

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. R11AF20004

Water Conservation Program Education Grants

Fiscal Year 2011



**U.S. Department of the Interior
Bureau of Reclamation
Mid-Pacific Region**
<http://www.usbr.gov/mp/>

December 2010

OVERVIEW

		See Section No.
Federal Agency Name:	DOI, Bureau of Reclamation, Sacramento, CA	
Funding Opportunity Title:	Water Conservation Program Education Grants	
Announcement Type:	Initial announcement	
Funding Opportunity Number:	R11AF20004	
Catalog of Federal Domestic Assistance (CFDA) Number:	15.512	
Application Due Date:	Applications due January 18, 2011 at 2:00 p.m. PST	IV.H
Eligible Applicants:	Non-profit educational institutions as described in Section III.A.	III.A
Applicant Cost Share:	50% or more	II.B
Federal Funding per Applicant:	Maximum of \$50,000 per year, per applicant. 2 year maximum.	II.B
Estimated number of agreements to be awarded:	Multiple	II.A
Total amount of funding available for Education:	Estimated at \$50,000 per year for up to 2 years.	II.A

Table of Contents

Section I:	Background, Program Objectives and Authority.....	5
Section II:	Award Information.....	5-6
Section III:	Eligibility Information.....	7-8
Section IV:	Application and Submission Information.....	8-16
Section V:	Application Review Information.....	17
Section VI:	Award Administration Criteria.....	17-18
Section VII:	Agency Contacts.....	18
Section VIII:	Other Information.....	18-19

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	REQUIRED FORM OR DETAILS
	PROPOSAL PACKAGE:	See Sec. IV.C	
	• Cover Page	See Sec. IV.C.2.1	Form SF 424 form available at http://www.grants.gov/agencies/approved_standard_forms.jsp
	• Assurances	See Sec. IV.C.2.2	Form SF 424B or SF 424D, as applicable, available at http://www.grants.gov/agencies/approved_standard_forms.jsp
	• Title Page	See Sec. IV.C.2.3	See Section IV for details
	• Table of Contents	See Sec. IV.C.2.4	See Section IV for details
	• Executive Summary	See Sec. IV.C.2.5	See Section IV for details
	• General Project Information	See Sec. IV.C.2.5.1	See Section IV for details
	Technical Proposal	See Sec. IV.C.2.6	See Section IV for details
	• Background Data	See Sec. IV.C.2.6.1	See Section IV for details
	• Consistency with State or Local Water Plan	See Sec. IV.C.2.6.2	See Section IV for details
	• Project Description	See Sec. IV.C.2.6.3	See Section IV for details
	• Performance Measures	See Sec. IV.C.2.6.4	See Section IV for details
	• Environmental and Regulatory Compliance	See Sec. IV.C.2.6.5	See Section IV for details
	Funding Plan	See Sec. IV.D	See Section IV for details
	• Budget Worksheet	See Sec. IV.E.1	See Section IV for details
	• Budget Narrative	See Sec. IV.E.2	See Section IV for details
	Budget Form	See Sec. IV.F.	See Section IV for details, Form SF 424A available at http://www.grants.gov/agencies/approved_standard_forms.jsp
	Project Benefits Sheet	See Sec. IV.G	See Section IV for details

SECTION I – BACKGROUND, PROGRAM OBJECTIVES AND AUTHORITY

I.A BACKGROUND AND PURPOSE

The Bureau of Reclamation (Reclamation) is requesting proposals from non-profit public educational institutions and organizations to provide water conservation education to the general public within the Central Valley Project (CVP) service area.

The purpose is to increase public awareness of efficient water use, in order to reduce competition for the water resources and thus ease the strain on the limited water supply, resulting in increased benefits to the human population, fish and wildlife. This work is to be accomplished throughout the Mid-Pacific Region to benefit the Central Valley Project and public at large.

I.B OBJECTIVE OF FUNDING OPPORTUNITY ANNOUNCEMENT

The objective of this Funding Opportunity Announcement (FOA) is to improve water conservation and improve public awareness of water use efficiency issues and practices through classes, demonstrations, tours, and class material development and distribution.

I.C PROGRAM AUTHORITY

The programmatic authority is Title 34--Central Valley Project Improvement Act (Public Law 102-575) Sec. 3402(d), Sec. 3405(e).

SECTION II -- AWARD INFORMATION

II.A TOTAL PROJECT FUNDING

The number of agreements awarded is dependent on the total amount of funding requested by successful proposals. Total estimated funding for the program for fiscal year 2011 and 2012 is \$50,000 per year.

II.B PROJECT FUNDING LIMITATIONS

To facilitate the broad and effective use of limited Federal funds, Reclamation's assistance to any one proposal shall generally not exceed \$50,000 per year and shall not exceed 2 years. However, Reclamation retains the right to make awards exceeding that amount on a case-by-case basis. It is suggested that proposals also include an option to receive funding at a reduced level with an associated description of the parts of the project which would be reduced.

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 progress 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 15, 2011 with an anticipated project start date on or after May 2, 2011.

SECTION III -- ELIGIBILITY INFORMATION

III.A ELIGIBLE APPLICANTS AND PROJECTS

Applicants must be non-profit public educational institutions located within the CVP Service Area. Projects must also be within the CVP service area. Please refer to the below map.



III.B COST SHARE GUIDELINES

Applicants must be willing to cost share 50 percent or more of the total project costs. Cost sharing may be made through cash or in-kind contributions from the applicant or third-party partners. Cost share funding from sources outside the applicant's organization, e.g., loans or state grants, should be secured and available to the applicant prior to award. Reclamation may approve an award prior to an applicant securing non-Federal cost-share funds if

Reclamation determines that there is sufficient evidence and likelihood that the non-Federal funds will be available to the applicant by the start of the project.

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

III.C LENGTH OF PROJECT

It is suggested that applicants propose projects that can be completed within 24 months from the project start date, with a completion date prior to September 30, 2013.

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, 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 and letters of commitment must be provided. See Section IV.D, 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.2.6.5, for additional information regarding environmental and regulatory compliance.

SECTION IV -- APPLICATION AND SUBMISSION INFORMATION

IV.A ADDRESS TO REQUEST APPLICATION PACKAGE

This document contains all information, forms, and electronic addresses required to obtain the information required for submission of 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: Margaret Kirkpatrick (MP-3828)
2800 Cottage Way, Room E-1815
Sacramento CA 95825-1898

E-mail: mkirkpatrick@usbr.gov

IV.B. INSTRUCTIONS FOR SUBMISSION OF PROJECT PROPOSAL

For Instructions on how to submit Electronic Applications through Grants.gov, please visit our Web site at: <http://www.usbr.gov/mp/watershare/grants/index.html>

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

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 R11AF20004. 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 Technical and Project Budget Proposals in accordance with the formats described below.

Applicants shall submit an **original and one copy** of the proposal and budget documents. Only one copy of the appendix with all attachments and supporting documents is required. Portions or all of the appendix and supporting documents may be submitted in electronic format such as Word or Acrobat.

IV.C. PROPOSAL FORMAT AND CONTENT

IV.C.1 Proposal Format and Length

Technical proposals shall be limited to **thirty (30)** 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 30-page limit. The cover sheet (Standard Form 424), Assurances (Standard Form 424B), Budget (Standard Form 424A), blank pages, title pages, blueprints, Appendix, and table of content pages, will be counted in the

3-page limit. All pages shall be consecutively numbered, including pages with tables and exhibits.

IV.C.2 Technical Proposal Content

IV.C.2.1 Cover Page – The cover page shall consist of a fully 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.grants.gov/agencies/aapproved_standard_forms.jsp

IV.C.2.2 Assurances – Include with your proposal a completed and signed SF 424B – Assurances – Non-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 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.grants.gov/agencies/aapproved_standard_forms.jsp.

IV.C.2.3 Title Page – Provide a brief title. 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 technical proposal in the Table of Contents.

IV.C.2.5 Executive Summary – In addition to the technical report, provide a brief narrative description of the proposed project. Discuss the project purpose, goals and objectives. Provide a summary of the methods, procedures, expected outcomes, and benefits and costs. Discuss briefly how the required work will be performed and the highlights of the proposal.

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 IV, of this document. The content of the technical proposal is described below.

IV.C.2.6.1 Background Data – Include location (state, county, and direction from nearest town) and history information of the organization and how the project relates to Reclamation activities and any other relevant information. If applicable to the FOA, provide 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.

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. Include an estimated schedule of classes to be held with titles and duration.

Class materials and copies of recent special studies related to this work should be included in the appendix.

Include in the appendix documentation of cash or in-kind contributions from third party partners to fund any portion of this project. If the contribution is in-kind, include a description.

Include in the appendix, any supporting documents that demonstrate recognition by the water conservation community that the applicant has completed similar successful projects. Also include documents that show community involvement and support.

Include in the appendix one or more reduced project descriptions with an associated reduced funding need. A reduced project description may make it possible to receive some funding in the event there are many highly ranked projects. There is no need to attach additional forms with reduced budget information. If projects are selected at a reduced funding level, scaled back budget forms will be requested.

IV.C.2.6.4 Performance Measures

Quantification of project benefits is an important means to determine the relative effectiveness of individual water management efforts, as well as the overall effectiveness of the water conservation program. Provide a description of the performance measure(s) that will be used to monitor the benefits of the project implementation. Listed below are suggested performance measures that might be used to track program success. The applicant may provide their own performance measure(s) that are mutually determined to be as effective as those measures listed below.

1. The total number of attendee hours spent in classes offered, in comparison to the number of hours spent to conduct the class, along with student names, and organizations.
2. The number of hours and type(s) of experience gained by those assisting in program implementation.
3. The cost of performing each task/class and identification of expected results/behavioral changes, and potential water conservation practices adopted and water savings.

IV.C.2.6.5 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.

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.g, below.

IV.D. FUNDING PLAN INSTRUCTIONS

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 (page 20). 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

Provide a detailed budget summary that indicates annual costs by tasks and funding category, and include cost share partners.

The project budget must be summarized in a table format followed by a complete description of each item. The activity budget should include sufficient **detailed** information to enable the Technical Team to evaluate the reasonableness of the budgeted amount. Listed below are additional instructions for some common budget categories. Not all proposals will have costs in each category. The categories are provided simply as a means to provide instructions regarding the type of information to submit with the budget. If the activity budget includes expenses in these categories, follow the instructions provided. If the activity budget includes expenses in the “Other” category, provide information that describes how the budget amount was estimated, the assumptions it is based upon, etc. **Additionally, for multi-year projects, identify separate costs and tasks for each year.**

In all cases, sufficient information must be provided to allow a determination that the budget is fair and reasonable for the proposed activity. An award will not be made to any applicant who fails to fully disclose and specify all project costs.

The basis of all costs in the SF-424 and proposed budget must be documented and defensible in order for the Central Valley Project Conservation Program/Habitat Restoration Program (CVPCP/HRP) to determine fair and reasonable costs, regardless of whether the cost is funded by the CVPCP/HRP or another funding entity. This includes matching or in-kind costs.

If your proposal is selected for funding, a cost analysis may be conducted on the proposed budget prior to obligation of the award. Budgeted labor costs (labor categories, direct labor rates, hours per labor category) and fringe benefits, material costs by type, sub-recipient costs, travel, and any other direct and indirect costs are subject to evaluation. Recipients may be contacted by a cost analyst for additional supporting documentation for the estimated costs in the SF-424 and budget. In preparation for the cost analysis:

Fringe benefits and overhead costs should be supported by recommended rates for Federal, State, or other appropriate source which identifies the rates as having been audited and recommended.

It is strongly recommended that project proponents use the Government Services Administration (GSA)-approved mileage, lodging, and per diem rates, if applicable, at the time of the grant application.

For additional information, please see all applicable Office of Management and Budget (OMB) circulars related to Federal financial assistance budget and audit requirements, including but not limited to:

OMB Circular A-110 (Uniform administrative requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations);

OMB Circular A-102 (Grants and Cooperative Agreements with State and Local Governments);

OMB Circular A-21 (Cost Principles for Educational Institutions);

OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments);

OMB Circular A-122 (Cost Principles for Nonprofit Organizations);

OMB Circular A-133 (Audits of States, Local Governments and Non-Profit Organizations)

IV.E.2.a. Salaries and Wages – Identify the personnel, by title, who will conduct the proposed activity. For all identified positions, indicate the estimated hours or percent of time in conducting the activity, and the rate of compensation proposed. All labor estimates, including any proposed subcontractors, shall be allocated to specific tasks as outlined in the Applicant's technical proposal. Labor rates and proposed hours shall be displayed for each task.

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.b. Fringe Benefits – Indicate the rate or amount estimated for fringe benefits, the items that 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.c. Travel – Include the purpose of the trip, destination, number traveling, length of stay, and all travel costs, including air fare, per diem, lodging, and miscellaneous travel expenses. For local travel, include the number of miles and rate per mile. Indicate whether these rates are used for proposal purposes only or whether they are fixed or provisional rates for billing purposes. Federally-approved lodging, miscellaneous and incidental expenses, and mileage rate agreements are acceptable for compliance with this item.

IV.E.2.d. Equipment – Identify the type of equipment to be used (or purchased), hourly rate of use (but include the wages for the operator, if any, in the Salaries and Wages category), and estimated number of hours. Include information as to the need for this equipment.

IV.E.2.e. Material and Supplies – Itemize material and supplies by major category and purpose, such as office, research, or construction. When possible, identify the unit price and quantity.

IV.E.2.f. Contractual – Identify all work that will be accomplished by sub-recipients or consultants, including detailed budget estimate of time, rates, supplies, and materials that will be required for the task. If a sub-recipient or consultant is proposed and approved at the time of award, no other approvals are necessary. Any changes or additions to the approved plan will require a request for approval.

IV.E.2.g. Environmental and Regulatory Compliance Costs, Approvals – Reference all environmental and regulatory costs that are not incurred by Reclamation/Service (i.e., State and local).

IV.E.2.h. Other – Any other expense not included in the categories above shall be listed in this category, along with a description of the item and for what it will be utilized. Provide the basis for the estimated cost, assumptions used in the estimate, etc. If tasks involve access to private lands, then land access and project activities on private lands where access has not yet been obtained should be shown as separate tasks with separate budget amounts in the budget table, and explained in the budget narrative. Describe how the budget would be affected if access to lands is not granted as anticipated.

IV.E.2.i. Profit – No profit or fee will be allowed.

IV.E.2.j. 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 IV.E.2) 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 www.agd.nbc.gov/services/ics.aspx.

IV.E.2.k. Total Cost – Indicate the total cost of the project, including requested amount from CVPCP/HRP and Federal and non-Federal (partner cost-share and in-kind) amounts.

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, \$, %).

IV.H. DATE FOR RECEIPT OF PROPOSALS

Proposals will be accepted until 2:00 p.m., Pacific Standard Time, on January 18, 2011. 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 (appendix may be electronic) and addressed as follows (**facsimile transmissions of proposals will not be accepted**):

Mailing Address:

Bureau of Reclamation
Mid-Pacific Region, Acquisition Services
Attn: Margaret Kirkpatrick (MP-3828)
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 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/>.

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

IV.L. 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/>.

IV.M. 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.usbr.gov/mp/watershare/>.

SECTION V -- APPLICATION REVIEW INFORMATION

V.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.

1. Project Benefits:

- Classes, materials on water use efficiency, and technical assistance offered. Projects perceived to have larger or longer effect on public awareness will be ranked higher.
- Training facilities, location and equipment to be used.
- The quality of supporting documents offered in the appendix.
- The number of educators/students/individuals/facilitators to participate and gain education during program implementation.
- Performance monitoring methods and reports.

2. Project Costs:

- Budget is realistic for the work proposed.

SECTION VI -- AWARD ADMINISTRATION CRITERIA

VI.A. AWARD NOTICES

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

VI.B. AWARD DOCUMENT

If your organization is awarded an agreement as a result of this FOA, the applicable portions of Sections II, III, and VIII of this document will be included in the resulting agreement.

VI.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.

VI.C.1 Financial Reports

- SF-425 Federal Financial Report

VI.C.2 Program Performance Reports

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

SECTION VII -- 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 Margaret Kirkpatrick, Grants Specialist, as follows:

By mail:

Bureau of Reclamation
Mid-Pacific Region, Acquisition Services
Attn: Margaret Kirkpatrick (MP-3828)
2800 Cottage Way, Room E-1815
Sacramento CA 95825-1898

By E-mail:

mkirkpatrick@usbr.gov

SECTION VIII -- OTHER INFORMATION

VIII.A STANDARD TERMS AND 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>

VIII.B FREEDOM OF INFORMATION ACT (FOIA)

All applications may be subject to FOIA. The Freedom of Information Act (5 U.S.C.A. Section 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.

VIII.C TITLE TO IMPROVEMENTS [Public Law 111-11, Section 9504(a)(3)(D)]

If the activities funded under this Agreement result in an infrastructure improvement to a Federally-owned facility, the Federal Government shall continue to hold title to the facility and improvements to the facility.

VIII.D OPERATION AND MAINTENANCE COSTS [Public Law 111-11, Section 9504(a)(3)(E)(iv.)]

The non-Federal share of the cost of operating and maintaining any infrastructure improvement funded through this Agreement shall be 100%.

VIII.E LIABILITY [Public Law 111-11, Section 9504(a)(3)(F)]

(a) IN GENERAL.—Except as provided under chapter 171 of title 28, United States Code (commonly known as the “Federal Tort Claims Act”), the United States shall not be liable for monetary damages of any kind for any injury arising out of an act, omission, or occurrence that arises in relation to any facility created or improved under this Agreement, the title of which is not held by the United States.

(b) TORT CLAIMS ACT.—Nothing in this section increases the liability of the United States beyond that provided in chapter 171 of title 28, United States Code (commonly known as the “Federal Tort Claims Act”).

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

BUDGET ITEM DESCRIPTION	COMPUTATION		RECIPIENT FUNDING	OTHER FUNDING	RECLAMATION FUNDING	TOTAL COST
	\$/Unit and Unit	Quantity				
1. SALARIES AND WAGES --Position title x hourly wage/salary x est. hours for assisted activity. Describe this information for each position.						
i.e. Manager	\$50/hr.	100	\$2,500		\$2,500	5,000.00
2. FRINGE BENEFITS – Explain the type of fringe benefits and how are they applied to various categories of personnel.						
i.e. 20% applies to all personnel	20%		\$2,000			\$2,000.00
3. TRAVEL —dates; location of travel; method of travel x estimated cost; who will travel						
i.e. mileage	.50	2000 mi	\$500.00		\$500.00	\$1,000.00
4. EQUIPMENT —Leased Equipment use rate + hourly wage/salary x est. hours for assisted activity—Describe equipment to be purchased, unit price, # of units for all equipment to be purchased or leased for assisted activity: Do not list contractor supplied equipment here.						
i.e. Excavator	\$165	76	\$11,000.00		\$1,540.00	\$12,540.00
5. SUPPLIES/MATERIALS --Describe all major types of supplies/materials, unit price, # of units, etc., to be used on this assisted activity.						
6. CONTRACTUAL/ CONSTRUCTION —Explain any contracts or sub-Agreements that will be awarded, why needed. Explain contractor qualifications and how the contractor will be selected.						
i.e. Engineering Consultant	\$48,000/L.S.	1	\$48,000		\$ 48,000	\$96,000.00
i.e. Furnish and Install 48B50 RCP pipe	\$90/L.F.	2,000		\$180,000	\$180,000	\$360,000.00
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 etc.						
8. OTHER –List any other cost elements necessary for your project; such as extra reporting, or contingencies in a construction contract.						
i.e. Construction contingencies	10%		\$40,750		\$40,750	\$81,500.00
TOTAL DIRECT COSTS--						
9. INDIRECT COSTS - What is the percentage rate% . If you do not have a Federally-approved Indirect Cost Rate Agreement or if unapproved rates are used - Explain Why.						
TOTAL PROJECT/ACTIVITY COSTS						

Note: Provide a narrative (see next page) for each cost along with budget table.

Budget Narrative (See FOA Section IV.E.2.)

The project budget shall clearly identify all project costs by task and the funding source, i.e., Reclamation, Applicant, or other funding sources.

The budget narrative should include the following information.

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. 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.

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.

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.

4. Equipment – Itemize costs of all equipment having a value of over \$500 and include information as to the need for this equipment. Also specify whether rental or purchase.

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

6. Contractual/Construction – Identify all work that will be accomplished by subrecipients, 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.

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.

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.**

9. Indirect Cost – Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable OMB circular cost principles 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 www.agd.nbc.gov/services/ics.aspx.