

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. R10AF20013

Water Conservation Field Services Program

Fiscal Year 2010



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

January 2010

OVERVIEW

See Section No.

Federal Agency Name:	DOI, Bureau of Reclamation, Sacramento, CA	
Funding Opportunity Title:	Water Conservation Field Service Program, Northern NV, Lahontan Basin Area Office	
Announcement Type:	Initial announcement	
Funding Opportunity Number:	R10AF20013	
Catalog of Federal Domestic Assistance (CFDA) Number:	15.530	
Application Due Date:	Applications due February 24, 2010 3:00 p.m. PST	IV.H
Eligible Applicants:	As described in Section III.A	III.A
Applicant Cost Share:	50%	III.B
Federal Funding Amount:	Maximum of \$50,000 per applicant, per year, for up to 2 years.	II.B
Estimated number of agreements to be awarded:	1-2	II.A
Total amount of funding available for award:	Estimated at \$50,000 per year, \$100,000 over 2 years.	II.A

Funding Opportunity Announcement

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PROPOSAL CHECKLIST

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

√	What to Submit	Required Content	<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	Form SF 424 form available at http://www.usbr.gov/mp/watershare/
	Assurances	See Sec. IV.C.2.2	Form SF 424B or SF 424D, as applicable, available at http://www.usbr.gov/mp/watershare/
	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	
	• Budget Narrative	See Sec. IV.E.2	See format in Section V
	• Budget Form	See Sec. IV.F	Form SF 424A or SF 424C, as applicable, available at http://www.usbr.gov/mp/watershare/
	Project Benefits Sheet	See Sec. IV.G	See format in Section V

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 Lahontan Basin Area Office of the Bureau of Reclamation is posting a Funding Opportunity Announcement (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 2010. The WCFSP FOA is subject to the approval of the fiscal year 2010 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 on the Carson River.

Reclamation established the Water Conservation Field Services Program (WCFSP) in 1996 with the purpose to fulfill its water conservation-related obligation as outlined in Section 210 of the Reclamation Reform Act (RRA) of 1982 directing the Secretary to encourage and implement water conservation measures on Federal Reclamation projects. Directives and Standards (WTR 01-02) were developed for the program which outlined Reclamation's procedures for administering the WCFSP pursuant to the RRA and other existing authorities, including administration of water conservation plans.

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.

I.A.2 PROGRAM OBJECTIVE

The Lahontan Basin Area Office (LBAO) of 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).

I.A.3 OBJECTIVE OF FUNDING OPPORTUNITY ANNOUNCEMENT

This FOA invites recipient(s) to leverage their money and resources, by cost sharing with Reclamation, on projects emphasizing water management planning. Proposals should emphasize water management planning for the Carson River. Projects will be selected through a competitive process that will focus on achieving the outcomes identified in this solicitation.

This FOA will not support implementation projects, demonstration projects, or education and training. This FOA also 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

The objective of this Funding Opportunity is to invite eligible applicants to leverage their money and resources by cost sharing with Reclamation on activities that will promote the preparation of written water management and conservation plans that will lead to subsequent implementation of conveyance, measurement, or operational improvements which will conserve water, increase water use efficiency, or enhance operational efficiency.

I.C. REPORTING OF WATER MANAGEMENT BENEFITS

Reclamation is required to report on potential water management benefits resulting from financial assistance. Each application should identify as many of the water management benefits shown below that may apply to the proposed activity. The proposal should describe how the activity would achieve the benefit(s) and provide numerical estimates, where possible. **See section IV.G, Water Conservation Field Service Program Project Benefits Form, page 32.**

For the FY2010 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 program is administered in accordance with the authority of Public Law No. 111-11 Section 9504.

SECTION II -- AWARD INFORMATION

II.A. TOTAL PROJECT FUNDING

Approximately 1-2 agreements will be awarded, depending on the total amount of funding requested by successful proposals. WCFSP estimated funding for fiscal years 2010 through 2011 is \$50,000 per year, \$100,000 total. 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 not exceed 50% of the total project costs, and shall generally not exceed \$50,000 per fiscal year. 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 March 31, 2010 with an anticipated project start date on or before September 30, 2010.

SECTION III -- ELIGIBILITY INFORMATION

III.A. ELIGIBLE APPLICANTS

Entities having a defined relationship with Reclamation in the Carson River Basin that qualify under Public Law 111-11 Section 9504. Eligible applicants are defined as any State, Indian tribe, irrigation district, water district, or other organization with water or power delivery authority.

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, 2010. 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 11-17 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 15 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 14 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 FOA by contacting:

By mail: Bureau of Reclamation
Mid-Pacific Region, Acquisition Services
Attn: Vivian Davis
2800 Cottage Way, Room E-1815
Sacramento CA 95825-1898

E-mail: vdavis@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 the FOA number on the first page of this document. 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 (Standard Form 424), Assurances (Standard Form 424B or D, as applicable), Budget (Standard Form 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.usbr.gov/mp/watershare/>.

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.usbr.gov/mp/watershare/>

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 23 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 24-25 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 Nevada 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.

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 Nevada, 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 26 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 27. 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.usbr.gov/mp/watershare/>.

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 30 for details.

IV.H. DATE FOR RECEIPT OF PROPOSALS

Proposals will be accepted until 3:00 p.m., Pacific Standard Time, on February 24 2010. Proposals received after this date and time will not be considered for award.

IV.I. PROPOSAL DELIVERY INSTRUCTIONS

Proposals shall be submitted via Grants.gov or hard copy and addressed as follows (**facsimile transmissions of proposals will not be accepted**):

Mailing Address:

Bureau of Reclamation, MP Region
Attn: Vivian Davis
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 FOA. 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 – Nonconstruction 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.usbr.gov/mp/watershare/>.

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

Include an SF 424B, Assurances - Nonconstruction Programs. Forms are available at <http://www.usbr.gov/mp/watershare/>.

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

Water Conservation Field Services Program

PROJECT NAME

PROJECT LOCATION

Applicant Name

Applicant Address

Date

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

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Budget Form

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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>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:	
FUNDING SOURCE	FUNDING AMOUNT																								
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, 2010, 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	Demonstration will not be considered at this time.
E	Performance Measures and Project Monitoring (See FOA Section IV.C.2.6.5)
E.1	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.

G	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)
G.1	Will the proposed work 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.
G.2	Are there wetlands in the project area? 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	If project funding is being provided by funding partners, not including the applicant or Reclamation, please provide the following information: (a) Identify the funding partners and state the amount of funding to be provided by each: (b) Are letters of commitment from all cost-sharing partners included with the proposal? Yes ___
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 – Nonconstruction Programs. Forms are available at <http://www.usbr.gov/mp/watershare/>.

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.

**Criteria for Selection of
Water Conservation Field Service Program Grant Applicants
for
Lahontan Basin Area Office**

Evaluation Criteria

1. Water Management Planning – 100 Total Points Available

Subcategories for grading criteria are listed in the order of importance.

:

- a. Association with Reclamation Project Water Supplies **(25 Points)**
- b. Reasonableness of cost **(25 Points)**
- c. Amount and sources of non-Federal funding (i.e., cost share) **(25 Points)**
- d. The applicant demonstrated good performance with previous grants. No outstanding unexpended grant funds and completed previous grant(s) including submission of final reports. **(15 Points)**
- e. Likelihood that the proposed activity would be completed by applicant if no Federal funding is available **(10 Points)**

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 and Cooperative Agreements 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 FOA, 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 FOA, you will be required to submit the following types of reports during the term of the agreement.

VII.C.1 Financial Reports

- SF-425 Federal Financial Report

VII.C.2 Program Performance Reports

- Interim Reports
- Annual Reports
- Final Report
- Project Monitoring/Performance Measures 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 Vivian Davis, Grants and Cooperative Agreements Officer, as follows:

By mail:

Bureau of Reclamation
Mid-Pacific Region, Acquisition Services
Attn: Vivian Davis (MP3827) or Rob Lowry
2800 Cottage Way, Room E-1815
Sacramento CA 95825-1898

By FAX:

(916) 978-5175

By E-mail:

vdavis@usbr.gov
rlowry@usbr.gov

SECTION IX -- OTHER INFORMATION

IX.A STANDARD TERMS & CONDITIONS

If you are awarded a Cooperative Agreement/Grant as a result of this Funding Opportunity Announcement, the following General Provisions and Special Provisions will be included in the agreement at time of award. The provisions are available at <http://www.usbr.gov/mso/aamd/doing-business-financial-assistance.html>.

IX.B FREEDOM OF INFORMATION ACT (FOIA)

All applications may be subject to the Freedom of Information Act (FOIA). The FOIA (5 U.S.C.A. §552) generally provides that any person has a right, enforceable in court, to obtain access to federal agency records, except to the extent that such records (or portions of them) are protected from public disclosure by one of nine exemptions or by one of three special law enforcement record exclusions. Proprietary information should be marked "Confidential" to assist in alerting the federal agency to information that may be protected from disclosure.