

# RECLAMATION

*Managing Water in the West*

**FUNDING OPPORTUNITY REQUEST NO. R11SF40013**

## **Activities to Avoid Jeopardy Program**

**Fiscal Year 2011**



**U.S. Department of the Interior  
Bureau of Reclamation**

**February 2011**

## OVERVIEW

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Upper Colorado Region
Funding Opportunity Title:	Activities to Avoid Jeopardy
Announcement Type:	Initial Announcement
Funding Opportunity Request Number:	R110SF40013
Catalog of Federal Domestic Assistance (CFDA) Number:	15.517
Application Due Date:	
Eligible Applicants:	<i>Eligible applicants include Federal, State, Indian Tribes, public and private non-profit agencies and organizations.</i>
Applicant Cost Share:	<i>Not required but encouraged</i>
Federal Funding Amount:	About \$200,000
Estimated number of agreements to be awarded:	Multiple
Approximate total amount of funding available for award:	<i>\$200,000</i>

Reclamation encourages applicants to submit their applications/proposals electronically through <http://www.grants.gov/Apply>.

All forms are available through grants.gov and at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

This document contains all information, forms, and electronic addresses necessary 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 request for proposals, prior to the deadline from the agency contact.

**SYNOPSIS**

The Bureau of Reclamation (Reclamation) is requesting proposals for projects in support of conservation activities for sensitive aquatic species affected by Reclamation projects and other water development in the Upper Colorado Region. The goal of this program is to reduce the vulnerability and prevent further decline of sensitive aquatic species through management and research activities, thereby reducing the potential for listing under the Endangered Species Act. Pursuing this goal will allow Reclamation to accomplish its core mission of water and power delivery in an environmentally sustainable manner. Priority species include those not currently listed under the Endangered Species Act but are recognized by state and/or federal agencies as sensitive or species of concern. Primary examples include roundtail chub, bluehead sucker, flannelmouth sucker, northern leatherside, southern leatherside, spotted frog, northern leopard frog, and least chub. Two high-priority areas of the program are sensitive species habitat improvement/protection and reducing negative impacts of non-native species on sensitive native species. Proposals for research and monitoring will also be considered, although the role of these projects in implementation of management plans must be clearly identified.

Reclamation has financial assistance available in the form of grants and cooperative agreements for activities to avoid jeopardy under the Fish and Wildlife Coordination Act of 1934 et al. Applications are now being accepted from those entities wishing to receive financial assistance for fiscal year 2011.

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

## SECTION I – FUNDING OPPORTUNITY DESCRIPTION

### I.A. PROGRAM GOAL AND DESCRIPTION

The Bureau of Reclamation (Reclamation) is requesting proposals for projects in support of conservation activities for sensitive aquatic species affected by Reclamation projects and other water development in the Upper Colorado Region. The goal of this program is to reduce the vulnerability and prevent further decline of sensitive aquatic species through management and research activities, thereby reducing the potential for listing under the Endangered Species Act. Pursuing this goal will allow Reclamation to accomplish its core mission of water and power delivery in an environmentally sustainable manner. Priority species include those not currently listed under the Endangered Species Act but are recognized by state and/or federal agencies as sensitive or species of concern. Primary examples include roundtail chub, bluehead sucker, flannelmouth sucker, northern leatherside, southern leatherside, spotted frog, northern leopard frog, and least chub. Two high-priority areas of the program are sensitive species habitat improvement/protection and reducing negative impacts of non-native species on sensitive native species. Proposals for research and monitoring will also be considered, although the role of these projects in implementation of management plans must be clearly identified.

- Projects should fit one of the following descriptions: habitat improvement projects, management activities aimed at reducing negative impacts of the non-native species, activities to restore or otherwise manage connectivity of fragmented habitats, propagation of highly imperiled populations, monitoring and database projects, outreach efforts aimed at increasing likelihood of management plan implementation, and other research addressing habitat and water needs of sensitive aquatic species. Projects funded in previous years have included native fish enhancement projects, e.g., screening structures, fish passage structures, riparian habitat improvement, non-native predator removal efforts, and conservation easement seed money. In addition, the program has funded baseline data collection, genetics research, movement studies, and habitat management plans. **The average individual award has been about \$35,000. While multi-year proposals are accepted, single-year projects will be viewed more favorably than multi-year projects for FY11. Out-year funding cannot be guaranteed.**

#### I.A.1 Suggested Proposal Content

Those submitting proposals for this FOA must review the background information, techniques, and priorities discussion in the following document:

**The proposer is strongly encouraged to read this package carefully** since FOA requirements have changed. This FOA may be cancelled at any time, and any and all proposals may be rejected in whole or in part if it is determined that such action is in the best interest of the Program.

The Program is anticipating that projects will be funded in FY2011 to support the conservation of non-listed sensitive aquatic species. Priority species include (but are not

limited to) roundtail chub, bluehead sucker, flannelmouth sucker, northern leatherside, southern leatherside, spotted frog and least chub.

The proposal should describe procedures for implementing the proposed work in sufficient detail that a knowledgeable reviewer could understand the process and that a peer could replicate the project. A brief description of the study sites (as applicable) and target species or habitat should be included.

Proposals for management actions should identify 1) the purpose, need and rationale of the action; 2) the expected benefits of the action; 3) the approach, methods and materials of the proposed action; 4) the role(s) of such actions in pertinent conservation strategies; 5) all perspective partners; and 6) compliance and permits necessary for implementation.

Research proposals should describe tasks necessary to reach goals and objectives, including the experimental approach, methods and materials, and testable hypotheses. The proposal should provide details of the research and/or monitoring methods, data management and statistical analyses to be used. A section on quality assurance/quality control procedures that will be used (if appropriate) should be included as well.

Proposals for research and/or monitoring should describe how they will be used to achieve conservation goals and objectives and identify their role in appropriate management plans. A timeline describing when research and monitoring occurs in relation to implementation of conservation actions is encouraged.

Monitoring proposals should describe the level of evaluation and monitoring required to ensure conservation objectives are adequately addressed.

For monitoring and assessment of the population status, protocols should follow peer-reviewed methodologies currently utilized by the relevant state or recognized by academia or fisheries societies or provide detailed explanation for use of any alternative methodologies.

Cost-share funding and partnerships are not required but are strongly encouraged.

Proposals should identify the requisite permits and compliance necessary to complete the project, if any.

## **I.B. ELIGIBLE PROJECTS**

Reclamation works to assist in meeting the increased water demands of the Western US while protecting the environment. The goal of this funding opportunity is to preclude listing under ESA by protecting sensitive species and the ecosystems they depend on. The U.S. Fish and Wildlife Service use five listing factors to determine whether listing is warranted, these include;

1. the present or threatened destruction, modification, or curtailment of the species' habitat or range;
2. overutilization for commercial, recreational, scientific, or educational purposes;
3. disease or predation;
4. the inadequacy of existing regulatory mechanisms; and,

5. other natural or manmade factors affecting the species' continued existence

Thus, projects that directly address these listing factors will be considered for funding.  
Examples of projects eligible for funding include but are not limited to

- Habitat improvement projects
- Habitat connectivity /restoration of fragmented habitats
- Surveys that may help determine the extent of a species range
- Water development, diversion and withdrawals
- Parasites and disease
- Management plan implementation
- Competition from nonnative species
- Hybridization
- Genetics
- Propagation of imperiled species
- Nonnative invasions
- Outreach

Two high-priority areas of this program are improving and protecting sensitive species habitats and reducing negative impacts of non-native invasions. Proposals for research and surveys that address ATAJ and are identified in management plans and conservation agreements will also be considered priorities.

### **I.C. PROGRAM AUTHORITY**

Public Law 85-624 Intro -To provide for more effective integration of fish and wildlife conservation with federal water resource developments and for other purposes.

See the entire text of the statute at item. 1

[http://www.senate.gov/general/search/search\\_cfm.cfm?q=85-624&x=11&y=6&site=default\\_collection&num=10&filter=0](http://www.senate.gov/general/search/search_cfm.cfm?q=85-624&x=11&y=6&site=default_collection&num=10&filter=0).

## **SECTION II -- AWARD INFORMATION**

### **II.A. TOTAL PROJECT FUNDING**

It is anticipated that multiple awards totaling about \$200,000 will be made. Funding for proposals received under this announcement is contingent upon congressional funding authorization. Funding for this program is anticipated through Public Law 85-624 Fish and Wildlife Coordination Act.

### **II.B. PROJECT FUNDING**

Applications for renewal or supplementation of existing agreements are eligible as well as new applications. Proposals for multi-year projects are accepted but out-year funding cannot be guaranteed. **While multi-year proposals are accepted, single-year projects will be viewed more favorably than multi-year projects for FY11.**

### **II.C. PROJECT FUNDING INSTRUMENTS**

**The anticipated awards may include Cooperative Agreements, Grants, Interagency Acquisitions, and Procurement Contracts.**

#### **II.D. RECLAMATION RESPONSIBILITIES FOR COOPERATIVE AGREEMENTS**

Reclamation will provide the following:

Reclamation technical staff may have substantial involvement in any scope-of-work identified in the agreement, including but not limited to refining the project scope, participating in field work, performing data analyses, and contributing to final reports and publications. Substantial involvement is defined as participation such that the project could not be accomplished without Reclamation input and/or assistance.

#### **II E. AWARD DATE**

Anticipated award date of approximately May 2, 2011, with work to begin as soon as possible thereafter.

### **SECTION III -- ELIGIBILITY INFORMATION**

#### **III.A. ELIGIBLE APPLICANTS**

Eligible applicants include Federal, State, Indian Tribes, public and private non-profit agencies and organizations. Applicants should refer to Section IV of this document for further information regarding requirements for information to support eligibility for award of an agreement under this program. Failure to meet an eligibility criteria, (must have) by the application deadline will result in Reclamation determining the application "non responsive". Reclamation reserves the right to fund proposals that are received after the initial deadline if there is a shortage of eligible and quality proposals received by the original deadline.

#### **III.B. COST SHARE REQUIREMENTS AND GUIDELINES**

There is no requirement of a cost share, but cost sharing and partnerships are encouraged and will be factored in the evaluation scoring.

#### **III.C. LENGTH OF PROJECT**

Up to and not to exceed five years.

#### **III.D. OTHER REQUIREMENTS, IF ANY SPECIFIED IN THE AGREEMENT DOCUMENTS**

### **SECTION IV -- APPLICATION AND PROPOSAL SUBMISSION INFORMATION**

#### **IV.A. AGENCY CONTACT INFORMATION**

There will be no pre-proposal conference. Organizations or individuals interested in submitting proposals in response to this announcement may direct questions to Reclamation in writing. Questions may be submitted to the attention of the Grant Specialist.

DIRECT QUESTIONS TO	REQUEST PAPER COPIES OF DOCUMENTS FROM	PROPOSAL DELIVERY ADDRESSES	
		BY POSTAL SERVICE	BY EXPRESS SERVICE
Bureau of Reclamation Attn: Ms. Melynda Roberts Mail Code: UC-826 125 South State St., Room 6103 Salt Lake City, UT 84138- 1147  E-mail: <a href="mailto:mroberts@usbr.gov">mroberts@usbr.gov</a> Fax: (801) 524-3857	Bureau of Reclamation Attn: Ms. Melynda Roberts Mail Code: UC-826 125 South State St., Room 6103 Salt Lake City, UT 84138- 1147  E-mail: <a href="mailto:mroberts@usbr.gov">mroberts@usbr.gov</a> Fax: (801) 524-3857	Bureau of Reclamation Attn: Ms. Melynda Roberts Mail Code: UC-826 125 South State St., Room 6103 Salt Lake City, UT 84138-1147	Bureau of Reclamation Attn: Ms. Melynda Roberts Mail Code: UC-826 125 South State St., Room 6103 Salt Lake City, UT 84138-1147

#### **IV.B. INSTRUCTIONS FOR SUBMISSION OF PROJECT PROPOSAL**

Each applicant shall submit a proposal package for each project separately in accordance with the instructions contained in this section. **Proposals that do not include each “must have” item as listed in Section IV.C will be deemed non responsive and will be rejected as such.**

## PROPOSAL CHECKLIST

The following table contains a summary of the information that you are required to submit with your application. Use this checklist to ensure all documents are included in the proposal package.

REQUIREMENT	Required Form or Suggested Format	PROPOSER CHECK*	REVIEWER CHECK**
<ul style="list-style-type: none"> <li>Fill out Proposal Requirements Checklist</li> </ul>	This or one of your choosing		
<ul style="list-style-type: none"> <li>Technical Proposal</li> </ul>	Section I.A and IV.C		
<ul style="list-style-type: none"> <li>Proposal Checklist</li> </ul>	Page 8		
<ul style="list-style-type: none"> <li>Cover Page Form SF 424</li> </ul>	Page 12		
<ul style="list-style-type: none"> <li>Assurances Form SF 424B or SF 424D</li> </ul>	Page 12		
<ul style="list-style-type: none"> <li>Title Page</li> </ul>	Page 12		
<ul style="list-style-type: none"> <li>Authorizing Signatures page</li> </ul>	Page 12		
<ul style="list-style-type: none"> <li>Table of Contents FY 2009</li> </ul>			
<ul style="list-style-type: none"> <li>Executive Summary</li> </ul>	Page 12		
<ul style="list-style-type: none"> <li>Scope of Work (3 copies)</li> </ul>	Page 13		
<ul style="list-style-type: none"> <li>Project Budget Proposal, separate from the technical proposal</li> </ul>	IV.E		
<ul style="list-style-type: none"> <li>Limit the main body of the proposals to 10 (ten) 8 ½" x 11" pages. The main body of the proposal includes: introduction, plan or study design, schedule, and deliverables. Not included in the 10-page count are: the title page, authorizing signature page, land access information, executive summary, previous accomplishments, tables, figures, and the appendices</li> </ul>	See Examples Attachments		
<ul style="list-style-type: none"> <li>Please use a minimum 10 point font / single sided pages</li> </ul>			
<ul style="list-style-type: none"> <li>Please use a minimum of 1" margins</li> </ul>			

**DATE FOR RECEIPT OF PROPOSALS** - Proposals will be accepted until 3:00 PM MST on **April 19, 2011**. Proposals received after this time will only be considered for award if additional funding becomes available or if there is a shortage of high quality eligible proposals identified after the evaluation of on time proposals.

Please send your package to the agency contact listed on page 8.

#### **IV.C. TECHNICAL PROPOSAL INSTRUCTIONS**

##### **Number of Proposal Copies- Must Have**

Applications/proposals mailed in must include 1 original and 3 copies. Each proposal **must** be submitted by the due date with no exceptions. Applications/Proposals received via the grants.gov website do not need 3 additional copies.

##### **Authorized Signature (s) Page Representing the Entity (ies) Submitting the Proposal- Must Have**

The original proposal must include on a single page of paper the original signature(s) of the authorizing individual(s) for each entity participating in the proposal submittal, as well as the name, title, organizational information for the individual(s), address and phone number.

##### **Proposal Content and Format- Must Have**

###### Proposer's **must**:

Submit an original with 3 identical, single sided, hard copies if mailing in the application/ proposal.

Provide the budget proposal separate from the technical proposal.

Include the authorized signature (s) page.

Limit the main body of the proposal to ten (10) 8 1/2" x 11" pages.

-The main body of the proposal includes: introduction, plan or study design, schedule, and deliverables.

-Not included in the 10 page count are: the title page, authorizing signature page, previous accomplishments, budget, tables, figures, and the appendices

Use a minimum 10 point font

Use a minimum of 1" margins

Provide the suggested requirements **checklist** or one of your own choosing

Included is a proposal requirements checklist that contains all of the "**must have**" elements listed above. Each proposer should complete this table or one of your own choosing and include it with the proposal package, unbound.

##### **TECHNICAL PROPOSAL CONTENT Template for FY11 Proposals**

The recipient should concisely present rationale, objectives, methods, and how contractor communication requirements will be met in sufficient detail to allow an informed reviewer to assess the proposal's validity in addressing one or more focus area requirements and priorities presented in Section I of this RFP. The proposal should also identify criteria by

which success of the project can be determined. Detail is provided herein on what the proposal should contain.

### **Cover Page Must Have**

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. This form is available as part of the application package on grants.gov and also available on <http://www.whitehouse.gov/omb/grants/sf424.pdf>.

### **Assurances Must Have**

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. These forms are available as part of the application package and also at [http://www.whitehouse.gov/omb/grants\\_forms.html](http://www.whitehouse.gov/omb/grants_forms.html).

### **Title Page Must Have**

All of the following should be included in the title page. (If applicable)

- Project Title:
- Continuation of work previously funded by the program? Yes – No
- If yes, please provide the Title and Agreement No.:
- Principle Investigator(s):
- Affiliation(s):
- Address (primary contact regarding proposal)
- Telephone/Facsimile Number:
- E-mail:

Provide a contact person, address and phone number for mailing an award if different from the address of the primary contact listed above:

### **Authorized Signature (s) Page Representing the Entity (ies) Submitting the Proposal - Must Have**

The original proposal must include on a single page of paper the original signature(s) of the authorizing individual(s) for each entity participating in the proposal submittal, as well as the name, title, organizational information for the individual(s), address and phone number.

### **Table of Contents Must Have**

The proposal table of contents must follow the format of the sample template.

### **Executive Summary Must Have**

Provide a two-page summary of the proposed project. The Executive Summary should include the objectives, methods, and justification for the proposed project. A sample has been provided for your convenience.

**(BEGIN THE MAIN BODY OF PROPOSAL - START OF THE 10 PAGE COUNT)**

**SCOPE OF WORK**

**Background Data**

Please give a detailed description of the history of your project and related background information helpful to the program committee in evaluating your project.

**Introduction**

The introduction is intended to provide reviewers with evidence that the proposed work is consistent with the FOA. The introduction includes:

**Project Justification**

This section should include a summary of the issues.

**Project Objectives**

This section should include a brief statement of the hypothesis to be tested (if applicable), what information or products will be provided at the end of the project, and how the information or product can be used to accomplish the objectives of the FOA.

**Project Description**

Plan or Study Design describe in detail the work to be carried out. This section should describe the plan, study design, or activity in sufficient detail to permit a knowledgeable reviewer to make a comprehensive evaluation of the proposal.

**Environmental and Regulatory Compliance**

Please download Attachment J for a detailed description of compliance and the requirements for each.

**Schedule**

The date of award is uncertain. Consequently, this section should provide a schedule with sufficient detail for the subcommittees to determine an approximate work start date (if dependent on seasonal requirements) and the duration of each proposed task.

**(END OF MAIN BODY OF PROPOSAL-END OF 10 PAGE COUNT)**

**Appendices Must Have**

The following section outlines the proposal appendices.

**Appendix A**

**QUALIFICATIONS OF INVESTIGATORS** Identify the projects team and key personnel and their responsibilities. Describe the organizational structure for the project, as well as the relevant personnel for each proposed task. Identify project elements that will be performed by contractors and or subcontractors. Include curriculum Vitae (CV) or resume for principal investigator (s). Resumes and CV's should reflect recent and relevant experience and publication (s) and should not exceed 2 pages for each individual.

## **Appendix B**

Previous Accomplishments (included for proposals previously funded within the last 5 years)

- a. Title of previously funded proposal
- b. previous accomplishments (list in bullet form)
- c. Products and recipients of products

## **BUDGET PROPOSAL INSTRUCTIONS Please send the budget separately.**

### **General Requirements**

The proposal should identify the awarding entity, address and phone number assuming financial and contract compliance responsibility, for funds awarded for the project if more than one entity is participating in the proposal submittal and execution.

Describe the project funding in detail. If the project will require multi-year funding, clearly associate the schedule of the work, as defined above to the tasks to be completed in each timeframe. Identify for each task how much money will be needed from the program for the proposed project and if any cost share contributions, including in-kind contributions or alternative funding sources that will contribute to the funding. The detailed breakdown for each task should include, if applicable:

### **Budget Proposal Format**

The project budget should include detailed information for the categories listed below. The project budget shall clearly identify all project costs and the funding source. A Sample of an acceptable budget format is included. Submission of the following information is mandatory. Award will not be made to any applicant who fails to fully disclose the following information:

### **Salaries and Wages**

Indicate program manger 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 time, and rate of compensation proposed. All labor estimates, including any proposed subcontractors, shall be allocated to specific tasks as outlined in the Recipients technical 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.

### **Fringe Benefits**

Indicate rates/amounts, what costs are included in this category, and the basis of the rate computation. 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.

## **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.

## **Equipment**

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

## **Supplies**

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

All costs necessary for the completion of regulatory compliance, if applicable.

## **Contractual**

Identify all work that will be accomplished by subrecipient's /consultants, including a detailed budget estimate of time, rates, supplies, and materials that will be required for the task. If the subrecipient/consultant is proposed and approved at the time of award, no other approvals will be required. Any changes or additions will require a request for approval.

## **Indirect Cost**

*Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable OMB circular cost principals (see Section Viii)*

*For the recipients's organization. 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.*

## **Environmental and Regulatory Compliance Costs**

Costs incurred to meet environmental or regulatory compliance, if any.

## **Other**

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

## **Multi year proposals**

Multi year proposals are acceptable (however, during FY11 Proposals for single-year projects will be viewed more favorably than multi-year projects). The cost proposal and associated schedule should clearly identify how much of the work will be completed and what reports will be provided each of the years of the project. Additional funding for out years is not guaranteed and is based on past performance and contingent upon funding availability. If the project is a continuation of a project previously funded by the Program, through either Federal or Non federal mechanisms, provide a summary of funds received in previous years and the level of expenditures at the tie of proposal submittal. Proposals for single-year projects will receive

**Total Cost**

Indicate total amount of proposal, including federal and Non federal amounts. Please use percentages for the computations, not dollar figures. For instance- My Company shall commit 50% to the project and Partner A shall contribute 50%.

**Project Reports and Previous Studies, If applicable****SAMPLE FORMATS YOUR PROPOSAL SHOULD LOOK LIKE THIS****TABLE OF CONTENTS FOR FY 2011 PROPOSAL****PROPOSAL SUBMISSION CHECKLIST****TECHNICAL PROPOSAL****COVER PAGE, SF-424, (Applications for Grants and Cooperative Agreements)****TITLE PAGE****AUTHORIZED SIGNATURE(s) REPRESENTING SUBMITTING ENTITY****EXECUTIVE SUMMARY****1.0 INTRODUCTION****1.1 Project Justification****1.2 Project Objectives****2.0 PLAN OR STUDY DESIGN****3.0 SCHEDULE****TABLES****FIGURES****APPENDICES****A QUALIFICATIONS OF INVESTIGATORS****B PREVIOUS ACCOMPLISHMENTS (applicable only for proposals previously funded)****PROJECT BUDGET****Submitted as a separate document from the Technical Proposal**

## **SECTION V -- APPLICATION REVIEW INFORMATION**

### **REVIEW AND SELECTION PROCESS**

The Government reserves the right to reject any and all proposals which do not meet the requirements of this solicitation. Awards will be made to the responsible applicants submitting proposals which conform to the solicitation and are most advantageous to the Government considering the factors and any significant subfactors listed below.

The appropriate Program Officials will evaluate the proposals. During this review period, Reclamation as the awarding agency, may initiate discussions with the proposers for the purpose of clarifying aspects of proposals, or proposals may be evaluated without discussions. Discussions will only be initiated by Reclamation, not by the proposer.

**EVALUATION CRITERIA** Proposals will be evaluated and ranked based on technical merit (80%) and budget (20%). **In FY11, Proposals for single-year projects will be viewed more favorably than multi-year projects.**

#### **Review and Selection Process**

*The Government reserves the right to reject any and all proposals which do not meet the requirements of this solicitation. Awards will be made to the responsible applicants submitting proposals which conform to the solicitation and are most advantageous to the Government considering the factors and any significant subfactors listed above. Proposals will be evaluated and ranked based on technical merit (80%) and budget (20%).*

#### **First Level Evaluation**

*All proposals will be screened to insure that:*

- *The proposal meets the requirements of the solicitation package, including submission of technical and budget proposals that are prepared in accordance with the instructions.*
- *The applicant meets the eligibility requirements stated in this document;*
- **All must have** submittals are enclosed;

*A proposal must pass all first level screening criteria in order for it to be forwarded for further consideration at the Second Level Evaluation phase.*

#### **Second Level Evaluation -Technical Review**

Technical factors will comprise 80% of the total evaluation weight. The appropriate Program Officials will evaluate the proposals. During this review period, Reclamation as the awarding agency, may initiate discussions with the proposers for the purpose of clarifying aspects of proposals, or proposals may be evaluated without discussions. Discussions will only be initiated by Reclamation, not by the proposer.

## FACTORS TO BE CONSIDERED IN THE SELECTION PROCESS

- Target Species Status: Level of vulnerability or sensitivity of target species.
- Goals and Objectives: the extent to which the stated goals and objectives and methods are specific, measurable, appropriate and realistic to achieve within the time and budget proposed.
- On-the-ground habitat improvement or restoration proposals; project promotes native biodiversity and self-sustaining ecosystem functions.
- Integration of work with existing knowledge and relevant literature.
- Cooperation: Level of cooperator or partnership involvement in the project. Contributions can be financial or in-kind. Multiple partnerships are encouraged.
- The extent to which the proposal is applied science which fills knowledge gaps needed for effective resource management by Reclamation or other resource management entities. Demonstrated relationship of project to a UC Region Reclamation Project; target resource should affect or be affected by a UC Reclamation Project.
- Personnel and Institutional Qualifications: Demonstrated capability and capacity of the principal investigator(s), staff, and laboratory, and their experience bringing similar projects to completion on time and within budget, especially over the past five years.
- Cost effectiveness: The extent to which the budget is reasonable and consistent with the intended use of Reclamation funds.
- Cost Share: The extent of cost-sharing and level of involvement by partners.
- Project duration: Proposals for single-year projects will be viewed more favorably than multi-year projects.

## SECTION VI -- AWARD ADMINISTRATION INFORMATION

**AWARD NOTICES** There will be no pre-proposal conference. Organizations or individuals interested in submitting proposals in response to this solicitation may direct programmatic and administrative questions to Reclamation in writing. All questions must be submitted by March 30, 2011. The questions and answers will be included in the FOA with a modification. Questions may be submitted to the attention of the agency contact.

**AWARD DOCUMENTS** Will be completed by the Grant Specialist assigned to the program. These documents are your official notice to begin work and draw funds.

**REPORTING REQUIREMENTS AND DISTRIBUTION** Unprocessed data in text format and a database-compatible format (such as MS Access, Excel, and extended language format) will be submitted annually as part of the project report (s) or quarterly if requested by the subcommittee technical advisors.

If your organization is awarded an agreement as a result of this request for proposals, you will also be required to submit the following types of reports during the term of the agreement. Detailed information on the type, frequency, and distribution of these reports is included in this section.

If your organization is awarded an agreement as a result of this funding announcement, you will be required to submit the following types of reports during the term of the agreement.

**Financial Reports and Standard Forms may be found at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html)**

- (a) SF-425, Federal Financial Report
- (b) SF-272, Report of Federal Cash Transactions

**Program Performance Reports**

- (a) Interim Reports
- (b) Annual Reports
- (c) Final Report

REQUIRED REPORTS	Interim Reports	Final Report
<b>Program Performance Report</b>		
Format	No specific format required. See content requirements within Section 9.3 (43 CFR 12.80) above.	No specific format required. See content requirements within Section 9.3 (43 CFR 12.80) above.
Reporting Frequency	Annual	Final Report due upon completion of Agreement's period of performance
Reporting Period	<b>For Annual Reporting:</b> The Federal Fiscal Year, October 1 through	Entire period of performance

	September 30.	
Due Date	Within 30 days after the end of the Reporting Period	Within 90 days after the completion date of the Agreement
Submit to:	GO and GOTR	GO and GOTR
<b>Financial Status Report</b>		
Format	SF-425	SF-425
Reporting Frequency	Annual	Final Report due upon completion of Agreement's period of performance
Reporting Period	<b>For Annual Reporting:</b> The Federal Fiscal Year, October 1 through September 30.	Entire period of performance
Due Date	Within 30 days after the end of the Reporting Period	Within 90 days after the completion date of the Agreement
Submit to:	GO and GOTR	GO and GOTR

**Program Performance Reports, If any**

**Significant Developments Reports** If any, specified in agreement documents at time of award.

**SECTION VII -- OTHER INFORMATION**

If you are awarded a Cooperative Agreement/Grant as a result of this announcement, General Provisions and Special Provisions will be included in your agreement. Complete details are found in **Attachment A** to this announcement.

**Report Distribution**

Copies of reports shall be distributed as follows:

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

**Modifications (Reclamation 08/03)**

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

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

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

**Recipient's Project Manager (Reclamation 08/03)**

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