

RECLAMATION

Managing Water in the West

Request for Funding Opportunity Application (FOA) 09SF200006

Water Conservation Field Services Program

Fiscal Year 2009



**U.S. Department of the Interior
Bureau of Reclamation
Mid-Pacific Region**

November 2008

OVERVIEW

See Section No.

Federal Agency Name:	DOI, Bureau of Reclamation, Sacramento, CA	
Funding Opportunity Title:	Water Conservation Field Service Program, Northern Ca, South Central and Central California Area Offices	
Announcement Type:	Initial announcement	
Funding Opportunity Number:	09SF200006	
Catalog of Federal Domestic Assistance (CFDA) Number:	15.530	
Application Due Date:	Applications due February 9, 2009 3:00 p.m. PST	IV.H
Eligible Applicants:	As described in Section III.A	III.A
Applicant Cost Share:	50% or more of project costs	III.B
Federal Funding Amount:	Up to \$25,000 per agreement	II.B
Estimated number of agreements to be awarded:	20-30	II.A
Total amount of funding available for award:	Estimated at up to \$500,000	II.A

Request for Funding Opportunity Application

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PROPOSAL CHECKLIST

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

√	<u>What to Submit</u>	<u>Required Content</u>	<u>REQUIRED FORM OR FORMAT</u>
	PROPOSAL PACKAGE:	See Sec. IV.C	See below and Section V
	Cover Page	See Sec. IV.C.2.1	Office of Management and Budget (OMB), Standard Form (SF) 424*, Application for Federal Assistance, as applicable
	Assurances	See Sec. IV.C.2.2	Office of Management and Budget (OMB), <i>SF424B*</i> or <i>SF424D*</i> , as applicable
	Title Page	See Sec. IV.C.2.3	See format in Section V
	Table of Contents	See Sec. IV.C.2.4	See format in Section V
	Executive Summary	See Sec. IV.C.2.5	See format in Section V
	• General Project Information	See Sec. IV.C.2.5.1	See format in Section V
	Technical Proposal	See Sec. IV.C.2.6	See format in Section V
	• Background Data	See Sec. IV.C.2.6.1	See format in Section V
	• Consistency with State or Local Water Plan	See Sec. IV.C.2.6.2	See format in Section V
	• Project Description	See Sec. IV.C.2.6.3	See format at Section V
	• Demonstrated Results	See Sec. IV.C.2.6.4	See format in Section V
	Performance Measures and Project Monitoring	See Sec. IV.C.2.6.5	See format at Section V
	• Regulatory Compliance	See Sec. IV.C.2.6.6	See format in Section V
	Funding Plan	See Sec. IV.D	See format in Section V
	Project Budget Proposal:	See Sec. IV.E	See below and Section V
	• Budget Worksheet	See Sec. IV.E.1	See below and Section V, available at http://www.usbr.gov/mp/watershare/
	• Budget Narrative	See Sec. IV.E.2	See format in Section V
	• Budget Form	See Sec. IV.F	Office of Management and Budget (OMB) SF424A* Budget Information (Non-Construction Programs) or SF424C* (Construction Programs), as applicable.
	Project Benefits Sheet	See Sec. IV.G	See format in Section V
* Forms may be downloaded at http://www.forms.gov or in grants.gov under the Full Announcement			

SECTION I --

I.A.1 BACKGROUND AND PURPOSE

The mission of the Bureau of Reclamation (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 Mid-Pacific Region of the Bureau of Reclamation is posting a Funding Opportunity Application (FOA) for cost share funding for water conservation activities. Applications are now being accepted for the Water Conservation Field Services Program (WCFSP) from those entities wishing to receive financial assistance in fiscal year 2009. The WCFSP FOA is subject to the approval of the fiscal year 2009 budget by the United States Congress. Financial assistance will be provided for successful proposals as funds become available.

To be eligible for financial assistance, a proposed activity must have a defined relationship to one, or more, specific Reclamation water projects.

The WCFSP is designed to: encourage water conservation; assist water agencies to develop and implement effective water management and conservation plans; coordinate with State and other local conservation plan efforts; and generally foster improved water management on a regional, statewide and watershed basis. Areas of emphasis include:

- Water Management Planning
- Implementation of Conservation Measures
- Demonstration of Innovative Technologies
- Water Conservation Education

The Mid-Pacific Region has three Area Offices participating in this FOA. The offices are: The South Central California Area Office, Fresno, California; Central California Area Office, Folsom, California and Northern California Area Office, Redding, California. For location of the participating offices see map at <http://www.usbr.gov/mp/wcfsp>

I.A.2 PROGRAM OBJECTIVE

The Mid-Pacific Region of the Bureau of Reclamation proposes to provide financial assistance supporting activities that promote the preparation of written water management/conservation plans (Plans), implement activities identified in written water management plans, demonstrate new or previously unknown water

management technologies and practices, and promote improved understanding of good water use practices and principles.

Reclamation is providing financial assistance for a variety of cooperative activities, demonstration programs and pilot projects to promote improved water management and conservation.

I.A.3 OBJECTIVE OF FUNDING OPPORTUNITY APPLICATION

This FOA invites recipients to leverage their money and resources, by cost sharing with Reclamation, on projects emphasizing water management planning, implementation of conservation measures, demonstration of innovative technologies, and water conservation education,. Projects will be selected through a competitive process that will focus on achieving the outcomes identified in this solicitation. Further information about water conservation can be found at

<http://www.usbr.gov/mp/watershare/index.html>

This FOA does not support research to reduce the cost of desalination through membrane process research and development studies, thermal process research and development studies, and non-traditional/alternative desalination process research and studies; and water recycling and reuse studies. For more information regarding these programs within Reclamation, visit the Water Treatment and Engineering and Research Group website at

<http://www.usbr.gov/pmts/water/fundingandcoop/funding.html>. New funding opportunities under these programs will be announced at <http://www.grants.gov> .

I.B. ELIGIBLE PROJECTS

Emphases for the WCFSP will be directed toward proposals that can be completed within 24 months. Proposals should emphasize water management planning, implementation of conservation measures, innovative technologies and water conservation education. The project must also have a defined relationship to one, or more, specific Reclamation water projects.

I.B.1 TYPES OF PROJECTS

Proposals will be evaluated in one of the categories below. The categories are prioritized with higher priorities receiving a scoring advantage (see SECTION VI – EVALUATION CRITERIA). Descriptions of the projects funded in FY 2008 can be found at <http://www.usbr.gov/mp/watershare/index.html>.

1 – **Water Management Planning**- Help Federal water purveyors develop water management plans.

2 – **Implementation of Efficiency Measures**- Implement more efficient water management/conservation measures as described in the water management plan (i.e., automation of facilities, measurement, canal lining/piping, regulating reservoirs).

3 – **Demonstration Projects**- Increase technical understanding of water management and innovative conservation principles and practices that have not been previously used locally. The proposed activity should not only “publicly” demonstrate a new or unfamiliar practice; it should contain a process for informing interested individuals and organizations about the outcome of the demonstration. The proposal should describe what principle or practice is to be demonstrated. The proposal should explain why the demonstration is necessary and the demonstration’s intended outcome. The proposal should contain a process for informing the public about the outcome of the demonstration.

4 – **Water Conservation Education and Training Activities**- Improve a segment of the public's understanding of good water management principles through education, training and research programs. The proposal should state what water management concept or principle is the focus of the educational or research activity and why it is important. It should discuss how the message or findings will be disseminated, the size of the target audience and the makeup of the target audience.

I.C. REPORTING OF WATER MANAGEMENT BENEFITS

Reclamation is required to report on potential water management benefits resulting from its financial assistance. Each application should identify as many of the water management benefits shown below that may apply to the proposed activity. **See section IV.G, Water Conservation Field Service Program Project Benefits Form, page 32.**

For the FY2009 FOA, Reclamation is requiring applicants to quantify actual project benefits (also know as a “performance measure”), i.e. water saved, marketed or better managed. Applicants are required to identify a performance measure for their project and explain how the measure will be applied to their project. If an applicant receives an award, the financial assistance agreement will include a provision describing the performance measure for the project, which is mutually agreeable to the recipient and Reclamation. **The complete performance measures document can be viewed at http://www.usbr.gov/mp/watershare/documents/PerformanceMeasures_final_3-2.pdf**

I.D. PROGRAM AUTHORITY

This Request for Funding Opportunity Application is issued in accordance with the authority of Public Law No. 102-575, Central Valley Project Improvement Act, Title XXXIV, Section 3405 (e), 3407(e) & 3408(i), 1992.

SECTION II -- AWARD INFORMATION

II.A. TOTAL PROJECT FUNDING

Approximately 20 - 30 agreements will be awarded, depending on the total amount of funding requested by successful proposals. WCFSP estimated funding for fiscal year 2009 is \$500,000. These funds are subject to budget approval by the United States Congress, and financial assistance will be provided for selected proposals as funds become available.

II.B. PROJECT FUNDING LIMITATIONS

To facilitate the broad and effective use of limited Federal funds, Reclamation's share of any one proposed financial assistance agreement shall generally not exceed 50% of the total project costs, and shall generally not exceed \$25,000. However, Reclamation retains the right to make awards exceeding that amount on a case-by-case basis.

II.C. RECLAMATION RESPONSIBILITIES

If substantial involvement between Reclamation and the Recipient is anticipated during the performance of this project, the anticipated instrument will be a cooperative agreement. In support of this agreement, Reclamation will provide the following:

Reclamation shall collaborate and participate with the Recipient in the management of the project 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 project as identified in the Recipient's proposal.

If substantial involvement is not anticipated on the part of Reclamation, the financial assistance instrument will be a grant. Reclamation retains the rights to make awards using either grant or cooperative agreement instruments.

The proposal must demonstrate a public benefit for financial assistance agreements.

II.D. AWARD DATE

It is anticipated that awards will be made on or before May 30, 2009, with an anticipated project start date on or before September 30, 2009.

SECTION III -- ELIGIBILITY INFORMATION

III.A. ELIGIBLE APPLICANTS

Entities that have a defined relationship with one or more Reclamation Water Projects in the following areas in the Mid-Pacific Region: South Central California Area Office, Fresno, California; Central California Area Office, Folsom, California and Northern California Area Office, Redding, California.

Reclamation Water Service Contractors
Reclamation Repayment Contractors
Reclamation Exchange Contractors
Reclamation Settlement Contractors
Reclamation Cross Valley Contractors
Educational Institutions
Special Districts including Resource Conservation Districts
Water Associations and Authorities
State and Federal Wildlife Refuges

Entities required by the Reclamation Reform Act or CVPIA law to have water management plans must have a current 5-year water management plan and annual update in place for award consideration. If you are unsure of your legal requirement for a water management plan or your plan status, please contact your area office Water Conservation Specialist.

III.B. COST SHARE REQUIREMENT

Applicants must cost share 50% or more of the total project costs. Applicant cost sharing of more than 50% of the project costs is encouraged and will be given greater consideration in the ranking process for proposed projects.

Cost sharing may be made through cash or in-kind contributions from the applicant, or third party partners; however, all cost share contributions must meet the criteria established in the OMB administrative and cost principles circulars applicable to the applicant (see Section IX.A). In-kind contributions constitute the value of non-cash contributions that benefit a Federally assisted project. These contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project 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 WCFSP proposals.**

Indirect costs incurred during the development or construction of a project, which will not be recovered may be included as part of your cost-share. Indirect costs are those: (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to any one cost objective. For further information on indirect costs, refer to the OMB cost principles circular applicable to your organization as listed in Section IX.A of this document.

III.C. LENGTH OF PROJECT

Priority will be given to projects that can be completed within 24 months from the project start date, prior to but no later than, September 30, 2009. However, longer projects will be considered if it can be demonstrated that there will be measurable accomplishments each year.

III.D. OTHER REQUIREMENTS

III.D.1 TECHNICAL AND BUDGET PROPOSALS

The applicant must submit complete technical and budget proposals in accordance with the requirements stated in Section IV, pages 12-18 of this document.

III.D.2 FUNDING PLAN

The applicant's proposal shall include a funding plan that describes how the non-Reclamation share of the costs will be obtained. If funding will be provided by other than the applicant, the names of these additional sources must be provided. See Section IV.D, page 16 for information on submission of the Funding Plan.

III.D.3 OTHER REGULATIONS

Applicants shall adhere to Federal, State, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Applicants shall also coordinate and obtain approvals from site owners and operators. See Section IV.C.2.6.6, page 15 for additional information regarding environmental and regulatory compliance.

SECTION IV -- APPLICATION AND PROPOSAL 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 a proposal.

If you are unable to access this information electronically, you may request paper copies of any of the documents referenced in this Funding Opportunity Application by contacting:

By mail: Bureau of Reclamation
Mid-Pacific Region, Acquisition Services
Attn: Maria E. Castaneda (MP-3813)
2800 Cottage Way, Room E-1815
Sacramento CA 95825-1898

E-mail: mcastaneda@mp.usbr.gov

IV.B. INSTRUCTIONS FOR SUBMISSION OF PROJECT PROPOSAL

Each applicant shall submit a proposal in accordance with the instructions contained in this section. Each proposal shall consist of the following four elements: **(1) Executive Summary; (2) Technical Proposal; (3) Funding Plan; and (4) Budget Information.** Detailed instructions for each of these elements are set forth immediately below. **The format for the complete proposal is included in Section V of this document.**

Applications must be submitted as a complete package. Materials arriving separately will not be included in the application package for consideration and will result in the application being rejected or not funded. **Mailing materials, package, packing envelopes or exterior wrapping of the proposal must reference FOA number 09SF200006. This requirement will include overnight mail labels. FAX copies of proposal documents will not be accepted.**

Do not include a cover letter or company literature/brochure with your proposal. All pertinent information must be included in your Executive Summary, Technical Proposal, Funding Plan, and Budget Information in accordance with the formats below.

Applicants shall submit an **original and four copies** of all proposal documents.

IV.C. PROPOSAL FORMAT AND CONTENT

IV.C.1 Proposal Format and Length

Proposals shall be limited to **twenty (20)** 8-1/2 inch X 11 inch pages, excluding any forms required in these instructions, **single-spaced** on one side of the page. The font used shall be at least 12 points in size and shall be easily readable. Proposals will be prescreened for compliance to the 20-page limit. The cover sheet (SF 424), Assurances (SF 424B or D, as applicable), Budget (SF 424A or C), blank pages, title pages, blueprints, Appendix, and table of content pages, will not be counted in the 20-page limit. All pages shall be consecutively numbered, including pages with tables and exhibits.

THE PROPOSAL FORMAT IS INCLUDED IN SECTION V OF THIS DOCUMENT.

IV.C.2 Proposal Content

IV.C.2.1 Cover Page - The cover page shall consist of a completed SF 424 - Application for Federal Assistance. This form must be signed by a person legally authorized to commit your organization to performance of the project. **Inclusion of a properly signed SF 424 in your proposal is a mandatory requirement. Failure to adhere to this requirement will result in the elimination of your proposal from further consideration.** This form is available at <http://www.forms.gov>

IV.C.2.2 Assurances - Include with your proposal a completed and signed SF 424B – Assurances – Non-Construction Programs or an SF 424D – Assurances – Construction Programs. This form must be signed by a person legally authorized to commit your organization to performance of the project. **Inclusion of a properly signed SF 424B or SF 424D in your proposal is a mandatory requirement. Failure to adhere to this requirement will result in the elimination of your proposal from further consideration.** These forms are available at <http://www.forms.gov>

IV.C.2.3 Title Page - Provide a brief, informative, and descriptive title for the proposed work that indicates the nature of the project. Indicate the category the proposal is expected to be evaluated under (1 through 4). Include the name and address of the applicant, and the name and address, email address, telephone and facsimile numbers of the project manager.

IV.C.2.4 Table of Contents - List all major sections of the proposal in the Table of Contents.

IV.C.2.5 Executive Summary

See the Executive Summary format, included in Section V, page 24 of this document. The content of the Executive Summary is described below.

IV.C.2.5.1 General Project Information - Include the Project name, applicants name and address, contact information and a summary of funding request. A one-paragraph project overview shall be included in this section.

IV.C.2.6 Technical Proposal

See the Technical Proposal Format, included in Section V, pages 25-27 of this document. The content of the technical proposal is described below.

IV.C.2.6.1 Background Data - Include the applicant's average annual water supply (in acre feet), major crops, total acres served, miles of canals, miles of laterals, existing irrigation improvements (type, miles, acres), canal and lateral seepage losses and on-farm efficiency. State how the project is related to Reclamation activities and any other relevant information.

IV.C.2.6.2 Consistency with California or Local Water Plan - Applicants are required to ensure that the proposed project is consistent with any existing local (i.e. county, municipal or regional) water plan.

IV.C.2.6.3 Project Description - Describe in detail the work to be carried out. Break the proposed work, including reporting, into major tasks. Discuss the approach to accomplish the proposed work by task. This discussion shall be in sufficient detail to permit a comprehensive evaluation of each task and the proposal. An estimated schedule demonstrating the stages and duration of the construction of the project shall be included covering all tasks. Engineering plans, designs and analyses should be included, if available. These plans should be in the Appendix of the proposal.

IV.C.2.6.4 Demonstrated Results - Describe water use efficiency or conservation measures to be taken pursuant to the proposed action and address direct, indirect and other benefits. If applicable, the applicant should describe how the proposal will improve its operational efficiency. Include engineering plans and/or designs that demonstrate how the proposal would improve operational efficiency or achieve water savings.

Additional benefits may accrue to the intended project beneficiaries, including purchasers of marketed supplies developed by the project, or they may also accrue to third parties, including direct and indirect environmental benefits. This can include an evaluation of economic justification beyond that directly associated with the parties participating in the proposed project, either as the project builder or as a purchaser of any developed supply.

Report any expected project accomplishments that would accrue to parties not directly participating in the proposed project as beneficiaries but which may be affected by hydrologic changes related to project implementation (e.g., stream flow, water quality) anywhere in the system.

Explain through a narrative description, and quantify whenever possible, how the proposed project will result in other project benefits.

IV.C.2.6.5 Performance Measures and Project Monitoring - Include a Performance Assessment Plan and a list of project-specific performance measures that will be used to assess project success in the relation to the goals and objectives. Describe the monitoring and assessment procedures that will be used to measure performance and document water savings, other benefits, to mark

progress, and to determine the success of the project to achieve its goals. Include information about how the data and other information will be handled, stored, and made accessible. Provide a list of expected products/outcomes such as reports and other documentation, presentations, advances in technology, and information transfers via workshops, seminars, education programs, etc. **Visit <http://www.mp.usbr.gov/watershare> for suggested performance measures techniques.**

IV.C.2.6.6 Environmental and Regulatory Compliance - Applicants are required to comply with all applicable California, Federal, and local environmental, cultural, and paleontological resource protection laws and regulations. These may include, but are not limited to, the National Environmental Policy Act (NEPA), including the Council on Environmental Quality and Department of the Interior regulations implementing NEPA, the Clean Water Act, and the National Historic Preservation Act (NHPA), which requires consultation with the State Historic Preservation Office, the Endangered Species Act (ESA), and could require consultation with potentially affected Tribes.

Reclamation is the lead Federal agency for NEPA compliance. As the lead agency, Reclamation is solely responsible for determining the appropriate level of NEPA compliance, which could be a categorical exclusions checklist, environmental assessment, or environmental impact statement. However, a project sponsor (or their contractor) can provide much of the necessary information and data analyses.

In order to allow Reclamation to assess the probable environmental impacts and associated costs for each proposal, all applicants must respond to the following list of questions focusing on the requirements of NEPA, the Endangered Species Act, and the National Historic Preservation Act. Please answer the following questions to the best of your knowledge. If any question is not applicable to your project, please explain why. If you have any questions, please contact your local Reclamation office.

- (1) Will your project impact the surrounding environment (i.e. soil [dust], air, water [quality and quantity], animal habitat, etc.)? If so, please explain the impacts and any steps that could be taken to minimize the impacts.
- (2) Are you aware of any endangered or threatened species in the project area?
- (3) Are there wetlands inside the project boundaries? If so, please estimate how many acres of wetlands there are, and describe any impact your project will have on the wetlands.
- (4) When was your irrigation system constructed?
- (5) If your project will affect individual features of an irrigation system (e.g., head gates, canals or flumes), state when those features were constructed and describe the nature and timing of any extensive alterations or modifications to those features.
- (6) Are any buildings, structures, or features in your irrigation district listed or eligible for listing on the National Register of Historic

Places? Your local Reclamation office can assist you in answering this question.

- (7) Are there any known archeological sites in the proposed project area?

In addition, applicants must obtain all required approvals and permits, and shall coordinate and obtain any approvals required from site owners and operators. Applicants should state in their proposals whether any permits or approvals are required, and explain the applicant's plan for obtaining such permits or approvals.

Environmental and regulatory compliance costs are addressed in Section IV.E.2.7, below.

IV.D. FUNDING PLAN INSTRUCTIONS

See the Budget Plan Format, included in Section V, page 28 of this document.

The applicant's proposal shall include a funding plan that describes how the non-Reclamation share of the project costs will be obtained. Reclamation will use this information in making a determination of financial capability.

IV.E. BUDGET AND PROJECT COSTS INSTRUCTIONS

IV.E.1 Budget Worksheet - Applicants need to fill out the budget worksheet included in this application, Section V, page 29. This worksheet is an embedded Microsoft Excel spreadsheet. Double click on any cell within the sheet, and this will allow you to input the proper data.

IV.E.2 Budget Narrative - The project budget shall clearly identify all project costs by task and the funding source, i.e., Reclamation, Applicant, or other funding sources.

Applicants are required to disclose any other sources and amount of funding they are applying for or have received for any portion of this project. Submission of the following information is mandatory. Award will not be made to any applicant who fails to fully disclose the following information.

The budget narrative needs to include the following information.

IV.E.2.1 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 proposal. 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 your indirect costs. If these salaries can be

adequately documented as direct costs, they may be included in this section; however, an explanation should be included in your budget narrative.

IV.E.2.2 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 proposal purposes only or whether they are fixed or provisional rates for billing purposes. Federally-approved rate agreements are acceptable for compliance with this item.

IV.E.2.3 Travel - Include purpose of trip, destination, number 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.

IV.E.2.4 Equipment - Itemize costs of all equipment having a value of over \$500 and include information as to the need for this equipment.

IV.E.2.5 Supplies - Itemize supplies by major category, quantity, and purpose, such as whether the items are needed for office use, research, or construction.

IV.E.2.6 Contractual - Identify all work that will be accomplished by sub-recipients, consultants, or contractors, including a detailed budget estimate of time, rates, supplies, and materials that will be required for the 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.

IV.E.2.7 Environmental and Regulatory Compliance Costs - Reference cost incurred by Reclamation or the applicant in complying with environmental regulations applicable to this Program, which include NEPA, ESA, NHPA and the Clean Water Act, and other regulations depending on the project, including costs associated with any required permits or approvals.

IV.E.2.8 Other - Any other expenses, such as those for reporting, 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.

Funding for contingencies will only be considered in association with construction projects. Proposals for construction contingency funding at a rate greater than 10% will not be found acceptable.

IV.E.2.9 Indirect Cost - Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable OMB circular cost principles (see Section IX) 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 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 Department of the Interior, National Business Center, Indirect Cost Section, at <http://www.nbc.gov/acquisition/ics/icsprep.html>.

IV.F. 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.forms.gov>

IV.G. Project Benefits Sheet - Applicants need to provide the appropriate water management benefits for agricultural or urban measures that are addressed in your proposal. Where available, provide an estimate of the benefit in units (i.e. Acre Feet, \$, %). Please see page 32 for details.

IV.H. DATE FOR RECEIPT OF PROPOSALS

Proposals will be accepted until 3:00 p.m., Pacific Standard Time, on February 9, 2009. Proposals received after this date and time will not be considered for award.

IV.I. PROPOSAL DELIVERY INSTRUCTIONS

Proposals shall be submitted in hard copy only and addressed as follows **(facsimile transmissions of proposals will not be accepted)**.

Mailing Address:

Bureau of Reclamation, MP Region
Attn: Maria E. Castaneda, Mail Code: MP-3813
2800 Cottage Way, Room E-1815
Sacramento CA 95825-1898

IV.J. PROPOSAL SUBMISSION CHECKLIST

A Proposal Submission Checklist has been included on page 4 of this FOA. The Checklist contains a summary of the information you are **required** to submit with your application.

IV.K. REQUIRED FORMATS

Section V of this document contains the formats for your Proposal, Budget Worksheets, and Budget Narrative.

SECTION V – Required Proposal Format

This section contains the forms and formats for your proposal that will meet the proposal submission requirements stated in this Request for Funding Opportunity Application. The format is available on <http://www.usbr.gov/mp/watershare/>.

- V.1** Cover Page - SF-424 Application for Financial Assistance form
- V.2** SF-424B, Assurances - Nonconstruction Programs, or SF-424D, Assurances - Construction Programs form
- V.3** Title Page
- V.4** Table of Contents
- V.5** Executive Summary
- V.6** Technical Proposal
- V.7** Funding Plan
- V.8** Budget Worksheet
- V.9** Budget Narrative
- V.10** Budget Form - SF 424A, Budget Information – Non-construction Programs, or SF 424C, Budget Information - Construction Programs
- V.11** Project Benefits Sheet

COVER PAGE (See FOA Section IV.C.2.1)

Include an SF 424 Application for Financial Assistance.

Form is available at <http://www.forms.gov> or in grants.gov under the Full Announcement.

ASSURANCES FORM (See FOA Section IV.C.2.2)

Include an SF 424B, Assurances - Nonconstruction Programs, or SF 424D, Assurances - Construction Programs form. Forms are available at <http://www.forms.gov> or in grants.gov under the Full Announcement.

TITLE PAGE (See FOA Section IV.C.2.3)

Water Conservation Field Services Program

PROJECT NAME

PROJECT LOCATION

Category _____

Applicant Name

Applicant Address

Date

TABLE OF CONTENTS (See FOA Section IV.C.2.4)

TABLE OF CONTENTS

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Budget Form

Part I -- EXECUTIVE SUMMARY (See FOA Section IV.C.2.5)																							
A. General Project Information																							
A.1	Applicant Name: City, County, State:																						
A.2	Project Name:																						
A.3	2009 Funding Request Summary <i>[Use * to denote an in-kind contribution]</i> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">FUNDING SOURCE</th> <th style="text-align: center;">FUNDING AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Non-Federal Entities:</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Non-Federal Subtotal:</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Reclamation Funding:</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>TOTAL PROJECT FUNDING:</td> <td></td> </tr> </tbody> </table>	FUNDING SOURCE	FUNDING AMOUNT	Non-Federal Entities:										Non-Federal Subtotal:				Reclamation Funding:				TOTAL PROJECT FUNDING:	
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Non-Federal Entities:																							
Non-Federal Subtotal:																							
Reclamation Funding:																							
TOTAL PROJECT FUNDING:																							
A.4	One paragraph project summary:																						
A.5	This project is being submitted under Category _____. Identify how this project contributes to accomplishment of the goals. (See section I.B.1)																						
A.6	Contact for Further Information: Name: Title: Telephone: E-mail:																						

Part II -- TECHNICAL PROPOSAL (See FOA Section IV.C.2.6)	
A	Background Data Include the following information about the applicant. (See FOA Section IV.C.2.6.1)
A.1	Applicant's average annual water supply (in acre feet):
A.2	Describe water use (i.e. municipal, irrigation, etc.):
A.3	If water is primarily used for irrigation, describe major crops, total acres served, major irrigation methods:
A.4	Describe the applicant's water supply facilities, including miles of canals, miles of laterals, existing irrigation improvements (type, miles, acres), canal and lateral seepage losses and on-farm efficiency, etc.:
A.5	Describe any other relevant background information:
A.6	State how the project is connected to Reclamation project activities. For example, whether the applicant receives Reclamation project water, or if project is on Reclamation project lands, involves Reclamation facilities, or is in the same basin as a Reclamation project or activity, and if the proposed work will contribute water to a basin where a Reclamation project is located:
B	Consistency with State or Local Water Plan (See FOA Section IV.C.2.6.2)
B.1	State whether the proposed project is consistent with the state or local water plan. Yes ___ No ___ If yes, identify the applicable plan: If no, state why the project should be considered:
C	Project Description (See FOA Section IV.C.2.6.3)
C.1	Describe in detail the work and approach to be used to carry out the proposed project. This description shall be in sufficient detail to permit a comprehensive evaluation of the proposal.
C.2	Provide an estimated project schedule demonstrating the stages and duration of the proposed work, including major milestones and dates.
C.3	Discuss any deviations from the proposed September 30, 2009, start date and 24-month project duration.
C.4	Briefly describe any engineering plans, designs and analyses prepared in connection with the proposed work and include it in the Appendix of the proposal.
D	DEMONSTRATED RESULTS (See FOA Section IV.C.2.6.4)
D.1.	For water management planning or education proposals: State the number of acre-feet contributed to water conservation planning and/or water conservation education. State the number of individuals that will benefit from water education.
D.2	Describe the degree to which the proposal increases conservation and/or efficiency overall, and the degree to which it increases conservation or efficiency with regard to any individual facilities (e.g., head gate or canal) improved. In your response, please include the following information:

	<p>(a) For proposals that conserve water, state the amount of water conserved in acre-feet per year.</p> <p>(b) For projects involving improvements to individual facilities (e.g., a head gate, canal or ditch), state the average annual water supply that is ran through the effected facility and the estimated water savings or quantities that will be better managed or managed differently , in acre-feet, as a result of facility improvement;</p> <p>(c) For proposals that improve water management through measurement, automation, or irrigation management, etc., state the amount of water expected to be better managed, in acre-feet per year.</p>
D.3	<p>Provide the following information regarding project benefits:</p> <p>(a) Identify all direct project benefits (i.e., amount of water conserved, water quality, improvement of in stream flows, etc); indicate the number of years such benefits will continue (e.g, the life of any physical improvements, and/or the term of any contractual arrangements); and, whether such benefits will occur year-round, or only during certain months of the year (if so, state which months of the year):</p> <p>(b) Identify any indirect benefits such as increased carryover storage, increased irrigation season during drought, improved reliability of water supply. (If the time period that such benefits will continue is different from the time period indicated above in response to (a), please explain):</p> <p>(c) Discuss other benefits from the proposed project which are not included above. Any expected benefits that cannot be quantified should be described in a detailed narrative.</p> <p>(d) Provide documentation and support for how estimates of direct project benefits and any indirect project benefits were made (calculations, measurements and references):</p>
D.4	<p>Provide an estimate of any change in operation and maintenance costs (increase or decrease) as a result of the proposed work:</p>
E	<p>Performance Measures and Project Monitoring (See FOA Section IV.C.2.6.5)</p>
E.1	<p>Provide a detailed plan on how performance measures and project monitoring will be used to demonstrate, verify and report project performance and results. Post-project data verification needs to be included. Visit http://www.usbr.gov/mp/watershare for suggested performance measures.</p>
G	<p>Environmental and Regulatory Compliance Please answer the following questions to the best of your knowledge. If any question is not applicable to your project, please explain why. If you have any questions, please contact your local Reclamation office. (See FOA Section IV.C.2.6.6)</p>
G.1	<p>Will the proposed work impact the surrounding environment (i.e. soil (dust), air, water (quality and quantity), animal habitat, etc.)?</p> <p>If so, please explain the impacts and any steps that could be taken to minimize the impacts.</p>
G.2	<p>Are there wetlands in the project area?</p>

	If so, please estimate how many acres of wetlands there are, and any impact the proposed work will have on the wetlands.
G.3	Are you aware of any endangered or threatened species in the project area?
G.4	When was the irrigation water distribution system constructed?
G.5	If the project will affect individual features of the irrigation system (e.g., head gates, canals or flumes), state when those features were constructed and describe any extensive alterations or modifications to those features, including when such alterations or modifications took place.
G.6	Are any buildings, structures, or features in your irrigation district listed or eligible for listing on the National Register of Historic Places? Your local Reclamation office can assist you in answering this question.
G.7	Are there any known archeological sites in the proposed project area?
G.8	State whether any permits or approvals are required, and explain the applicant's plan for obtaining such permits or approvals.
G.9	State whether a line item for environmental compliance costs has been included in the budget. Please note that Reclamation may have to withhold a portion of grant funds for environmental compliance costs. Yes ___ No ___ If no, please explain why.

Part III – Funding Plan (See FOA Section IV.D)	
A	Describe how the Applicant will make its contribution to the cost share requirement, including a description of monetary and in-kind contributions, and identification of the source funds contributed by the applicant (e.g., reserve account, tax revenue and/or assessments). Please include documentation (i.e. budget excerpts, etc):
B	<p>If project funding is being provided by funding partners, not including the applicant or Reclamation, please provide the following information:</p> <p>(a) Identify the funding partners and state the amount of funding to be provided by each:</p> <p>(b) Are letters of commitment from all cost-sharing partners included with the proposal? Yes ___</p>
C	Describe any other Federal funding requested or received for the proposed work. Note; Federal funding may not be counted towards the applicant's 50% cost share requirement.
D	Discuss what lesser amount would be acceptable if Reclamation is unable to provide your total funding request. Discuss any decrease in project size or other problems due to decreased Federal funding.
E	Does the budget identify direct, indirect, environmental and contingency costs? Yes ___ No ___. If not, explain why.
G	Describe any other pending funding requests for the proposed work that have not yet been approved, and explain how the project will be affected if such funding is awarded or denied.

BUDGET WORKSHEET (See FOA Section IV.E.1)

This is an imprinted Excel sheet. Double click in any cell below to fill out worksheet. When you are finished inputting the proper data, click outside of the worksheet to exit the Excel function. This worksheet is also available on <http://www.usbr.gov/mp/watershare/>.

BUDGET ITEM DESCRIPTION	COMPUTATION		RECIPIENT FUNDING	RECLAMATION FUNDING	TOTAL COST
	\$/Unit and Unit	Quantity			
SALARIES AND WAGES					
Employee 1					
Employee 2					
FRINGE BENEFITS					
Full-time employees					
Part-time employees					
TRAVEL					
Trip 1					
Trip 2					
EQUIPMENT					
Item A					
Item B					
Item C					
PROJECT MONITORING/ PERFORMANCE MEASURES					
SUPPLIES/MATERIALS					
Office Supplies					
Construction					
CONTRACTUAL/ CONSTRUCTION					
ENVIRONMENTAL AND REGULATORY COMPLIANCE					
OTHER					
Reporting					
TOTAL DIRECT COSTS					
INDIRECT COSTS - ____ %					
TOTAL PROJECT COSTS					

BUDGET NARRATIVE (See FOA Section IV.E.2)

Applicants shall include a Budget Narrative with the application. The Budget Narrative provides a discussion of or explanation for items included in the Budget Proposal. Please refer to FOA Section IV.E.2.1-Section IV.E.2.9 to reference the information that needs to be included in the Narrative.

BUDGET FORM (See Section IV.F)

Include either an SF 424A, Budget Information – Non-construction Programs, or an SF 424C, Budget Information - Construction Programs form. Forms are available at <http://www.usbr.gov/mp/watershare/> or in grants.gov under the Full Announcement.

Water Conservation Field Service Program Project Benefits Sheet
(See FOA Section IV.G)

Please provide the appropriate water management benefits for agricultural or urban measures that you anticipate addressing in your proposal. Where available, please provide an estimate of the benefit in units (i.e. Acre Feet, \$, %). This form is also available at <http://www.usbr.gov/mp/watershare/>.

Partner: _____

- Reduce Leaks and Seepage _____ Acre Feet/Year
- Reduces System Spills _____ Acre Feet/Year
- Makes More Water Available for Crop Use _____ Acre Feet/Year
- Reduces Operation Costs _____ \$/Year
- Reduces Energy Cost _____ \$/Year
- Reduces Waste Treatment Cost _____ \$/Year
- Improves Crop Yield _____ Percent/Year
- Reduces On-Farm Costs _____ \$/Year
- Reduces Per Capita Use _____ Gals/Capita/Day
- Provides Technical Training _____ # of People
- Provides Water Conservation Education _____ # of People
- Improves Water Supply Reliability _____ Frequency (Yrs)*
- Delays Construction of New Supplies _____ Years
- Reduces Drainage/Erosion _____ Tons
- Improves Water Quality _____ % Reduction of _____
- Enhances Aquatic/Riparian Habitat _____ Acres
- Endangered Species _____ Yes/No

*Estimate of how often the improvement will occur (i.e. 1 = each year, 2 = 1 in 2 years etc.)

SECTION VI – EVALUATION CRITERIA

VI.A. EVALUATION CRITERIA

Proposals will be evaluated by a technical panel in accordance with the criteria listed below. The relative importance placed on the evaluation criteria is shown in descending order of importance.

**Criteria for Selection of
Water Conservation Field Service Program Grant Applicants
for
Northern California Area Office
Central California Area Office
South-Central California Area Office**

Evaluation Criteria

1. Water Management Planning - 100 Total Points Available

Each region or area office determines allocation of points among the following criteria:

- a. Association with Reclamation Project Water Supplies
- b. Reasonableness of cost
- c. Likelihood that the proposed activity would be completed by applicant if no Federal funding is available
- d. Amount and sources of non-Federal funding (i.e., cost share)
- e. The applicant demonstrated good performance with previous grants. No outstanding unexpended grant funds and completed previous grant(s) including submission of final reports.

2. Implementation of Efficiency Measures - 95 Total Points Available

Each region or area office determines allocation of points among the following criteria:

- a. Association with Reclamation Project Water Supplies
- b. 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)
- c. Reasonableness of cost
- d. Extent to which the proposed activity is expected to improve water use efficiency
- e. Likelihood that the proposed activity would not be completed by applicant if no Federal funding is available
- f. Amount and sources of non-Federal funding (i.e., cost share)
- g. Potential issues related to environmental and cultural resources compliance
- h. Extent to which proposal demonstrates a sound implementation strategy

- i. The applicant's strategy for monitoring performance and reporting and disseminating results
- j. The applicant demonstrated good performance with previous grants. No outstanding unexpended grant funds and completed previous grant(s) including submission of final reports.

3. Demonstration Projects - 90 Total Points Available

Each region or area office determines allocation of points among the following criteria:

- a. Association with Reclamation Project Water Supplies
- b. 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)
- c. Reasonableness of cost
- d. Extent to which the proposed activity will demonstrate innovative conservation technologies for improving water use efficiency (including applied research to benefit development of new technologies; demonstration of a specific conservation technology; or innovative application of existing technology with the intent of evaluating results)
- e. Likelihood that the proposed activity would be completed by applicant if no Federal funding is available
- f. Amount and sources of non-Federal funding (i.e., cost share)
- g. Potential issues related to environmental and cultural resources compliance
- h. Procedure for delivering message or findings
- i. Extent to which proposal demonstrates a sound implementation strategy
- j. The applicant's strategy for monitoring performance and reporting and disseminating results
- k. The applicant demonstrated good performance with previous grants. No outstanding unexpended grant funds and completed previous grant(s) including submission of final reports.

4. Water Conservation Education and Training Activities - 85 Total Points Available

Each region or area office determines allocation of points among the following criteria:

- a. Association with Reclamation Project Water Supplies
- b. Reasonableness of cost
- c. Likelihood that the proposed activity would not be completed by applicant if no Federal funding is available
- d. Amount and sources of non-Federal funding (i.e., cost share)
- e. Need for education/training activity as related to improved water management, water use efficiency, and water conservation
- f. Procedure for delivering message

- g. The applicant's strategy for measuring the impact of the proposed activity on improved water management, water use efficiency, and water conservation (e.g., number of people reached by activity.)
- h. The applicant demonstrated good performance with previous grants. No outstanding unexpended grant funds and completed previous grant(s) including submission of final reports.

REVIEW AND SELECTION PROCESS

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

SECTION VII -- AWARD ADMINISTRATION INFORMATION

VII.A. AWARD NOTICES

Successful applicants will receive a notice of award of a Grant or Cooperative Agreement document by mail, signed by a Grants Officer, notifying the applicant of project award and project starting date.

VII.B. AWARD DOCUMENT

If your organization is awarded an agreement as a result of this Request for Funding Opportunity Application, the applicable portions of Sections II, III, and IX of this document will be included in the resulting agreement.

VII.C. REPORTING REQUIREMENTS AND DISTRIBUTION

If your organization is awarded an agreement as a result of this Request for Funding Opportunity Application, you will be required to submit the following types of reports during the term of the agreement. Detailed information on the type, frequency, and distribution of these reports is included in Section IX.B.4, titled Reporting Requirements and Distribution, of this document.

VII.C.1 Financial Reports

- SF-269 or SF-269a, Financial Status Report
- SF-272, Report of Federal Cash Transactions

VII.C.2 Program Performance Reports

- Interim Reports
- Annual Reports
- Final Report
- Project Monitoring/Performance Measures Reports

VII.C.3 Significant Developments Reports

SECTION VIII -- AGENCY CONTACTS

Organizations or individuals interested in submitting proposals in response to this solicitation may direct questions to Reclamation in writing. Questions may be submitted to the attention of Maria E. Castaneda, Grants Officer, as follows:

By mail:

Bureau of Reclamation
Mid-Pacific Region
Attn: Maria E. Castaneda
Mail Code: 3813
2800 Cottage Way, Room E-1815
Sacramento CA 95825-1898

By FAX:

(916) 978-5175

By E-mail:

mcastaneda@mp.usbr.gov

SECTION IX -- OTHER INFORMATION

If you are awarded a Cooperative Agreement/Grant as a result of this Request for Funding Opportunity Application, the following General Provisions and Special Provisions will be included in your agreement.

IX.A. GENERAL PROVISIONS

IX.A.1 Regulations and Guidance

The regulations at 43 CFR, Part 12, Subparts A, C, E, and F, are hereby incorporated by reference as though set forth in full text. The following Office of Management and Budget (OMB) Circulars, as applicable, and as implemented by 43 CFR Part 12, are also incorporated by reference and made a part of this agreement. Failure of a recipient to comply with any applicable regulation or circular may be the basis for withholding payments for proper charges made by the recipient and/or for termination of support. Copies of OMB Circulars are available at http://www.whitehouse.gov/omb/grants/grants_circulars.html. The implementation of the circulars at 43 CFR Part 12 is available at <http://www.gpoaccess.gov/ecfr/>.

IX.A.1.1 COLLEGES AND UNIVERSITIES that are recipients or subrecipients shall use the following:

Circular A-21, revised May 10, 2004, "Cost Principles for Educational Institutions"

Circular A-110, as amended September 30, 1999, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" (Codification by Department of Interior, 43 CFR 12, Subpart F)

Circular A-133, revised June 27, 2003, "Audits of States, Local Governments, and Non-Profit Organizations"

IX.A.1.2 STATE, LOCAL AND TRIBAL GOVERNMENTS that are recipients or subrecipients shall use the following:

Circular A-87, as amended May 10, 2004, "Cost Principles for State, Local, and Indian Tribal Governments"

Circular A-102, as amended August 29, 1997, "Grants and Cooperative Agreements with State and Local Governments"

(Grants Management Common Rule, Codification by Department of Interior, 43 CFR 12, Subpart C)

Circular A-133, revised June 27, 2003, "Audits of States, Local Governments, and Non-Profit Organizations"

IX.A.1.3 NONPROFIT ORGANIZATIONS that are recipients or subrecipients shall use the following:

Circular A-110, as amended September 30, 1999, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" (Codification by Department of Interior, 43 CFR 12, Subpart F)

Circular A-122, revised May 10, 2004, "Cost Principles for Non-Profit Organizations"

Circular A-133, revised June 27, 2003, "Audits of States, Local Governments, and Non-Profit Organizations@

IX.A.1.4 ORGANIZATIONS OTHER THAN THOSE INDICATED ABOVE that are recipients or subrecipients shall use the basic principles of OMB Circular A-110 (Codification by Department of Interior, 43 CFR 12, Subpart F), and cost principles shall be in accordance with 48 CFR Subpart 31.2, titled "Contracts with Commercial Organizations," which is available at <http://www.gpoaccess.gov/ecfr/> .

IX.A.1.5 Additionally, please reference 43 CFR 12.77 for further regulations that cover the award and administration of subawards by State governments.

IX.A.2 Debarment and Suspension

The Department of the Interior regulations at 43 CFR 42-Governmentwide Debarment and Suspension (Nonprocurement), which adopt the common rule for the governmentwide system of debarment and suspension for nonprocurement activities, are hereby incorporated by reference and made a part of this agreement. By entering into this grant or cooperative agreement with the Bureau of Reclamation, the recipient agrees to comply with 43 CFR 42, Subpart C, and agrees to include a similar term or condition in all lower-tier covered transactions. These regulations are available at <http://www.gpoaccess.gov/ecfr/> .

IX.A.3 Drug-Free Workplace

The Department of the Interior regulations at 43 CFR 43-Governmentwide Requirements for Drug-Free Workplace (Financial Assistance), which adopt the portion of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq, as amended) applicable to grants and cooperative agreements, are hereby incorporated by reference and made a part of this agreement. By entering into this grant or cooperative agreement with the Bureau of Reclamation, the recipient agrees to comply with 43 CFR 43, Subpart B, if the recipient is not an individual, or with 43 CFR 43, Subpart C, if the recipient is an individual. These regulations are available at <http://www.gpoaccess.gov/ecfr/>.

IX.A.4 Assurances and Certifications Incorporated by Reference

IX.A.4.1. The provisions of the Assurances, SF 424B or SF 424D as applicable, executed by the Recipient in connection with this agreement shall apply with full force and effect to this agreement as if fully set forth in these General Provisions. Such Assurances include, but are not limited to, the promise to comply with all applicable Federal statutes and orders relating to nondiscrimination in employment, assistance, and housing; the Hatch Act; Federal wage and hour laws and regulations and work place safety standards; Federal environmental laws and regulations and the Endangered Species Act; and Federal protection of rivers and waterways and historic and archeological preservation.

IX.A.4.2 When required by 43 CFR 18-New Restrictions on Lobbying, recipients shall complete a Certification Regarding Lobbying form. This certification is incorporated by reference and made a part of this agreement. These regulations are available at <http://www.gpoaccess.gov/ecfr/>.

IX.A.5 Covenant Against Contingent Fees

The recipient warrants that no person or agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide offices established and maintained by the recipient for the purpose of securing agreements or business. For breach or violation of this warranty, the Government shall have the right to annul this agreement without liability or, in its discretion, to deduct from the agreement amount, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

IXI.A.6 Contracting with Small and Minority Firms, and Women's Business Enterprises

It is a national policy to award a fair share of contracts to small and minority business firms. The Department of the Interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness.

IX.A.6.1 The grantee and subgrantee shall take all necessary affirmative steps to assure that minority firms, and women's business enterprises are used when possible.

IX.A.6.2 Affirmative steps shall include:

IX.A.6.2.1 Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

IX.A.6.2.2 Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

IX.A.6.2.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

IX.A.6.2.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

IX.A.6.2.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce as appropriate, and

IX.A.6.2.6 Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in A.6.2.1 through A.6.2.5, above.

IX.A.7 Notice Regarding Buy American Act

In accordance with the annual Energy and Water Development Appropriations Act, please be advised that it is and has been the sense of Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made. This provision shall remain in effect unless revoked by a future specific act of Congress.

IX.A.8 Resolving Disagreements

When entering into a cooperative agreement with a recipient, Reclamation commits itself to working with the recipient in a harmonious manner to achieve the objectives of the project successfully. When disagreements arise between the parties, they must be resolved according to the procedures discussed below:

IX.A.8.1 Reclamation shall attempt first to resolve disagreements with the recipient through informal discussion among the Grants Officer (GO), the Program Officer, and the recipient's Project Director.

IX.A.8.2 If the disagreement cannot be resolved through informal discussion between these parties, the GO and the Program Officer shall document the nature of the disagreement and bring it to the attention of the Grant Office Manager.

IX.A.8.3 After reviewing the facts of the disagreement, as presented by the Grants and Program Offices, the Grant Officer Manager will arrange a formal meeting. If agreement still cannot be reached, the parties will collectively decide on any varied approaches that might be used to resolve the disagreement. The parties shall be responsible for their individual expenses related to any approach utilized to resolve the disagreement. If attempts at resolving the disagreement fail, the Chief, Acquisition and Assistance Management Division, or the Regional Director, whichever is applicable, shall make a decision which shall be final and conclusive.

IX.A.8.4 Nothing herein shall be construed to delay or limit Reclamation's right to take immediate and appropriate action, as set forth at 43 CFR Subpart 12.83 or 12.962, as applicable, in the event of material noncompliance by the recipient, and no attempts at informal resolution shall be necessary.

Any post award issue will be open for resolution in accordance with the above procedures, with the exception of disagreements regarding continuation of the agreement (termination must be in accordance with 43 CFR 12), or other matters specifically addressed by the agreement itself.

IX.A.9 Lobbying Restrictions

In accordance with the annual Energy and Water Development Appropriations Act, please be advised that it is and has been the sense of Congress that none of the funds appropriated by this Act may be used in any way, directly or indirectly, to influence Congressional action on any legislation or appropriation matters pending before Congress, other than

to communicate to Members of Congress as described in 18 U.S.C. 1913. This provision shall remain in effect unless revoked by a future specific act of Congress.

IX.A.10 Electronic Funds Transfer (EFT)

In accordance with the Debt Collection Improvement Act of 1996, 31 CFR 208, effective January 2, 1999, all Federal payments to recipients must be made by EFT unless a waiver has been granted in accordance with 31 CFR 208.4. Upon award of a financial assistance agreement, Reclamation will provide the recipient with further instructions for implementation of EFT payments or a certification form to request exemption from EFT.

IX.A.11 Endorsement of Commercial Products and Services

In accordance with 43 CFR 12.2(d), this provision applies to grants and cooperative agreements whose principal purpose is a partnership where the recipient contributes resources to promote agency programs, publicize agency activities, assists in fund-raising, or provides assistance to the agency. If the agreement is awarded to a recipient, other than a State government, a local government, or a federally-recognized Indian tribal government, and the agreement authorizes joint dissemination of information and promotion of activities being supported, the following provision shall be made a term and condition of the award:

Recipient shall not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a product, service or position which the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient's work products, or considers the recipient's work product to be superior to other products or services.

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer:

"The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial

products does not constitute their endorsement by the U.S. Government."

Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc., of the proposed release must be submitted with the request for approval.

A recipient further agrees to include this provision in a subaward to any subrecipient, except for a subaward to a State government, a local government, or to a federally-recognized Indian tribal government.

IX.B. SPECIAL PROVISIONS

IX.B.1 Grants Officer Technical Representative (GOTR) (Reclamation 08/03)

The GOTR for this agreement will be:

Bureau of Reclamation
Attn: (To be completed at time of award)
Address:
Telephone:

The GOTR is authorized to act only on technical matters during the term of this Agreement. The GOTR and the Recipient's Project Manager shall work closely to insure that all requirements of the Agreement are being met. The GOTR's responsibilities include, but are not limited to, the following:

- (a) Assist the Recipient concerning the accomplishment of the tasks described in the Agreement;
- (b) Provide information to the Recipient which assists in the interpretation of the tasks; and
- (c) Review, and where required, approve reports and information to be delivered to the Government.

Technical assistance must be within the general scope of the Agreement. The GOTR does not have the authority to and may not issue any technical assistance which:

- (a) Constitutes an assignment of additional work outside the general scope of the Agreement;
- (b) In any manner causes an increase or decrease in the total estimated cost or the time required for performance; or
- (c) Changes any of the expressed terms, conditions, or specifications.

IX.B.2 Payment Policy (Reclamation 11/03)

Acceptance of a financial assistance agreement from Reclamation creates a legal responsibility on the part of the recipient organization to use the funds and property provided in accordance with the terms and conditions of the agreement. Reclamation has a reversionary interest in the unused balance of funding and in any funds improperly applied.

Payments to recipients are made in accordance with the basic standards and methods stated in the payment regulations at 43 CFR 12.61 or 43 CFR 12.922, as applicable to this agreement. These requirements are intended to minimize the time elapsing between the transfer of funds from the Federal government and the disbursement of these funds by the recipient.

Payment will be made in advance or by reimbursement as follows:

(1) Advance Payment - Recipients shall be paid in advance provided (1) they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and their disbursement by the recipient, (2) they comply with reporting requirements for timely submission of financial status reports, and (3) they impose these same standards on subrecipients.

Advances to recipients shall be limited to the minimum amounts needed and shall be timed to be in accordance with the actual, immediate cash requirements of the recipient in carrying out the purpose of the agreement. The timing and amount of cash advances shall be as close as administratively feasible (generally no more than 3 days) to actual disbursements for direct program costs and the proportionate share of allowable indirect costs.

(2) Reimbursement - Reimbursement shall be the preferred method of payment when a recipient (1) does not meet the requirements for advance payment stated above; (2) does not have financial management systems that meet the standards in 43 CFR 12.60 or 43 CFR 12.921, as applicable; or (3) has been converted to payment restrictions for non-compliance with the terms and conditions of the

agreement. Reimbursement is also the preferred method of payment for agreements involving construction.

IX.B.3 Payment Method (Reclamation 11/03)

Electronic Funds Transfer - Payments under this agreement will be made to recipients by electronic funds transfer (EFT) unless the recipient qualifies for exemption from this payment method. Reclamation utilizes the Automated Clearinghouse (ACH) Vendor Express payment system for EFT. Whether funds are paid in advance or as a reimbursement, the actual payment will be made through Vendor Express. Vendor Express allows the Government to transfer funds to a recipient's financial institution along with explanatory information regarding the payment.

Enrollment - Upon award, recipients will receive a copy of the SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form. This form is required to implement the Vendor Express system and to notify Reclamation of any change or corrections to financial institution information.

Requesting Payments - Requests for advance or reimbursement may be made by the following methods:

(1) SF-270, Request for Advance or Reimbursement - On a monthly basis, recipients may submit an original and two copies of a properly certified SF-270 form to the address identified in Block [# 6], page 1, of this agreement. For advance payments, this form may be submitted on a monthly basis, at least two weeks prior to the date on which funds are required, and on the basis of expected disbursements for the succeeding month and the amount of Federal funds already on hand. Requests for reimbursement may be submitted on a monthly basis, or more frequently if authorized by the Grants Officer (GO). Requested funds are delivered to the recipient via ACH Vendor Express. This form is available on the Internet at http://www.whitehouse.gov/omb/grants/grants_forms.html.

(2) SF-271, Outlay Report and Request for Reimbursement for Construction Programs - The SF-271 shall be used for construction agreements paid by the reimbursement method, letter of credit, electronic funds transfer, or Treasury check advance, except where the advance is based on periodic requests from the recipient, in which case the SF-270 shall be used. This request may be submitted on a quarterly basis, but no less frequently than on an annual basis. Recipients may submit an original and two copies of a properly certified SF-271 form to the address identified in Block [#6], page 1, of

this agreement. This form is available on the Internet at http://www.whitehouse.gov/omb/grants/grants_forms.html.

(3) Automated Standard Application for Payments (ASAP) -

Recipients may utilize the Department of Treasury ASAP payment system to request advances or reimbursements. 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. Once a request is made through ASAP, funds are provided to the recipient either through ACH or Fedwire. Further information regarding ASAP may be obtained from the ASAP website at <http://www.fms.treas.gov/asap>. Upon award, you will be provided with information regarding enrollment in the ASAP system.

IX.B.4 Reporting Requirements and Distribution (Reclamation 11/03)

Failure to comply with the reporting requirements contained in this agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in withholding of payments pending receipt of required reports, denying both the use of funds and matching credit for all or part of the cost of the activity or action not in compliance, whole or partial suspension or termination of the agreement, recovery of funds paid under the agreement, withholding of future awards, or other legal remedies.

(1) Financial Reports - All financial reports shall be signed by an Authorized Certifying Official for the recipient's organization. The following forms are available at http://www.whitehouse.gov/omb/grants/grants_forms.html.

(a) SF-269 or SF-269a, Financial Status Report - This form is utilized to report total expenditures for the reporting period. The SF-269 must be used if the recipient is accountable for the use of program income; otherwise, the SF-269a may be used.

An original and two copies of this form shall be submitted quarterly within 30 days following the end of each reporting period.

A final SF-269 or SF-269a shall be submitted within 90 days following completion of the agreement.

(b) SF-272, Report of Federal Cash Transactions - This report shall be submitted by recipients that draw down cash advances by means of electronic funds transfer or Treasury check. Recipients shall identify in the "Remarks" section the amount of cash advances

received in excess of 3 days prior to disbursement and explain actions taken to reduce excess balances.

An original and two copies of this form shall be submitted on a quarterly basis within 15 days following the end of the reporting period.

(2) Program Performance Reports

Program performance reports shall contain the following:

- (i) A comparison of actual accomplishments with the goals and objectives established for the reporting period;
- (ii) Where project output can be quantified, a computation of the cost per unit of output;
- (iii) Major milestones with % complete, \$ budgeted, and % expended;
- (iv) When appropriate, reasons why goals and objectives were not met; and
- (v) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

(a) Interim Reports - The interim reporting period is once per year, mid-year. Recipients shall submit an original and two copies of program performance reports within 30 days following the end of each reporting period.

(b) Annual Reports - An original and two copies of an annual program performance report shall be submitted within 90 days following the end of each year of the agreement. Copies of this report may be required to be included with any application for continuing support of the agreement.

(c) Final Report - An original and two copies of the final program performance report shall be submitted no later than 90 days following the expiration or termination of the agreement.

(d) Project Monitoring and Assessment Reports - An original and two copies of the program performance measures report shall be submitted within 90 days following the end of each year of the agreement. A final program performance measures report shall be submitted within 90 days following the expiration or termination of the agreement. If the information

needed to quantify project benefits is not available immediately at the close of the project period (generally 24 months from the date of award), the agreement will be modified to remain open until such information is available.

(3) Significant Developments

During the term of the agreement, the recipient must immediately notify the GO if any of the following conditions become known:

- (a) Problems, delays or adverse conditions which will materially impair their ability to meet the objectives of the agreement;
- (b) Favorable developments which enable the recipient to meet time schedules and objectives sooner than or at less cost than projected or to produce more beneficial results than originally planned.

This notification is to include information on the actions taken or contemplated to resolve problems, delays, or adverse conditions, and any assistance needed from Reclamation to help resolve the problem.

(4) Report Distribution

Copies of reports shall be distributed as follows:

TYPE OF AGREEMENT	GO (Block 6, Page 1)	GOTR (Block 8, Page 1)
Financial Reports	1	2
Performance Reports	1	2
Significant Developments	1	2

IX.B.5 Modifications (Reclamation 08/03)

Any changes to this agreement shall be made by means of a written modification. Reclamation may make changes to the agreement by means of a unilateral modification to deal with administrative matters, such as changes in address, no-cost time extensions, the addition of previously agreed upon funding, or deobligation of excess funds at the end of the agreement. Additionally, a unilateral modification may be utilized by Reclamation if it should become necessary to suspend or terminate the agreement in accordance with 43 CFR 12.83 or 43 CFR 12.961, as applicable.

All other changes shall be made by means of a bilateral modification to the agreement. No oral statement made by any person, or written statement by any person other than the GO, shall be allowed in any manner or degree to modify or otherwise effect the terms of the Agreement.

All requests for modification of the Agreement shall be made in writing, provide a full description of the reason for the request, and be sent to the attention of the GO. Any request for project extension shall be made at least 45 days prior to the expiration date of the agreement or the expiration date of any extension period that may have been previously granted. Any determination to extend the period of performance or to provide follow-on funding for continuation of a project is solely at the discretion of Reclamation.

IX.B.6 Recipient's Project Manager (Reclamation 08/03)

The Recipient's Project Manager for this Agreement shall be (To be completed at time of award).

IX.B.7 Funds Available for Payment (Reclamation 08/03)

The Government's obligation under this Agreement is contingent upon the availability of appropriated funds from which payment for Agreement purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the GO for this Agreement, and until the Recipient receives notice of such availability, to be confirmed in writing to the Recipient by the GO.

Pursuant to the Act of Congress of June 17, 1902 (32 Stat. 388), and acts amendatory thereof or supplementary thereto, all commonly known as Reclamation Law, funds for payment under the first year of this agreement are included in the fiscal year 2005 Energy and Water Development Appropriation Act, Public Law 108-447. Funding for any optional year of the agreement is contingent upon subsequent Congressional funding.

IX.B.8 Reimbursable Costs and Limitations (Reclamation 08/03)

IX.B.8.1 The Recipient shall provide all personnel, services, facilities, equipment, materials and supplies, and perform all travel that may be necessary and appropriate for the proper performance of this Agreement. Costs so incurred will be paid for as provided herein. Reclamation's obligation to provide funding to the Recipient for costs incurred in these connections shall be limited to the Recipient's direct and indirect costs associated with this Agreement. All such direct and indirect costs must be determined to be allowable under the regulations contained in 48 CFR

Subpart 31.2 or an OMB Cost Principle Circular, as applicable, which are incorporated herein through the General Provisions of this agreement.

IX.B.8.2 The recipient shall not incur costs or obligate funds for any purpose pertaining to operation of the program or activities beyond the expiration date stated in the agreement. The only costs that are authorized for a period of up to 90 days following the award expiration date are those strictly associated with closeout activities for preparation of the final report.

IX.B.8.3 Reclamation's financial participation is limited. Reclamation will only fund up to its share of those amounts requested in the project proposal and as are subsequently approved and funded in the agreement. The recipient shall not be obligated to continue performance under the agreement or to incur costs in excess of the costs set forth in the proposal and subsequent agreement. However, if the recipient chooses to expend funds in excess of the approved project budget, the recipient will be responsible to fund the excess without funding participation by Reclamation.

IX.B.9 Budget Revisions (Reclamation 08/03)

The Recipient shall follow the requirements at 43 CFR 12.70(c) or 43 CFR 12.925, as applicable, when making revisions to budget and program plans. Additionally, approval shall be requested for transfers of amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa.

IX.B.10 Procurement Standards (Reclamation 08/03)

When utilizing Federal funds for the procurement of supplies and other expendable property, equipment, real property, and other services under this agreement, the Recipient shall utilize the Procurement Standards set forth at 43 CFR 12.76 or 43 CFR 12.940 -12.948, as applicable. The Recipient may be required to submit evidence that its procurement procedures are in compliance with the standards stated therein. Additional guidance for contracting with small and minority firms and women's business enterprises is included in the General Provisions section of this agreement.

IX.B.11 Property Standards (Reclamation 08/03)

All property, equipment and supplies acquired by the Recipient with Federal funds shall be subject to usage, management, and disposal in accordance with the Property Standards at 43 CFR 12.72 - 12.73, or 43 CFR 12.930 - 12.937, as applicable.

IX.B.12 Inspection (Reclamation 08/03)

Reclamation has the right to inspect and evaluate the work performed or being performed under this agreement, and the premises where the work is being performed, at all reasonable times and in a manner that will not unduly delay the work. If Reclamation performs inspection or evaluation on the premises of the Recipient or a subrecipient, the Recipient shall furnish and shall require subrecipients to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties.

IX.B.13 Audit (Reclamation 01/04)

Non-Federal entities that expend \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, which is available at http://www.whitehouse.gov/omb/grants/grants_circulars.html. Federal awards are defined as Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. They do not include procurement contracts, under grants or contracts, used to buy goods or services from vendors. Non-Federal entities that expend less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in A-133, §___.215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Additional audit requirements applicable to this agreement are found at 43 CFR 12.66 or 43 CFR 12.926, as applicable. General guidance on the single audit process is included in a pamphlet titled, "Highlights of the Single Audit Process" which is available on the internet at <http://www.dot.gov/ost/m60/grant/sincontact.htm>. Additional information on single audits is available from the Federal Audit Clearinghouse at <http://harvester.census.gov/sac/>.

IX.B.14 Enforcement (Reclamation 08/03)

In accordance with 43 CFR 12.83 or 43 CFR 12.962, as applicable, if the recipient materially fails to comply with any term of this agreement, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, Reclamation may take one or more of the following actions as appropriate:

IX.B.14.1 Temporarily withhold cash payments pending correction of the deficiency by the recipient or subrecipient or more severe enforcement action by the awarding agency;

IX.B.14.2 Disallow (deny both use of funds and any matching credit for) all or part of the cost of the activity or action not in compliance;

IX.B.14.3 Wholly or partly suspend or terminate the current award for the recipient's or subrecipient's program;

IX.B.14.4 Withhold further awards for the program; or

IX.B.14.5 Take other remedies that may be legally available.

IX.B.15 Termination (Reclamation 08/03)

In accordance with 43 CFR 12.84 or 43 CFR 12.961, as applicable, and except as provided for in the Enforcement Provision, above, this agreement may be terminated in whole or part only as follows:

IX.B.15.1 By the awarding agency with the consent of the recipient or subrecipient in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated, or

IX.B.15.2 By the recipient or subrecipient upon written notification to Reclamation, setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of a partial termination, the awarding agency determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the awarding agency may terminate the award in its entirety under either the Enforcement Provision or paragraph 1 of this Provision.

IX.B.16 Copyrights (Reclamation 08/03)

IX.B.16.1 For recipients subject to the administrative standards set forth in OMB Circular A-110, the following copyright provision, as implemented by 43 CFR 12.936(a), shall apply:

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

IX.B.16.2 For recipients subject to the administrative standards set forth in OMB Circular A-102 and the Grants Management Common Rule, the following copyright provision, as implemented by 43 CFR 12.74, shall apply:

“The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

- (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and
- (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.”

IX.B.17 RIGHTS TO DATA (Reclamation 08/03)

For recipients subject to the administrative standards set forth in OMB Circular A-110, the following provision, as implemented by 43 CFR 12.936(c), shall apply:

“The Federal Government has the right to:

- (1) Obtain, reproduce, publish or otherwise use the data first produced under an award; and
- (2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.”

IX.B.18 Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) Requirement (Reclamation 07/04)

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 your SF 424 Application for Federal Assistance (Rev.9-2003), or in Block 6 of previous versions of the SF 424.

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 <https://eupdate.dnb.com/requestoptions/government/ccrreg/>.

Individuals 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.