

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. R11AF20020

Bay Area Regional Water Recycling Program

Feasibility Studies for Federal Title XVI Water Reclamation and Reuse Authority Projects



U.S. Department of the Interior
Bureau of Reclamation

June 2011

Mission Statements

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

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

Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Policy and Administration
Funding Opportunity Title:	Bay Area Regional Water Recycling Program Feasibility and Environmental Studies for Federal Title XVI Water Reclamation and Reuse Authority Projects
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity Number:	R11AF20020
Catalog of Federal Domestic Assistance (CFDA) Number:	15.504
Dates: (See FOA Sec. IV.B)	Application due date: July 13, 2011 3:00 p.m. Pacific Daylight Savings Time (PDST)
Eligible Applicants: (See FOA Sec. III.A)	State, regional, or local authorities; Indian tribes or tribal organizations; or other entities such as a water district, wastewater district, or rural water district. Applicants must be located within the Bay Area Regional Water Recycling Program study area.
Recipient Cost Share: (See FOA Sec. III.E)	Up to 50 percent of total project costs, including appropriate pre-incurrence of costs.
Federal Funding Amount: (See FOA Sec. II.B)	Up to approximately \$2,100,000 total.
Estimated Number of Agreements to be Awarded: (See FOA Sec. II.B)	Approximately 10 awards, depending on the amount requested by each applicant and resources available.
Estimated Amount of Funding Available for Award: (See FOA Sec. II.A)	Up to \$2,100,000 total for all awards under this FOA. Applications submitted under this FOA may also be considered if other Federal funding for becomes available in FY 2011 or thereafter.

Application Checklist

The following summarizes the information that you are required to submit with your application.

√	What to submit	Required content	Form or format	When to submit
	Cover page	See Section IV.D	Form SF 424, available at: http://apply07.grants.gov/apply/FormLinks?family=15 Page 13	*
	Assurances	See Section IV.D	Form SF 424B available at: http://apply07.grants.gov/apply/FormLinks?family=15 Page 13	*
	Title page	See Section IV.D		*
	Table of contents	See Section IV.D		*
	Technical proposal:	See Section IV.D		* * *
	• Executive Summary			
	• Background Data			
	• Technical project description			
	Required permits and approvals	See Section IV.D		*
	Funding plan	See Section IV.D		*
	Official resolution	See Section IV.D		**
	Project budget proposal:	See Section IV.D	Form SF 424A or SF 424C, as applicable, available at: http://apply07.grants.gov/apply/FormLinks?family=15	* * * *
	• General Requirements			
	• Budget format			
	• Budget Narrative			
	• Budget form			
<p>* Submit materials with your application on or before July 13, 2011. ** Documents should be submitted with your application; however, please refer to the applicable Section of the FOA for extended submission dates.</p>				

Acronyms and Abbreviations

AOR	Authorized Organization Representatives
ARC	Application Review Committee
BARWRP	Bay Area Regional Water Recycling Program
CALFED	California-Federal
CCR	Central Contractor Registration
CFDA	Catalog of Federal Domestic Assistance
CPA	certified public accountant
DUNS	Data Universal Number System
E-Biz POC	E-Business Point of Contact
EIN	Employer Identification Number
FAQ	Frequently Asked Question
FEMA	Federal Emergency Management Agency
FOA	Funding Opportunity Announcement
FY	fiscal year
GO	Grants Officer
IRS	Internal Revenue Service
MP Region	Mid-Pacific Region
NEPA	National Environmental Policy Act
NHPA	National Historical Preservation Act
OMB	Office of Management and Budget
PDST	Pacific Daylight Savings Time
Reclamation	U.S. Bureau of Reclamation
TIN	Taxpayer Identification Number
USACE	U.S. Army Corps of Engineers
USFWS	U.S. Fish and Wildlife Service
WaterSMART	Sustain and Manage America's Resources for Tomorrow

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Section I. Funding Opportunity Description

I.A. Development of Feasibility Studies under the Title XVI Water Reclamation and Reuse Program and Calfed (P.L. 108-361)

The Bureau of Reclamation's Title XVI Water Reclamation and Reuse program (Title XVI) is an important part of the Mid-Pacific (MP) Region's efforts to promote water conservation, reuse, and recycling to improve water supply reliability. The Calfed Bay-Delta Program includes strategies to address ecosystem health, water supply reliability and water quality. Water recycling projects, as described in the Calfed Bay-Delta Authorization Act (P.L. 108-361) "can contribute to the goals of improving water supply reliability in the Calfed solution area" and are a critical element in the successful implementation of the Calfed Program.

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

Title XVI projects develop and supplement urban and irrigation water supplies through water reuse, thereby improving efficiency, providing flexibility during water shortages, and diversifying the water supply. Title XVI projects provide growing communities with new sources of clean water while promoting water and energy efficiency and environmental stewardship.

I.B. Objective of Funding Opportunity Announcement

The objective of this Funding Opportunity Announcement (FOA) is to invite eligible applicants to submit proposals for the development of Title XVI feasibility studies and associated environmental compliance documentation. The funding source is the California Bay-Delta Restoration and Recovery – Bay Area Regional Water Recycling Program (Calfed-BARWRP) appropriation. Eligibility is limited to projects within BARWRP. (See Section III.A below). Applicants must provide at least 50 percent non-Federal cost share for the proposed activity. Proposed activities may begin prior to this FOA and must be completed by September 30, 2013.

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

Prior to funding construction of any project authorized under Title XVI, Reclamation must determine that a feasibility study for the project complies with the provisions of Title XVI. Under this FOA, funding is being made available to assist project sponsors with the development of Title XVI feasibility studies, reports, and associated environmental compliance documentation. Applicants must describe how the proposed project will contribute to the goals of improving water supply reliability in the Calfed solution area. Applications for funding solely of environmental compliance activities are not eligible for funding under this FOA.

For further information on the requirements of a Title XVI feasibility study, see Reclamation Manual Directive & Standard *Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process (WTR 11-01)*, <http://www.usbr.gov/recman/wtr/wtr11-01.pdf>.

I.C. Program Authority

This FOA is issued under the authority of section 1604 of Title XVI of P.L. 102-575, as amended (43 USC 390h-2).

Section II. Award Information

II.A. Total Funding

Up to \$2,100,000 is available for development of Title XVI feasibility studies under this FOA. Applications submitted under this FOA may also be considered if other Federal funding becomes available in FY 2011 or thereafter.

II.B. Project Funding Limitations

No more than \$1,500,000 in Federal funding will be awarded to any one applicant under this FOA.

II.C. Reclamation Responsibilities

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

- **Collaboration and participation** with the recipient in the management of the project and close oversight of the recipient's activities to ensure that the program objectives are being achieved.
- **Oversight** may include review, input, and approval at key interim stages of the project.

II.D. Award Date

Reclamation expects to contact potential award recipients and unsuccessful applicants in July, 2011. Within one to two months after that date, assistance agreements will be awarded to applicants that successfully pass all pre-award reviews and clearances.

Section III. Eligibility Information

III.A. Eligible Applicants

Eligible applicants include State, regional, or local authorities; Indian tribes or tribal organizations; or other entities such as a water district, wastewater district, rural water district who are located within the BARWRP study area.

Eligibility is limited to projects consistent with the Calfed Bay-Delta Authorization Act, P.L. 108-361 and the Fiscal Year 2010 and 2011 appropriation.

III.B. Eligible Projects

Proposals for the development of a Title XVI feasibility study are eligible for funding under this FOA. Project sponsors typically complete a Title XVI feasibility study and submit that study to Reclamation prior to seeking Congressional authorization for construction of a new Title XVI project. Applicants may request up to 50 percent of the cost of the development of the feasibility study for projects within the BARWRP study area.

Title XVI feasibility studies that have been completed previously are eligible for funding under this FOA. In addition, project sponsors who have previously been awarded (or anticipate award of) Federal funding of less than 50 percent of the cost of the development of a Title XVI feasibility study may request additional funding under this FOA to bring the total Federal share of the development of feasibility study and associated environmental activities to 50 percent. Funding for development of appraisal studies is not available under this FOA.

Funding for developing and/or completing associated environmental compliance documents [including NEPA (National Environmental Policy Act) and NHPA (National Historical Preservation Act)] are may be included as part of an application for funding of feasibility study development under this FOA, consistent with the Calfed Bay-Delta Authorization Act.

III.C. Length of Projects

Applicants should propose development of a feasibility study and/or associated environmental compliance documents that can be completed and submitted to the MP Region for Reclamation review by September 30, 2013.

III.D. Cost-Sharing Requirement

Applicants must be willing to cost share at least 50 percent or more of the total costs of the feasibility study. Reclamation will release Federal funds only as reimbursement.

III.D.1. Cost Share Regulations

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

III.D.2. In-Kind Contributions

In-kind contributions constitute the value of noncash contributions that benefit a federally assisted project. These contributions may be in the form of real property, equipment, supplies and other expendable property, as well as the value of goods and services directly benefiting and specifically identifiable to the 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 Title XVI projects.

III.D.3. Pre-Award Costs

Project pre-award costs that have been incurred prior to the date of award may be submitted for consideration as an allowable portion of the recipient's cost share for the project. **In no case will pre-award costs incurred prior to January 1, 2007 be considered for cost share purposes.**

III.D.4. Indirect Costs

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

III.E. Other Requirements

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

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

III.E.2. Central Contractor Registration

All applicants must be registered in the Central Contractor Registration (CCR) prior to submitting an application for this FOA. The CCR and instructions for registration are located at <http://www.bpn.gov/ccr>. All applicants must maintain an active CCR registration with current

Section III. Eligibility Information

information at all times during which it has an active Federal award or an application under consideration.

Section IV. Application and Submission Information

IV.A. Address to Request Application Package

This document contains all information, forms, and electronic addresses required to obtain the information required for submission of an application. Hard copies of the FOA will not be mailed.

If you are unable to access this information electronically and need assistance, please contact by:

Phone: (916) 978-5148 (Maria E. Castaneda)

E-mail: mcastaneda@usbr.gov

IV.B. Application Submission Date and Time

Application submission date deadline:

- July 13, 2011, 3:00 p.m. Pacific Daylight Savings Time

Proposals received after the application deadline will not be considered unless it can be determined that the delay was caused solely by Federal government mishandling or by the Grants.gov application system. Reclamation strongly suggests submitting applications by paper and electronically.

*Please note that any application submitted to Reclamation for funding may be subjected to a Freedom of Information Act request (5 U.S.C. § 552, as Amended by Public Law No. 110-175), and as a result, may be made publicly available. In addition, **successful applications may be made publicly available** (following consultation with the applicant with redactions as needed) and may be posted on Reclamation's website.*

IV.C. Application Delivery Instructions

Applications may be submitted electronically through <http://www.grants.gov> or hard copies may be submitted as follows. **Under no circumstances will applications received through any other method (such as email or fax) be considered eligible for award.**

By mail:

Bureau of Reclamation
Financial Assistance Branch
Attn: Maria E. Castaneda
Mail Code: MP-3813
2800 Cottage Way
Sacramento, CA 95825

Express delivery/mail services:

Bureau of Reclamation
Financial Assistance Branch
Attn: Maria E. Castaneda
Mail Code: MP-3813
2800 Cottage Way
Sacramento, CA 95825

IV.D. Instructions for Submission of Project Application

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

IV.D.1. Applications Submitted by Mail

- Applicants shall submit an original and one copy of all application documents for hardcopy submissions. Each document should be clearly identified as the “ORIGINAL” or as a “COPY.”
- In addition to hard copy documents, please submit a copy of your application on a CD-ROM in Microsoft Word format. Attachments may be submitted in Microsoft Excel or Adobe .pdf formats.
- Do not use “comb,” “spiral,” or adhesive methods to bind the documents.
- Hard copy applications may be submitted by mail or express methods to the addresses listed in Section IV.C, above.
- **Materials arriving separately will not be included in the application package and may result in the application being rejected or not funded.**
- **Faxed and emailed copies of application documents will not be accepted.**

- Do not include a cover letter or company literature/brochure with the application. All pertinent information must be included in the application package.

IV.D.2. Applications Submitted Electronically

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

- Please note that submission of an application electronically requires prior registration through Grants.gov, which may take 7-21 days. Please see registration instructions at http://www.grants.gov/applicants/get_registered.jsp.
- **Applicants have sometimes experienced significant delays when attempting to submit applications through Grants.gov. If you plan to submit your application through Grants.gov, you are encouraged to submit your application several days prior to the application deadline.** If you are a properly registered Grants.gov applicant and encounter problems with the Grants.gov application submission process, you must contact the Grants.gov Help desk to obtain a “Case Number.” This Case Number will provide evidence of your attempt to submit an application prior to the submission deadline.

Regardless of the delivery method used, you must ensure that your proposal arrives by the date and time deadline stated in Section IV.B. Late applications will not be accepted unless it is determined that the delay was caused solely by Federal government mishandling or by a problem with the Grants.gov application system.

IV.D.3. Applying for Funds Online at Grants.gov

Reclamation is participating in the Grants.gov initiative that provides the grant community with a single website to find and apply for grant funding opportunities. Reclamation encourages applicants to submit their applications for funding electronically through http://www.grants.gov/applicants/apply_for_grants.jsp. Applicant resource documents and a full set of instructions for registering with Grants.gov and completing and submitting applications online are available at: http://www.grants.gov/applicants/apply_for_grants.jsp

IV.D.3.a. Assistance with Grants.gov

If you need assistance with Grants.gov, the Contact Center is open 24 hours a day, 7 days a week. You may reach the Grants.gov Contact Center by email at support@grants.gov or by calling 1-800-518-4726.

If you are an individual applying for a grant on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to the Individual Registration:

http://www.grants.gov/applicants/individual_registration.jsp. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

IV.D.3.b. Registering to Use Grants.gov (1-3 week process)

The following checklist is provided to give you a summary of the steps that are required to register with Grants.gov. **This Registration process must be completed prior to submitting an electronic application through Grants.gov.**

Additionally, see table 1, Step 2 below for completing the annual Central Contractor Registration (CCR) renewal process.

Note: (The following checklist information is available electronically at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf). The registration is a one-time process, which is required before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take three to five business days or one to three weeks—depending on your organization and if all steps are met in a timely manner. The checklist in table 1 provides registration guidance for a company, academic or research institution, State, local or tribal government, not-for-profit, or other type of organization.

Section IV. Application and Submission Information

Table 1. Checklist for registering your organization in Grants.gov

√ Step	Actions to take	Purpose	Time required
1: Obtain Data Universal Number System (DUNS) Number	<p>Has my organization identified its DUNS number?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.</p> <p>If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do</p>	<p>The Federal government has adopted the use of DUNS numbers to track how Federal grant money is allocated. DUNS numbers identify your organization.</p>	<p>Same Day. You will receive DUNS number information online.</p>
2: Register With Central Contractor Registration (CCR)	<p>Has my organization registered with the CCR?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.</p> <p>If your organization is not registered, you can apply online by going to http://www.ccr.gov. CCR has developed a handbook http://www.bpn.gov/ccr/doc/UserAccount.pdf to help you with the process. If AFTER having registered in CCR, you experience any registration problems, you can get help by going to the Federal Service Desk https://www.fsd.gov.</p> <p>When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will identify a special password called an "M-PIN."</p> <p>This M-PIN gives the E-Biz POC authority to designate which staff member(s) from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AOR).</p>	<p>Registering with the CCR is required for organizations to use Grants.gov.</p>	<p>If your organization already has an Employer Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow one – three business days to complete the entire CCR registration. The EIN and TIN will come from the Internal Revenue Service (IRS)</p> <p>If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from the IRS when requesting the EIN or TIN via phone or Internet. The additional number of days needed is a result of security information that needs to be mailed to the organization.</p>
<p>*Note: Your organization needs to renew your CCR registration once a year. <i>You will not be able to move on to Step 3 until you have renewed your CCR registration. This renewal may take up to 5 business days.</i></p>			
3: Username and Password	<p>Have the AORs who officially submit applications on behalf of your organization completed their profile with Grants.gov to create their username and password?</p> <p>To create a username and password, AORs must complete their profile on Grants.gov. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete the process.</p> <p>After your organization registers with the CCR, AORs must wait one business day before they can complete a profile and create their usernames and passwords on Grants.gov.</p>	<p>An AOR username and password serves as an "electronic signature" when submitting a Grants.gov application.</p>	<p>Same Day. After the AOR has completed their profile they will be prompted to create a username and password that will allow the user to login and check their approval status immediately.</p>

√ Step	Actions to take	Purpose	Time required
4: AOR Authorization	<p>Has E-Biz POC approved AORs to submit applications on behalf of the organization?</p> <p>When an AOR registers with Grants.gov to submit applications on behalf of an organization, that organization's E-Biz POC will receive an email notification. The email the AOR submitted in the profile will be the email used when sending the automatic notification from Grants.gov to the E-Biz POC with the AOR copied on the correspondence.</p> <p>The E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the "M-PIN" password (obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications.</p> <p>When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email.</p>	<p>Only the E-Biz POC can approve AORs. This allows the organization to authorize specific staff members or consultants/grant writers to submit grants. Only those who have been authorized by the E-Biz POC can submit applications on behalf of the organization.</p>	<p>This depends on how long it takes the E-Biz POC to login and approve the AOR, once the approval is completed the AOR can immediately submit an application.</p>
Step 5: Track AOR Status	<p>What is your AOR status?</p> <p>AORs can also login to track their AOR status using their username and password (obtained in Step 3) to check if they have been approved by the E-Biz POC.</p>	<p>To verify that the organization's E-Biz POC has approved the AOR.</p>	<p>Logging in to check your AOR status is instantaneous. The approval process to become an AOR depends on how long it takes the E-Biz POC to login and approve the AOR.</p>
<p>NOTE: Some applicants have experienced difficulties when attempting to submit their applications electronically through Grants.gov. If you encounter problems with the Grants.gov application submission process, you must contact the Grants.gov Help Desk (1-800-518-4726 or support@grants.gov) to obtain a "Case Number." This will provide evidence of your attempt to submit an application prior to the submission deadline.</p>			

IV.D.4. Application Format and Length

The total application package shall be no more than **20 consecutively numbered** pages and shall be **single spaced** and printed **double-sided**. If an application exceeds 20 pages, only the first 20 pages will be evaluated. The font shall be at least 12 points in size and easily readable. Page size shall be 8 1/2" x 11," except for an occasional larger size for charts, maps, or drawings. The Technical Proposal section shall be limited to a maximum of 6 (six) pages.

All application sent via mail must also include a digital version of the application and all supporting material on a CD-ROM in Microsoft Word format. Attachments may be submitted in Microsoft Excel or Adobe.pdf formats.

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

IV.D.5. Application Content

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

- SF-424 Core Form–Application cover page
- SF-424 B Form–Assurances–Non-Construction Programs, as applicable to the project
- Title page

- Table of contents
- Technical proposal (limited to 5 pages)
 - Executive summary
 - Background data
 - Technical project description
 - Evaluation Criteria
- Project budget application
 - Budget proposal
 - Budget Narrative
 - SF-424 A Form

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

SF-424 Application Cover Page

This fully completed form must be signed by a person legally authorized to commit the applicant to performance of the project. **Failure to submit a properly signed SF-424 form may result in the elimination of the application from further consideration.**

SF-424 Assurances

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

Title Page

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

Table of Contents

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

Technical Proposal and Evaluation Criteria

The technical proposal (6 pages maximum) includes: (1) the Executive Summary, (2) Technical Project Description and (3) Evaluation Criteria. To ensure accurate and complete scoring of your application, your proposal should address each evaluation sub-criteria in the order presented here. Where applicable, the point value is indicated.

Technical Proposal: Executive Summary

The executive summary should include:

- The date, applicant name, city, county, and state.
- A one paragraph summary of the proposal.
- State the length of time and estimated completion date for the proposed work.
- Affirmative statement the project is located within the BARWRP study area.

Technical Proposal: Technical Project Description.

The technical project description should describe the work. This description shall have sufficient detail to permit a comprehensive evaluation of the proposal.

Technical Proposal: Evaluation Criteria.

The Evaluation Criteria portion of your application should thoroughly address each of the following criteria and sub-criteria in the order presented to assist in the complete and accurate evaluation of your proposal. (Note: it is suggested that applicants copy and paste the below criteria and sub-criteria into their applications to ensure that all necessary information is adequately addressed). The Evaluation Criteria comprise 100 points of the total evaluation weight.

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

Points will be awarded based on the presence of watershed- or regionally-based water resource management problems and needs for which water reclamation and reuse may provide a solution.

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

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

1. Describe how the feasibility study will investigate potential uses for reclaimed water (e.g., environmental restoration, fish and wildlife, groundwater recharge, municipal, domestic, industrial, agricultural, power generation, and recreation).
2. Describe the potential water market available to use any recycled water that might be produced upon completion of a Title XVI project, as well as methods to stimulate recycled water demand and methods to eliminate obstacles to the use of reclaimed water.
3. Describe the sources of water that will be investigated for potential reclamation, including impaired surface and ground waters.

Evaluation Criterion 3: Description of Potential Alternatives – 15 points

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

1. Describe the objectives all alternatives will be designed to meet. What other water supply alternatives will be investigated as part of the Title XVI feasibility study?
2. Provide a general description of the proposed project that will be the subject of a Title XVI feasibility study.
3. Describe alternative measures or technologies for water reclamation, distribution, and reuse that will be investigated as part of the Title XVI feasibility study.

Evaluation Criterion 4: Stretching Water Supplies – 15 points

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

1. Describe the potential for the project to reduce, postpone, or eliminate the development of new or expanded water supplies. Include description of any specific issues that will be investigated or information that will be developed as part of the Title XVI feasibility study.
2. Describe the potential for the project to reduce or eliminate the use of existing diversions from natural watercourses or withdrawals from aquifers. Include description of any specific issues that will be investigated or information that will be developed as part of the Title XVI feasibility study.
3. Describe the potential for the project to reduce the demand on existing Federal water supply facilities. Include description of any specific issues that will be investigated information that will be developed as part of the Title XVI feasibility study.

Evaluation Criterion 5: Environment and Water Quality – 15 points

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

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

investigated or information that will be developed as part of the Title XVI feasibility study.

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

Evaluation Criterion 6: Legal and Institutional Requirements – 10 Points

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

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

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

Evaluation Criterion 8: Watershed or Regional Perspective – 10 points

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

Required Permits or Approvals

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

Funding Plan

Describe how the non-Reclamation share of project costs will be obtained. Please include the following chart (Table 2) to summarize your non-Federal and other Federal funding sources. Denote in-kind contributions with an asterisk (*). Please ensure that the total Federal funding (Reclamation and all other Federal sources) does not exceed 50 percent of the total estimated project cost.

Table 2. Summary of funding sources and amounts

Funding Sources	Funding Amount
Non-Federal Entities	
1.	
2.	
3.	
<i>Non-Federal Subtotal:</i>	
Other Federal Entities	
1.	
2.	

3.	
<i>Other Federal Subtotal:</i>	
<i>Requested Reclamation Funding:</i>	
<i>Total Project Funding:</i>	

Official Resolution

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

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

An official resolution meeting the requirements set forth above is mandatory. If the applicant is unable to submit the official resolution by the application deadline because of the timing of board meetings or other justifiable reasons, the official resolution may be submitted up to 45 days after the application deadline.

Budget Proposal

General Requirements

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

Budget Proposal Format

The project budget shall include detailed information on the categories listed below and must clearly identify all project costs and the funding source(s) (*i.e.*, Reclamation or other funding sources). Unit costs shall be provided for all budget items including the cost of work to be provided by contractors. **Lump sum costs are not acceptable.** Additionally, applicants shall include a narrative description of the items included in the project budget. It is strongly advised that applicants use the budget format shown on table 3 at the end of this section or a similar format that provides this information.

Budget Narrative Format

Funding Opportunity Announcement No. R11AF20020

Submission of a budget narrative is mandatory. An award will not be made to any applicant who fails to fully disclose this information. The Budget Narrative provides a discussion of, or explanation for, items included in the budget proposal. The types of information to describe in the narrative include, but are not limited, to those listed in the following subsections.

Salaries and Wages

Indicate program manager and other key personnel by name and title. Other personnel may be indicated by title alone. For all positions, indicate salaries and wages, estimated hours or percent of time, and rate of compensation proposed. The labor rates should identify the direct labor rate separate from the fringe rate or fringe cost for each category. All labor estimates, including any proposed subcontractors, shall be allocated to specific tasks as outlined in the recipient's technical project description. Labor rates and proposed hours shall be displayed for each task.

Clearly identify any proposed salary increases and the effective date.

Generally, salaries of administrative and/or clerical personnel will be included as a portion of the stated indirect costs. If these salaries can be adequately documented as direct costs, they should be included in this section; however, a justification should be included in the budget narrative.

Fringe Benefits

Indicate rates/amounts, what costs are included in this category, and the basis of the rate computations. Indicate whether these rates are used for application purposes only or whether they are fixed or provisional rates for billing purposes. Federally approved rate agreements are acceptable for compliance with this item.

Travel

Include purpose of trip, destination, number of persons traveling, length of stay, and all travel costs, including: airfare (basis for rate used), per diem, lodging, and miscellaneous travel expenses. For local travel, include mileage and rate of compensation.

Equipment

Itemize costs of all equipment having a value of over \$500 and include information as to the need for this equipment, as well as how the equipment was priced if being purchased for the agreement. If equipment is being rented, specify the number of hours and the hourly rate. Local rental rates are only accepted for equipment actually being rented or leased for the project. If equipment currently owned by the applicant is proposed for use under the proposed project, and the cost to use that equipment is being included in the budget as in-kind cost share, provide the rates and hours for each piece of equipment owned and budgeted. These should be ownership rates developed by the recipient for each piece of equipment. If these rates are not available, the U.S. Army Corps of Engineers (USACE) recommended equipment rates for the region are acceptable. Blue book, Federal Emergency Management Agency (FEMA), and other data bases should not be used.

Section IV. Application and Submission Information

Materials and Supplies

Itemize supplies by major category, unit price, quantity, and purpose, such as whether the items are needed for office use, research, or construction. Identify how these costs were estimated (*i.e.*, quotes, past experience, engineering estimates or other methodology).

Contractual

Identify all work that will be accomplished by sub-recipients, consultants, or contractors, including a breakdown of all tasks to be completed, and a detailed budget estimate of time, rates, supplies, and materials that will be required for each task. If a sub-recipient, consultant, or contractor is proposed and approved at time of award, no other approvals will be required. Any changes or additions will require a request for approval. Identify how the budgeted costs for sub-recipients, consultants, or contractors were determined to be fair and reasonable.

Reporting

Recipients are required to report on the status of their project on a regular basis. Include a line item for reporting costs (including final project and evaluation costs). Please see Section VI.C for information on types and frequency of reports required.

Other

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

Indirect Costs

Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable OMB circular cost principles (see Section III D., “Cost Sharing Requirement”) for the recipient’s organization. It is not acceptable to simply incorporate indirect rates within other direct cost line items.

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

If you do not have a federally approved indirect cost rate agreement, or if unapproved rates are used, explain why, and include the computational basis for the indirect expense pool and corresponding allocation base for each rate. Information on “Preparing and Submitting Indirect Cost Proposals” is available from Interior, the National Business Center, and Indirect Cost Section, at <http://www.aqd.nbc.gov/services/ICS.aspx>.

Contingency Costs

All proposed contingency line-items must be supported by a rationale. Further, in most cases, contingency cost estimates are limited to 10 percent of projected construction costs.

Total Cost

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

Budget Form

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

IV.E. Funding Restrictions

See Section III.D.3 for restrictions on incurrence and allowability of pre-award costs. The applicant may use this format or submit the information in a different format which provides a detailed break-down of costs and need justification for budgets presented in the SF-424A.

Table 3. Sample Budget Proposal Format					
Budget Item Description	Computation		Recipient Funding	Reclamation Funding	Total Cost
	\$/Unit and Unit	Quantity			
Salaries and Wages					
Employee 1					
Employee 2					
Employee 3					
Fringe Benefits					
Full-Time Employees					
Part-Time Employees					
Travel					
Trip 1					
Trip 2					
Trip 3					
Equipment					
Item A					
Item B					
Item C					
Supplies/Materials					
Office Supplies					
Construction					
Contractual¹/Construction					
Item 1					
Item 2					
Other					
Reporting					
Total Direct Costs					
Indirect Costs - __%					
Total Project Costs					

¹Contracts should be broken out into specific line items. **Lump sum estimates are not acceptable.** Applicants may attach a separate, detailed budget for each contract to adequately address all contractor budget items.

Section V. Application Review Information

V.A. Review and Selection Process

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

V.A.1. First-Level Screening

All applications will be screened to ensure that:

- The application meets the requirements of the FOA package.
- The application contains a properly executed SF-424 Application for Financial Assistance, a form SF-424A, Budget Information—Non-Construction Programs, and a form SF-424B, Assurances—Non-Construction Programs.
- The application includes an official resolution, adopted by the applicant's board of directors, governing body, or appropriate authorized official.
- The applicant meets the eligibility requirements stated in this document.
- The proposed work can be completed by September 30, 2013.

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

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

Evaluation criteria will comprise 100 points of the total evaluation weight as stated in Section IV.D.5. Applications will be scored against the evaluation criteria by an Application Review Committee (ARC), made up of experts in relevant disciplines selected from within Reclamation.

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

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

V.B. Pre-Award Clearances and Approvals

After completion of the third-level evaluation, Reclamation will notify applicants whose proposals have been selected for award consideration. The MP Region will complete a business evaluation and determination of responsibility. During these evaluations, the Grants Officer (GO) will also consider several factors which are important, but not quantified, such as:

- Pre-award clearances, determinations, reviews, and approvals
- Allowability and allocability of proposed costs
- Past performance, including satisfactory compliance with all terms and conditions of previous awards, such as environmental compliance issues, reporting requirements, proper procurement of supplies and services, and audit compliance; and
- Adequacy of personnel practices; procurement procedures; and accounting policies and procedures, as established by applicable OMB circulars.

If the results of all pre-award reviews and clearances are satisfactory, an award of funding will be made once the agreement is finalized (approximately one to two months from date of initial selection) If the results of pre-award reviews and clearances are unsatisfactory, consideration of funding for the project may be withdrawn.

Section VI. Award Administration Information

VI.A. Award Notices

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

VI.B. Award Document

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

VI.C. Reporting Requirements and Distribution

If the applicant is awarded an agreement as a result of this FOA, the applicant will be required to submit the following types of reports during the term of the agreement.

VI.C.1. Financial Reports

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

VI.C.2. Program Performance Reports

- Semi-annual reports.
- Final report (please note final reports are public documents and may be made available on Reclamation's website).

Section VII. Agency Contacts

There will be no pre-application conference. Organizations or individuals interested in submitting applications in response to this FOA may *direct questions to Reclamation in writing*. Questions may be submitted to the attention of Maria E. Castaneda, GO, as follows:

By mail:

Bureau of Reclamation
Financial Assistance Branch
Attn: Maria E. Castaneda
Mail Code: MP-3813
2800 Cottage Way
Sacramento, CA 95825

Express delivery/mail services:

Bureau of Reclamation
Financial Assistance Branch
Attn: Maria E. Castaneda
Mail Code: MP-3813
2800 Cottage Way
Sacramento, CA 95825

Email: mcastaneda@usbr.gov