

RECLAMATION

Managing Water in the West

Funding Opportunity No. BOR-GP-17-0003

Water Conservation Field Services Program Nebraska-Kansas Area Office

Financial Assistance Program for Fiscal Year 2017



**U.S. Department of the Interior
Bureau of Reclamation
Great Plains Region
Nebraska-Kansas Area Office**

TABLE OF CONTENTS

Overview	4
I. Funding Opportunity Description	5
A. Background and Objectives	5
B. Water Conservation Field Services Program	5
C. Financial Assistance Authority	5
II. Award Information	6
A. Award Funding	6
B. Cost Sharing and/or Matching Requirements	6
C. Pre-Award Costs	6
D. Project Completion	6
E. Reclamation Involvement	6
F. Anticipated Award Date	7
III. Eligibility Information	7
A. Eligible Applicants	7
B. Eligible Activities	7
C. Ineligible Activities	8
IV. Application and Proposal Submission Information	8
A. FOA Point of Contact	8
B. Proposal Delivery Methods	8
C. Proposal Due Dates	9
D. Technical Proposal	9
E. Activity Budget	11
F. Dun and Bradstreet (D & B) Requirement	12
G. System for Award Management Registration Requirement	12
H. Unnecessarily Elaborate Proposals	13
I. Late Submissions, Modifications, and Withdrawals of Application and/or Proposal	13
J. Retention/Disposition of Materials	13
K. Grants.gov	13
V. Application Evaluation Scoring Criteria	14
VI. Other Information	15
VII. Example Format for Activity Budget	16

√	What to submit	Required Form and Content Information
	Title Page	Include Funding Opportunity No. BOR-GP-17-0003 and date of submission.
	Table of Contents	List major sections of your application and proposal.
	Application	Form SF-424, Application for Federal Assistance is available on the internet at: http://apply07.grants.gov/apply/FormLinks?family=15 This form must be signed by a person legally authorized to commit your organization to performance of the activity.
	Activity Proposal	See Section IV for required content information.
	Budget Information	Form SF-424A Budget Information (Non-Construction Programs) or 424C (Construction Programs) are available on the internet at http://apply07.grants.gov/apply/FormLinks?family=15 The form must be signed by a person legally authorized to commit your organization to performance of the activity.
	Activity Budget	See Section IV for required content information.
	Indirect Cost Rate Agreement (if Applicable)	See Section IV for applicability.
	Assurances	Form SF-424B (Non-Construction Programs) or 424D (Construction Programs) are available on the internet at http://apply07.grants.gov/apply/FormLinks?family=15 The form must be signed by a person legally authorized to commit your organization to performance of the activity.

Overview

Federal Agency Name:	Department of the Interior, Bureau of Reclamation (Reclamation), Great Plains Region, Nebraska-Kansas Area Office
Funding Opportunity Title:	Water Conservation Field Services Program
Announcement Type:	Initial Announcement
Funding Opportunity Number:	BOR-GP-17-0003
Catalog of Federal Domestic Assistance (CFDA) Number:	15.530
Due Date for Application/Proposals:	Applications/Proposals will be accepted until 4:00 p.m., Mountain Standard Time on April 4, 2017 See Section II for more information regarding the funding period and availability of funds.
Eligible Applicants:	States, Indian Tribes, Irrigation Districts, Water Districts; or other organizations with water or power delivery authority within the geographic area of the Nebraska-Kansas Area Office.
Cost Share:	Reclamation will provide no more than 50% of total activity costs.
Funding Amount:	\$100,000
Estimated number of agreements to be awarded:	1

I. Funding Opportunity Description

A. Background and Objectives

The Bureau of Reclamation (Reclamation), Great Plains Region, Nebraska-Kansas Area Office, is requesting proposals to fund activities in support of its Water Conservation Field Services Program in fiscal year 2017 (October 1, 2016 through September 30, 2017).

Eligible applicants are invited to leverage their funds and resources by cost-sharing with Reclamation on System Optimization Reviews.

B. Water Conservation Field Services Program

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. Reclamation has a major responsibility, in partnership with States, water users, and other interested parties, to help improve water resources and the efficiency of water use in the Western United States.

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 established the Water Conservation Field Services Program (WCFSP) in 1996. The WCFSP is designed to fulfill Reclamation's water conservation related obligation as outlined in Section 210(b) of the Reclamation Reform Act (RRA) of 1982; directing the Secretary to require and encourage water conservation on Reclamation Projects, assist water districts in the development and implementation of effective water conservation plans, complement and support State and other local conservation program efforts, and generally foster improved water management on a regional, statewide, and watershed basis.

Reclamation recognizes that no single entity, acting independently, can meet the challenges of improving efficiency of water use. Consequently, a key to meeting these challenges will be with partnerships formed between Reclamation, other Federal agencies, Water Districts, Indian Tribes, State and local governments, and other interested parties with water and power delivery authority.

C. WCFSP Financial Assistance Authority

This WCFSP Financial Assistance Funding Opportunity Announcement (FOA) is issued under the authority of Section 9504(a) of the Omnibus Public Land Management Act of 2009, Public Law 111-11, as amended by Public Law 113-235.

II. Award Information

A. Award Funding

Reclamation anticipates awarding one (1) financial assistance agreement under this FOA. This may change based upon the number of applicants and the amount of Congressional appropriations.

Applicants may request up to \$100,000 in Federal funding per agreement.

To facilitate a broad and effective use of limited Federal funds, Reclamation's share of any one proposed WCFSP activity shall not exceed 50 percent of the total activity costs.

B. Cost Sharing and/or Matching Requirements

The applicant must be willing to cost-share a minimum of 50 percent of the total activity costs.

Cost sharing may be made through cash or in-kind contributions from the applicant or third-party participants. All cost-share contributions must meet the criteria established in the Office of Management and Budget (OMB) administrative requirements, and cost principles applicable to the applicant. Applicants may not use other Federal funds to meet any portion of their cost share.

C. Pre-award Costs

Activity costs that have been incurred prior to the date of award may be submitted for consideration as an allowable reimbursable expense as the applicants cost-shared portion. ***In no case will pre-award costs incurred prior to October 1, 2016 be considered.*** Such costs might include design or construction plans and environmental compliance costs directly supporting the proposed activity. Reclamation will review the proposed pre-award costs to determine if they are allowable in accordance with the authorizing legislation and applicable cost principles.

D. Project Completion

Reclamation recommends applicant(s) propose activities that can be completed within 24 months. A request to modify the agreement after the execution may be granted, but is not guaranteed.

E. Reclamation Involvement

Any assistance Reclamation may provide to applicants, when it is in the best interest of the Federal Government, will primarily involve coordination and program guidance. Direct Reclamation assistance may be provided to the applicant in implementing any activity. The cost of this assistance shall be considered an activity cost and will be considered when ranking proposals. Each Area Office (AO) may, subject to discretion and without a specific request from the sponsor, provide direct assistance to the applicant when the proposed activity has other associated indirect benefits of Federal interest (i.e., other water quality or environmental benefits). The cost of this direct assistance by the Area Office will not be considered an activity cost. In general, substantial involvement is not anticipated on the part of any Area Office; therefore, the expected financial assistance will be a grant agreement.

F. Anticipated Award Date

Awards for Fiscal Year 2017 are expected to be made in September of 2017.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants include any State, Indian tribe, irrigation district, water district, or other organization with water or power delivery authority within the geographic area of the Nebraska-Kansas Area Office.

B. Eligible Activities

System Optimization Reviews (SORs)

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

The following are components of a SOR:

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

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

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

C. Ineligible Activities

Planning Studies: Proposals for the development of planning studies are not eligible for funding under this FOA. This includes proposals for the development of appraisal investigations, feasibility studies, special studies, drought contingency plans, Basin Studies, or studies authorized under the Title XVI Water Recycling and Reuse Program, through P.L.102-575, as amended (43 USC 390h et seq.), or under the Rural Water Program, pursuant to the Rural Water Supply Act of 2006, P.L.109-451 (www.usbr.gov/ruralwater/).

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

IV. Application and Proposal Submission Information

A. FOA Point of Contact

Lindsey Nafts
Grants Officer
Bureau of Reclamation
Great Plains Regional Office
P.O. Box 36900
Billings, MT 59107-6900
Phone: (406) 247-7684
Fax: (406) 247-7789
E-Mail: lnafts@usbr.gov

B. Proposal Delivery Methods

Under no circumstance will proposals be accepted by email or facsimile. Proposals must be submitted by one of the following methods only:

- 1. 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 a proposal, 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 that it does not impact your ability to meet required submission deadlines. You will be able to submit your proposal online any time after you receive your e-authentication credentials. Reclamation encourages applicants to submit their proposals electronically through Grants.gov; however electronic submittal of proposals is not required. For more information regarding submitting a proposal via Grants.gov, please visit the "Get Registered" and "Apply for Grants" links at www.grants.gov.

2. Hard-Copy Submittal – Proposals may be submitted by paper hard-copy. All originals of the paper hard-copy proposals must be hand delivered or mailed to:

Lindsey Nafts
Grants Officer
Bureau of Reclamation
Great Plains Regional Office
2021 4th Avenue North
P.O. Box 36900
Billings, MT 59107-6900
Phone: (406) 247-7684
Fax: (406) 247-7789

There is no requirement to submit the FOA proposal application by more than one means. However, if an applicant wishes to submit a paper hard-copy as a back-up to electronic submission, both will be accepted. If the proposal dates differ, the latter one received prior to the application due date will prevail unless the applicant specifies differently. Regardless of the submittal method, applicants are responsible for ensuring that their application package is received **by Reclamation prior to the established proposal due date.**

C. Proposal Due Dates

Proposals must be received by April 4, 2017, 4:00 p.m. Mountain Standard Time (MST). Any proposals received after the application deadline will not be considered.

D. Technical Proposal - Required Content

Each applicant must submit a technical proposal that consists of the information listed below. Failure to include all required documentation may disqualify the applicant from consideration.

1) Background

- a) Location Map of the Planning area
- b) Discuss general background of the applicant's organizational structure, including:
- c) Water source with water right;
- d) Association or nexus with a Reclamation Project or facility, or no association;
- e) Water conveyance/delivery system (miles of conveyance), number of customers, and total delivery in Acre-Feet per year;
- f) Past WCFSP Activities with award dates;
- g) Applicant's eligibility
- h) Other Information which the applicant believes will help in the selection of the Activity
- i) Contact information.

- 2) Discuss the purpose and objective of the proposed planning activity**
- 3) Describe the Entity's current state of water conservation planning efforts and how the proposed planning activity will enhance, improve, or benefit those previous efforts.**
- 4) Narrative, Data, Drawings and Other Information Addressing the Scoring Criteria for the Planning Activity Listed in Section V**
 - a) Address in sufficient detail each of the scoring criteria for the particular activity as presented in Section V below.
 - b) Maps - Any maps shall be of sufficient detail to permit any Reclamation personnel to find the activity showing the major features or components associated with the proposed activities.
 - c) Drawings - Include design criteria with typical drawings (plan and section), figures, and tables to describe the components. Signed engineering drawings are not required for the proposal. State whether an engineering firm has been consulted in the design.
- 5) Cost Estimate and Schedule**
 - a) Provide a total Activity cost estimate table itemizing activity costs for the major tasks.
 - b) Provide discussion and calculations on how the costs were derived for the major tasks.
 - c) Provide a proposed activity schedule (month to month) for the major tasks.
- 6) Financial Commitment and Table**
 - a) Prepare a financial statement with documentation identifying the financial obligation each sponsor (Federal non-Reclamation, and non-Federal sponsors) has pledged supporting the total cost of this proposed activity. Provide a table displaying the itemized cost-shared financial obligation each sponsor has pledged along with requested Federal (Reclamation WCFSP) financial assistance.

E. Activity Budget – Required Content

Each applicant shall submit an activity budget consisting of the information listed-below.

1. Direct Cost Budget Elements

Applicants shall include a narrative description of ALL the cost items included in an activity budget. The narrative provides a discussion of – or explanation for – items included in the proposed budget for the activity. The budget narrative must support the information listed on the SF-424-A or SF-424C, as applicable. Below are some examples of the types of information that should be included in a budget narrative:

- a) Personnel costs: Define each position that will be working on this activity by title, salary or wage, amount of time estimated on the activity, and any fringe benefit costs.
- b) Equipment description and hourly rate: Discuss whether the equipment is already owned, will be leased, or purchased. If you are using owned equipment, include hourly and stand-by rate and time estimates. These rates must reflect actual cost. You may use your own rate calculation or the rate calculated in the U.S. Army Corps of Engineers Equipment Ownership and Operating Expense Schedule for your region. If equipment purchase is recommended, discuss why purchase is preferred to lease or rental. Itemize costs of all equipment purchased having a value of over \$500.
- c) Material and supplies: List the major types of material and supplies (office, construction, etc.) that are to be purchased/used on this activity.
- d) Environmental and Regulatory Compliance Costs: Environmental compliance costs refer to costs incurred by Reclamation or the applicant in complying with environmental regulations. Discuss what costs have been included, why they are needed, and how the costs were determined.
- e) Travel costs: Include purpose of trip, destination, number traveling, length of stay and all travel. If costs for travel are identified, be sure the purpose/need for travel is discussed in the activity narrative. Costs including airfare (basis for rate used), per diem, lodging, and miscellaneous travel expenses. For local travel, include mileage and rate of compensation.
- f) Contingencies: Funding for contingencies will only be considered in association with construction projects/activities. Proposals for construction contingency funding at a rate greater than 10% will not be found acceptable.
- g) Other: Any other expenses, such as those for reporting or contracting out 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 on any other expenses.

2. Indirect Costs

Indirect costs can only be included in the activity budget if:

- a) The applicant has a federally approved Indirect Cost Rate Agreement. A copy of the approved agreement must be attached to this proposal; or
- b) The basis for determination of your proposed indirect rate has been previously approved by the Department of the Interior. Information on "Preparing and Submitting Indirect Cost Proposals" is available from the Department of the Interior, National Business Center, Indirect Cost Section, at <http://www.nbc.gov/icshome.html>.
- c) The applicant has never received a Federal negotiated indirect cost rate, applicants may elect to include a de minimis rate of up to 10 of the modification total direct costs. Additional information on modified total direct costs can be found at 2 CFR 200.68.

3. Cost Share Breakdown

Describe all partners/sponsors who are participating in this activity, and the contribution for each participant in each budget element listed in the budget narrative.

F. Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) Requirement

Effective October 1, 2003, applicants for Federal grants or cooperative agreements must provide a D&B DUNS number with their application. This number is to be included in Block 5 of the applicant's SF-424 Application for Federal Assistance (Rev.9-2003), or in Block 6 of previous versions of the SF-424.

If the applicant does 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 <https://eupdate.dnb.com/requestoptions/government/ccrreg/>.

Applicants who would personally receive a grant or cooperative agreement award from the Federal Government, apart from any business or non-profit organization they operate, are exempt from the requirement to provide a DUNS number with their application. Reclamation must, however, have a DUNS number for payment processing purposes, and will therefore obtain a DUNS number for any individual who is awarded a grant or cooperative agreement.

G. System for Award Management Registration Requirement

All grant applicants are required to be registered in the System for Award Management (SAM) at the time of application, unless the applicant has an exemption under 2 CFR § 25.110. Applicants must maintain an active SAM registration with current information at all times during the time in which the applicant has an active Federal award or an application under consideration. For additional information or to register, go to www.sam.gov.

H. Unnecessarily Elaborate Proposals

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this funding opportunity are not desired. Elaborate art work, expensive paper and bindings, expensive visual and other presentation aids, water management plans, newspaper articles or excessively long proposals are neither necessary nor wanted.

I. Late Submissions, Modifications, and Withdrawals of Application and/or Proposal

Any application received at the designated office mentioned in this FOA after the specified time for receipt will not be considered.

Reclamation selected proposals for funding are not binding until both parties sign the final agreement. Proposal(s) may be withdrawn by written notice received at any time before the agreement is signed.

J. Retention/Disposition of Materials

Proposals submitted in response to this FOA will not be returned, but will be retained by Reclamation for official record purposes. Material supplied to the applicant by an AO (including attachments and specifications) need not be returned, but may be disposed of at the discretion of the applicant unless otherwise specifically directed that the applicant retain for auditing purposes.

K. Grants.gov

If the applicant chooses to submit an electronic application the application must be submitted through Grants.gov at <<http://www.grants.gov>>.

1. Please note that submission of an application electronically requires prior registration through Grants.gov, **which may take 7-21 days**. Please see registration instructions at http://www.grants.gov/applicants/get_registered_sp
2. Applicants have sometimes experienced significant delays when attempting to submit applications through Grants.gov. If the application is submitted through Grants.gov, the applicant is encouraged to submit the application several days prior to the application deadline. If the applicant is a properly registered Grants.gov applicant and a problem is encountered with the Grants.gov application submission process, please contact the Grants.gov Help desk to obtain a "Case Number." This Number will provide evidence of the attempt to submit an application prior to the submission deadline which may validate funding

Regardless of the delivery method utilized, the applicant must ensure that the proposal and application arrives by the time deadline stated in Section IV, above. Late applications will be rejected.

V. Application Evaluation Scoring Criteria

Proposals that meet eligibility requirements will be evaluated and scored based on technical merit of the activity.

Evaluation criteria has been assigned for each proposed activity. Each proposal will be scored according to the point system listed below. Proposals receiving the highest scores will be the first to receive funding consideration. The exact number of funded proposals selected will depend upon available funds.

System Optimization Reviews - Total Available Points: 100

1. Association with Reclamation Project Water Supplies – Up to 40 points

Provide a description of the proposal's association with Reclamation projects. A higher score will be awarded if the proposal has a greater association with a Reclamation project, i.e., receives Reclamation project water or receives water from a Reclamation facility, or, is on Reclamation project lands or is a Reclamation designed facility. Lower scores will be awarded for proposals in a basin where a Reclamation project currently exists or where an activity beneficially impacts water supplies and/or the environment for the State, watershed, County, or local area

2. Extent to which applicant's Water Management Plan is complete and updated (N/A if applicant is not required to have a plan in place) – Up to 10 points

Provide a description of any water conservation or management plan (Plan) that the applicant has developed and is on file with Reclamation or other governing body. Also, state whether or not the project to be designed is contained in the Plan. A higher score will be awarded if the applicant has a Plan on file and the plan has been updated within the past five (5) years. A higher score will be awarded if the proposed activity is contained in the Plan.

3. Reasonableness of Costs - Up to 10 points

Provide information related to the total project cost including major tasks in a level of detail for a determination to be made on the reasonableness of the costs. A higher score will be awarded for a greater level of detail and justification of the costs and the resulting reasonableness of the costs

4. Extent to which the proposed analysis is expected to result in an action plan that will improve water conservation and water use efficiency (i.e., how well the methodology is developed and defined, will completing the activity better position the applicant to implement on-the-ground improvement projects in the future) – Up to 10 points

Provide a description of how the proposed activity will result in an action plan that will improve water conservation and water use efficiency. A higher score will be awarded for those activities that could better position the applicant to implement on-the-ground improvement projects in the future.

5. Extent to which the SOR is likely to contribute to a more sustainable water supply (e.g., addressing endangered species concerns, specific local concerns, over-allocated supply, adjudicated basin, etc.). Up to 10 points

Describe how the proposed activity will address the creating a more sustainable water supply that meets a variety of needs. A higher score will be awarded for addressing more needs in the study area.

6. Extent to which Federal Funding Would Promote Completion of an Activity That Might Otherwise be Delayed or Postponed - Up to 10 points

Describe how federal funding would promote completion of the proposal relative to the economic and financial situation of the sponsor and/or the economic condition of the surrounding area. A higher score will be awarded for those proposals that would not have been undertaken if not for the Federal involvement and for the level of supporting documentation provided.

7. Amount and Sources of Non-Federal Funding (i.e. Cost-share) - Up to 10 points

Provide calculations and data showing the amount Non-Federal Cost-share. A higher score will be awarded for those proposals that have a greater than the 50% non-federal cost share and for the level of supporting documentation provided.

VI. Other Information

General Provisions

Awards made under this Funding Opportunity will:

- Incorporate in full, or by reference, the Code of Federal Regulation (CFR) regulations found at 2 CFR 200, 2 CFR §182 and §1401, 2 CFR §175.15, 2 CFR 25, Appendix A, 2 CFR 170, Appendix A, 31 U.S.C. 7501-7507, 43 CFR 18, and the applicable parts from 43 CFR 12.
- Incorporate language for the right to inspect and evaluate work performed, assurances and certifications, covenants against contingent fees, and applicable language from Executive Order 13513 (Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government While Driving), Public Law 112-239 (Whistleblower Rights), and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- Require registration with the Department of the Treasury Automated Standard Application for Payments (ASAP) system. ASAP is a recipient initiated payment and information system designed to provide a single point of contact for the request and delivery of Federal funds. ASAP is the only allowable method for request and receipt of payment used by Reclamation.

IX. Example Format for Activity Budget

Note: The format as outlined in this activity budget is optional and is being offered as an example. The applicant may use any format to outline the proposal's budgets. However, if the following format is not utilized, please discuss all essential cost elements, estimated costs, and cost-share ratios for the proposed activity.

BUDGET ITEM DESCRIPTION	COMPUTATION		TOTAL COST
	\$/Unit and Unit	Quantity	
SALARIES AND WAGES			
Employee 1			
Employee 2			
FRINGE BENEFITS			
Employee 1			
Employee 2			
TRAVEL			
EQUIPMENT			
SUPPLIES AND MATERIALS			
CONTRACTUAL/CONSTRUCTION			
Contract 1			
Contract 2			
OTHER			
TOTAL DIRECT COSTS -			
INDIRECT COSTS -			
TOTAL ACTIVITY COSTS			