and general and administrative costs, each rate shall be shown. The applicant should propose rates for evaluation purposes, which will be used as fixed or ceiling rates in any resulting award. Include a copy of any federally approved indirect cost rate agreement. If a federally approved indirect rate agreement is not available, provide supporting documentation for the rate. This can include a recent recommendation by a qualified certified public accountant (CPA) along with support for the rate calculation.

If you do not have a federally approved indirect cost rate agreement, or if unapproved rates are used, explain why and include the computational basis for the indirect expense pool and corresponding allocation base for each rate. Information on preparing and submitting indirect cost proposals is available from the Interior Business Center, and Indirect Cost Services Section, at <http://www.doi.gov/ibc/services/Indirect_Cost_Services/index.cfm>.

Total Cost

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

Budget Form

In addition to the above-described budget information, the applicant must complete an SF-424A, Budget Information—Non-construction Programs. This form is available at <http://apply07.grants.gov/apply/FormLinks?family=15>.

IV.E. Funding Restrictions

See Section III.D.3. "Pre-Award Costs" for restrictions on incurrence and allowability of pre-award costs. You may use this format or submit the

information in a different format, which provides a detailed breakdown of costs and need justification for budgets presented in the SF-424A.

This is only a sample budget proposal format. You may use this format or submit the information in a different format which provides a detailed break-down of costs and need justification for budgets presented in the SF-424A.

Contracts should be broken out into specific line items. You may attach a separate, detailed budget for each contract to adequately address all contractor budget items.

Table 2. Sample Budget Proposal Format

Budget Item Description	COMPUTATION		Quantity Type (hours/days)	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				**$ -**
Trip 3				**$ -**
Equipment				
Item A				**$ -**
Item B				**$ -**
Item C				**$ -**
Supplies/Materials				
Item A				**$ -**
Item B				**$ -**
Contractual/Construction				
Contractor A				**$ -**
Contractor B				**$ -**
Other				
Reporting				**$ -**
Total Direct Costs				**$ -**
Indirect Costs - __%				
Total Study Costs				**$ -**

Table 3 Sample Funding Sources Format

Funding Sources	% of Total Study Cost	Total Cost by Source
Recipient Funding		$ -
Reclamation Funding		$ -
Other Federal Funding		$ -
TOTALS	**0%**	**$ -**

Section V. Application Review Information

V.A. Review and Selection Process

The Government reserves the right to reject any and all applications that do not meet the requirements of this FOA or are outside the scope of the Title XVI Program. Awards will be made for studies most advantageous to the Government. The evaluation process will be comprised of three steps described in the following subsections.

V.A.1. First-Level Screening

All applications will be screened to ensure that:

- **The application meets the requirements of the FOA package, including submission of technical and budget proposals, a funding plan, letter(s) of commitment, and related forms.**
- The application contains a properly executed SF-424 Application for Financial Assistance, a form SF-424A, Budget Information—Non-construction Programs, and a form SF-424B, Assurances—Non-construction Programs.
- The applicant meets the eligibility requirements stated in this document.
- The proposed study can be completed within 18 or 36 months for Group I and Group II studies, respectively.

An application must pass all First-Level Screening criteria in order for it to be forwarded for further consideration at the Second-Level Evaluation phase.

V.A.2. Second-Level Evaluation (Technical Review)

Evaluation criteria will comprise 100 points of the total evaluation weight as stated in Section IV.D.4 “Application Content,” section: “Technical Proposal: Evaluation Criteria.” 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.

V.A.3. Third-Level Evaluation (Managerial Review)

Management will prioritize studies to ensure the total amount of all awards does not exceed available funding levels and to ensure that the studies meet the scope and priorities of the WaterSMART program and Title XVI. Positive or negative past performance by the applicant and any partners in previous working relationships with Reclamation may be considered.

V.B. Pre-Award Clearances and Approvals

After completion of the third-level evaluation, Reclamation will notify applicants whose proposals have been selected for award consideration and will forward their applications to the appropriate Reclamation regional or area office for completion of environmental compliance.

The local Reclamation office also will complete a business evaluation and determination of responsibility. During these evaluations, the Grants Officer (GO) also will consider several factors that are important, but not quantified, such as:

- Pre-award clearances, determinations, reviews, and approvals
- Allowability and allocability of proposed costs
- 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 OMB circulars

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 1 to 3 months from date of initial selection). If the results of pre-award reviews and clearances are unsatisfactory, consideration of funding for the study may be withdrawn.

Section VI. Award Administration Information

VI.A. Award Notices

Successful applicants will receive, by electronic or regular mail, a notice of award.

VI.B. Award Document

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

VI.C. Releasing Applications

Following awards of funding, Reclamation will post all successful applications on the Reclamation website after redactions as determined by Reclamation to be necessary.

VI.D. 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 types of reports during the term of the agreement.

VI.D.1. Financial Reports

- SF-425, Federal Financial Report, on a semiannual basis

VI.D.2. Program Performance Reports

- Semiannual reports.
- Final report (please note that final reports are public documents and will be made available on Reclamation's website).

Section VII. 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 Reclamation in writing***. Questions may be submitted to the attention of Shaun Wilken, GO, as follows:

By mail:

Bureau of Reclamation
Financial Assistance Services
Attn: Shaun Wilken
Mail Code: 84-27852
P.O. Box 25007
Denver, CO 80225

Overnight delivery:

Bureau of Reclamation
Attn: Shaun Wilken
Mail Code: 84-27852
Denver Federal Center, Bldg. 67 Rm. 152
6th Avenue and Kipling Street
Denver, CO 80225

By email:

swilken@usbr.gov