

Funding Opportunity  
Number R12SF60010

# RECLAMATION

*Managing Water in the West*

**Funding Opportunity No. R12SF60010**

## **Water Conservation Field Services Program Wyoming Area Office**

**Financial Assistance Program for Federal Fiscal Year 2012**



**U.S. Department of the Interior  
Bureau of Reclamation  
Great Plains Region  
Wyoming Area Office**

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The following table contains a summary of the information that you are required to submit. You must submit **one original and two copies** of all of the documents listed in the table in order to be eligible for consideration for financial assistance under this Funding Opportunity.

√	What to submit	Required Form and Content Information
	Title Page	Include Funding Opportunity No. R12SF60010 and date of submission
	Table of Contents	List major sections of your application and proposal
	Application	Form SF-424, Application for Federal Assistance is available on the internet at: <a href="http://www.grants.gov/agencies/approved_standard_forms.jsp#1">http://www.grants.gov/agencies/approved_standard_forms.jsp#1</a> This form must be signed by a person legally authorized to commit your organization to performance of the project
	Project Proposal	See Section VI. for required content information
	Budget Information	Form SF-424A Budget Information (Non-Construction Programs) or 424C (Construction Programs) are available on the internet at <a href="http://www.grants.gov/agencies/approved_standard_forms.jsp#1">http://www.grants.gov/agencies/approved_standard_forms.jsp#1</a> The form must be signed by a person legally authorized to commit your organization to performance of the project
	Project Budget	See Section IV And Section IX for an example
	Indirect Cost Rate Agreement (if Applicable)	See Section IV for applicability
	Assurances	Form SF-424B (Non-Construction Programs) or 424D (Construction Programs) are available on the internet at <a href="http://www.grants.gov/agencies/approved_standard_forms.jsp#1">http://www.grants.gov/agencies/approved_standard_forms.jsp#1</a> The form must be signed by a person legally authorized to commit your organization to performance of the project

## Overview

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<b>Federal Agency Name:</b>	Department of the Interior, Bureau of Reclamation, Wyoming Area Office
<b>Funding Opportunity Title:</b>	Water Conservation Field Services Program
<b>Announcement Type:</b>	Initial Announcement
<b>Funding Opportunity Number:</b>	R12SF60010
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b>	15.530
<b>Applicability of Executive Order 12372</b>	Not Applicable
<b>Due Date for Application/Proposals:</b>	Applications/Proposals will be accepted until 4:00 p.m., Mountain Standard Time, on April 30, 2012. See Section II for more information regarding the funding period and availability of funds.
<b>Eligible Applicants:</b>	Irrigation and/or water districts, state or local water agencies, Reclamation water contractors, and water related non-profit organizations with a defined relationship to one or more Reclamation Project(s).
<b>Cost Share:</b>	Reclamation will provide no more than 50% of total project costs unless authorized under a qualifying authority
<b>Funding Amount:</b>	Up to \$100,000 per Agreement
<b>Estimated number of agreements to be awarded:</b>	3 to 6

## I. Funding Opportunity Description

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### Background

The Bureau of Reclamation, Great Plains Region, Wyoming Area Office (Reclamation) is requesting proposals to fund projects for activities in support of its Water Conservation Field Services Program in Federal fiscal year 2012 (October 1 through September 30). To be eligible for financial assistance under this Funding Opportunity Announcement (FOA), a proposed activity must have a public purpose to support water conservation and directly or indirectly be associated with a Reclamation Project within the geographical area encompassed by the Bureau of Reclamation.

### Water Conservation Field Services Program

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. Reclamation has a major responsibility, in partnership with water users, States, and other interested parties, to help improve water resource and the efficiency of water use in the western United States. After more than 100 years, Reclamation's primary role has evolved from one of water resource development to one of water resource management. More efficient water use is a key component of Reclamation's water resource management strategy.

Reclamation established its Water Conservation Field Services Program (WCFSP) in 1996. The WCFSP is designed to fulfill Reclamation's water conservation-related obligation as outlined in Section 210 of the Reclamation Reform Act (RRA) of 1982, directing the Secretary to encourage water conservation on Reclamation projects, assist water districts to develop and implement effective water conservation plans, complement and support State and other local conservation program efforts, and generally foster improved water management on a regional, statewide and watershed basis. Areas of emphasis include:

- Water Management Planning
- Demonstration of Innovative Technologies
- Implementation of Efficiency Measures

Reclamation recognizes that no single entity, acting independently can meet the challenge of improving the efficiency of water use and management. Consequently, a key to meeting this challenge will be the partnerships formed between Reclamation and water users, other Federal and State agencies, educational and research institutions, and other interested parties.

### **WCFSP Program Authority**

The WCFSP program is administered in accordance with the following authority:

- Title IX, Subtitle F, Section 9504 of the Omnibus Public Land Management Act of 2009 (P.L. 111-11).

### **Objective of This Funding Opportunity**

The objective of this Funding Opportunity is to invite eligible applicants to leverage their money and resources by cost sharing with Reclamation on projects/activities that will do one or more of the following:

- promote the preparation of written water management and conservation plans that will lead to subsequent implementation of conveyance, measurement, or operational improvements which will conserve water, increase water use efficiency, or enhance operational efficiency
- demonstrate new or previously unknown water management technologies and practices
- implement activities identified in approved and written water management and/or conservation plans
- promote improved understanding of good water-use practices and techniques

A selection process is required that systematically evaluates the merits of funding requests to assure that funds are directed to the project(s) that best meet WCFSP objectives. Eligible projects/activities will be selected through a competitive, ranking process that will be rated using the evaluation criteria in section V which focuses on achieving the outcome identified in this Funding Opportunity.

## II. Award Information

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### Award Funding

It is anticipated that three to six agreements will be awarded under this Funding Opportunity, however, these numbers may change based upon actual appropriations from Congress and on the project and total amount of funding requested by the successful proposal(s).

Applicants may request up to \$100,000 in Federal funding per agreement.

To facilitate the broad and effective use of limited Federal funds, Reclamation's share of any one proposed project/activity shall not exceed 50 percent of the total project/activity costs unless specifically authorized under a qualifying authority.

### Project Length

It is recommended that applicants propose projects which can be completed within 24 months.

### Cost Sharing or Matching Requirements

The applicant 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; however, all cost share contributions must meet the criteria established in the OMB administrative and cost principles applicable to the applicant. **Applicants may not use other Federal funds to meet any portion of their cost-share.**

Project costs that have been incurred prior to the date of award of the agreement may be submitted for consideration for reimbursement. Reclamation will review the proposed pre-award costs to determine if they are allowable in accordance with authorizing legislation and applicable cost principles.

### Reclamation Involvement

Any assistance Reclamation may provide to applicants, when it is in the best interest of the Government, will primarily involve coordination and program guidance. Further direct Reclamation assistance may be provided to the project sponsor in implementing the project, as requested. The cost of this assistance shall be considered a project cost and will be considered when ranking proposals. Reclamation may, at its own discretion and without a specific request from the sponsor, provide direct assistance to the project sponsor when the proposed project has other associated indirect benefits of Federal interest (i.e., other water quality or environmental benefits). The cost of this assistance will not be considered a project cost. In general, substantial involvement is not anticipated on the part of Reclamation; therefore, the expected financial assistance will be a grant agreement.

### Award Date

It is anticipated that awards for Fiscal Year 2012 funding will be made by September 1, 2012.

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### III. Eligibility Information

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#### Eligible Applicants

To be eligible for consideration for financial assistance and Level 2 evaluation under this Funding Opportunity, applicants must meet ALL of the following:

1. Applicant has a contract to use Reclamation Project water and/or uses Reclamation Project facilities; and
2. Applicant receives or affects water operations from a Reclamation Project(s) located within the geographic area covered by Reclamation's Wyoming Area Office, and
3. Applicant has submitted all documents outlined on the table listed on page 3 of this Funding Opportunity; and
4. Budget includes required 50 percent or greater in non-Federal cost-share unless authorized by a specific authority; and
5. Budget narrative is included explaining project budget proposal and source(s) of cost-share funds.

All applicants that satisfy these eligibility requirements will go on to the Level 2 evaluation process, as listed in section V of this Funding Opportunity.

#### Eligible Types of Projects

Activities that are intended to directly or indirectly benefit a Reclamation Project water supply, or involve or affect irrigation water as defined in the Reclamation Reform Act of 1982 (RRA) are eligible for financial assistance under this Funding Opportunity. Under Section 202 of the RRA, "irrigation water" means water made available for agricultural purposes from the operation of Reclamation project facilities pursuant to a contract with the Secretary.

Examples of activities that are eligible for financial assistance include piping and lining of conveyance facilities, installation of automation and water measurement devices, and preparation or updating of Water Conservation Plans that will lead to subsequent implementation of conveyance, measurement, or operational improvements which will conserve water, increase water use efficiency, or enhance operational efficiency.

Activities that, in addition to increasing water use efficiencies, address environmental needs directly or indirectly associated with Reclamation projects are also eligible for financial assistance. Examples of these kinds of activities include water conservation measures that, in addition to increasing water use efficiency, would improve and/or prevent soil erosion, improve in-stream flows/reduce diversions, improve water quality, and/or reduce in-stream water temperatures for the benefit of Endangered Species Act (ESA) listed species.

Funding authority for these activities will be the Omnibus Public Land Management Act of 2009. (Public Law 111-11).

## IV. Application and Proposal Submission Information

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### **FOA Technical Point of Contact**

Direct questions regarding the technical aspect of this Funding Opportunity to:

Mahonri Williams  
Chief, Water & Land Operations Division  
Bureau of Reclamation  
Wyoming Area Office  
P.O. Box 1630  
Mills, WY 82644  
Phone: (307) 261-5624  
Fax: (307) 261-5683

### **FOA Administrative Point of Contact**

Lindsey Nafts  
Grants Officer  
Bureau of Reclamation  
Great Plains Regional Office  
P.O. Box 36900  
Billings, MT 59107-6900  
Phone: (406) 247-7684  
Fax: (406) 247-7789

### **Address to Request a Paper Copy of the Application Package**

This document contains all information, forms, and electronic addresses necessary to obtain the information required for submission of an application and proposal. If you are unable to access this information electronically, you may request paper copies of any of the documents by contacting the Grants Officer, contact information provided above.

### **Proposal Due Dates**

Proposals will be accepted until 4:00 pm MST on April 30, 2012. Proposals received after this time will not be considered for award.

Reclamation is participating in the Grants.gov Initiative that provides the Grant Community with a single site to find and apply for grant funding opportunities. Reclamation encourages applicants to submit their applications electronically through <http://www.grants.gov/Apply>. The use of <http://www.grants.gov> is NOT REQUIRED; Reclamation will continue to accept applications via hard copy. It is at the discretion of the applicant in the method of proposal delivery chosen.

Chosen method of delivery will not impact or determine the award or non-award of any agreement.

## **Required Content of the Project Proposal**

In order to assist Reclamation, each applicant shall submit a project proposal that consists of the following information:

### **a. General Background Information**

- Background of the organization and the proposed project.
- Identify the Reclamation Project in which the project proposal has a defined relationship to.
- Purpose and objective of the proposed project.
- Discuss why federal assistance is needed and if the proposed project would be accomplished without federal assistance.
- Discuss if the project is a component of an approved conservation or management plan.
- List contact information for persons who are the technical and administrative contacts for the proposed project.
- List any other pertinent information regarding your proposed project.

### **b. Scope of Work and Work Plan**

- Describe – in detail –the work to be carried out. Breakout the proposed work, including reporting, into major tasks. Discuss the approach and equipment needs to accomplish the proposed work. This discussion shall be in sufficient detail to permit a comprehensive evaluation of the proposal. Include how the benefits will be measured and documented after the project has been implemented.
- Identify the anticipated start and ending dates of all major stages/tasks of the project proposal.

### **c. Project Map and/or Engineering Plans/Design**

- Identify project locations on a map. The map shall be in sufficient detail to permit a comprehensive evaluation of the proposal.
- Include any engineering plans, designs and analyses as part of the proposal.

### **d. Identify Water Management Benefits**

- Identify as many of the water management benefits shown below that may apply to the proposed activity. The proposal shall describe how the activity will achieve the benefit(s), as applicable:
  - Reduces leaks and seepage – Estimate acre-feet per year
  - Reduces system spills – Estimate acre-feet per year
  - Makes more water available for use – Estimate acre-feet per year
  - Reduces operation costs – Estimate savings per year in dollars
  - Reduces energy costs – Estimate savings per year in dollars

- Reduces per capita use – Estimate reduction in gallons per capita per day per year
- Improve water supply/delivery reliability and flexibility – Describe increased water transmission efficiency
- Reduce drainage and erosion – Describe benefits
- Improve water quality – Describe benefits
- Enhances aquatic/riparian habitat – Describe benefits
- Protects/assists endangered species efforts – Describe benefits
- Prevents/ improves soil erosion related issues – Describe benefits
- Each proposal should identify how the water management benefits will be verified once the proposed activity has been fully implemented.

#### 4. Required Content of the Project Budget

In order to assist Reclamation, each applicant shall submit a project budget that shall consist of the information listed-below. **Note:** An example format of a project budget is being offered as an example under section VIII.C of this Funding Opportunity.

##### a. Direct Cost Budget Elements

- Applicants shall include a narrative description of ALL the items included in the project budget. The narrative provides a discussion of – or explanation for – items included in the proposed budget for the project. The budget narrative must support the information listed on the SF-424-A or SF-424C, as applicable. Below are some examples of the types of information that should be included in a budget narrative:
  - - i. Personnel costs: Define each position that will be working on this project by title, salary or wage, amount of time estimated on the project, and any fringe benefit costs
    - ii. Equipment description and hourly rate: Discuss whether the equipment is already owned, will be leased, or purchased. If equipment purchase is recommended, discuss why purchase is preferred to lease or rental. Itemize costs of all equipment purchased having a value of over \$500.
    - iii. Material and supplies: List the major types of material and supplies (office, construction, etc.) that are to be purchased/used on this project
    - iv. Environmental and Regulatory Compliance Costs: “Environmental compliance costs” refer to costs incurred by Reclamation or the applicant in complying with environmental regulations. Discuss what costs have been included, why they are needed, and how the costs were determined.
    - v. Travel costs: Include purpose of trip, destination, number traveling, length of stay and all travel. If costs for travel are identified, be sure the purpose/need for travel is discussed in the project narrative. Costs including airfare (basis for rate used), per diem, lodging, and miscellaneous travel expenses. For local travel, include mileage and rate of compensation.
    - vi. Contingencies: Funding for contingencies will only be considered in association with construction projects. Proposals for construction

contingency funding at a rate greater than 10% will not be found acceptable.

- vii. 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.

#### **b. Indirect Costs**

- Indirect costs can only be included in the project budget if:
  - i. You have a Federally approved Indirect Cost Rate Agreement. A copy of the approved agreement must be attached to this proposal; or
  - ii. The basis for determination of your proposed indirect rate has been previously approved by the Department of the Interior. Information on "Preparing and Submitting Indirect Cost Proposals" is available from the Department of the Interior, National Business Center, Indirect Cost Section, at <http://www.nbc.gov/icshome.html>.

#### **c. Cost Share Breakdown**

- Describe all partners who are participating in this project, and their contribution for each budget element listed in the budget narrative.

### **Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) Requirement**

Effective October 1, 2003, applicants for Federal grants or cooperative agreements must provide a D&B DUNS number with their application. This number is to be included in Block 5 of your SF-424 Application for Federal Assistance (Rev.9-2003), or in Block 6 of previous versions of the SF-424.

If you do not have a DUNS number, one may be obtained at no cost by calling the dedicated toll-free DUNS Number Request Line at 1-866-705-5711, or by going to the DUNS Government Contractor and Grantee website at <https://eupdate.dnb.com/requestoptions/government/ccrreq/>.

Individuals who would personally receive a grant or cooperative agreement award from the Federal government, apart from any business or non-profit organization they operate, are exempt from the requirement to provide a DUNS number with their application. Reclamation must, however, have a DUNS number for payment processing purposes, and will therefore obtain a DUNS number for any individual who is awarded a grant or cooperative agreement.

### **Unnecessarily Elaborate Proposals**

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this funding opportunity are not desired. Elaborate art work, expensive paper and bindings, expensive visual and other presentation aids, water management plans, newspaper articles or excessively long proposals are neither necessary nor wanted.

## **Late Submissions, Modifications, and Withdrawals of Application and/or Proposal**

Any application and/or proposal received at the office designated in this Funding Opportunity after the exact time specified for receipt will not be considered in the original selection process unless the application is received before award is made and it is determined by Reclamation that the late receipt was due to mishandling by the Government. Any modification of an application or quotation is subject to the same conditions stated above.

The only acceptable evidence to establish the date of mailing of a late application or proposal, or modification thereof sent either by registered or certified mail is the postmark on the wrapper or on the original receipt.

The only acceptable evidence to establish the time of receipt at the Government installation is the time/date stamp of that installation on the proposal wrapper or other documentary evidence of receipt maintained by the installation.

The application and/or proposal are not binding until both parties sign the final agreement. Applications and/or proposals may be withdrawn by written notice received at any time before the agreement is signed.

## **Retention/Disposition of Materials**

Application/proposals submitted in response to this funding application will not be returned but will be retained by the Government for official record purposes. Material supplied to the applicant by Reclamation (including attachments and specifications) need not be returned, but may be disposed of at the discretion of the applicant unless otherwise specifically directed.

Grants.gov

If the applicant chooses to submit an electronic application the application 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](http://www.grants.gov/applicants/get_registered.jsp)
- Applicants have sometimes experienced significant delays when attempting to submit applications through Grants.gov. If the application is submitted through Grants.gov, the applicant is encouraged to submit the application several days prior to the application deadline. If the applicant is a properly registered Grants.gov applicant and a problem is encountered with the Grants.gov application submission process, please contact the Grants.gov Help desk to obtain a "Case Number." This Number will provide evidence of the attempt to submit an application prior to the submission deadline which may validate funding of the application.

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

## V. Application Review Information

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### Criteria, Review, and Selection Process

The process for evaluating the proposals that meet the eligibility requirements involves considering how well each proposal satisfies each of the evaluation criteria elements. Proposals will be evaluated using the criteria elements and point method listed below. For each criteria element, the proposal will receive points up to a maximum, depending upon how well the proposal meets the criteria element. Normally, fewer than the maximum number of points will be assigned. The maximum number of points is 95. The proposals will then be ranked by each area from the highest score to the lowest score. Higher priority will be given to entities that have contracts to use Reclamation Project water or use Reclamation Project facilities and have current water conservation plans. Proposals receiving the highest scores will be the first to be considered for funding in that area. Exceptions will be considered on a case-by-case basis. The exact number of proposals selected will depend upon available funds.

#### Implementation of Efficiency Measures (95 points)

- Association with Reclamation Project Water Supplies. **(20 points)**
  - Extent to which applicants Water Management Plan is complete (not applicable if applicant is not required to have a plan in place). **(15 points)**
  - Reasonableness of cost. **(10 points)**
  - Extent to which the proposed activity is expected to improve water use efficiency. **(15 points)**
  - Likelihood that the proposed activity would be completed by applicant if no Federal funding is available. **(10 points)**
  - Amount of sources of non Federal funding (i.e., cost share). **(5 points)**
  - Potential issues related to environmental and cultural resources compliance. **(10 points)**
  - Extent to which proposal demonstrates a sound implementation strategy. **(5 points)**
  - The strategy to be employed for monitoring performance and reporting and disseminating results. **(5 points)**
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## VI. Award Administration Information

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### Award Date

Awards are expected to be made by September 1, 2012.

### Administration Requirements

If your organization is awarded an agreement as a result of this Funding Opportunity, the General Provisions referenced in Section VIII will be included in the award agreement.

## VII. Agency Contact

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Organizations or individuals interested in submitting an application/proposal in response to this Funding Opportunity may direct programmatic and administrative questions to Reclamation, in writing. All questions must be submitted 30 days before the due date of the ensuing funding period. Questions received within 30 days of the funding period end date will be held until the next funding period. Any questions and answers may be included in the Funding Opportunity as an amendment, if necessary. Questions may be submitted to:

Lindsey Nafts  
Bureau of Reclamation  
PO Box 36900  
Billings, MT 59107-6900  
Ph. (406) 247-7684

## VIII. General Provisions

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Awards as of a result of this FOA will stipulate the requirements of Executive Order 13513 (EO). This EO introduces a Federal Government-wide prohibition on the use of text messaging while driving on official business or while using government-supplied equipment. Additionally, regulations at 43 CFR, Part 12, Subparts A, C, E, and F, will be incorporated, and Office of Management and Budget (OMB) Circulars, as applicable, and as implemented by 43 CFR Part 12, will also be incorporated and made a part of the award. Copies of OMB Circulars are available on the Internet at [http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html). The implementation of the circulars at 43 CFR Part 12 is available at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>.

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## IX. Example Format for Project Budget

Note: **The format as outlined in this project budget is optional and is being offered as an example. You may use your own format to outline your budget; however, if you do, be sure you discuss all essential cost elements, estimated costs, and cost-share ratios for your project.**

Project Name	Total Est. Cost	Reclamation Share	Recipient Share
<b>Salary/Wages:</b> <ul style="list-style-type: none"> <li>Position title x hourly wage/salary x est. hours for project. Describe this information for each position.</li> </ul>			
<b>Supplies/Materials:</b> <ul style="list-style-type: none"> <li>Describe all major supplies/materials, unit price, # of units, etc. to be used on this project.</li> </ul>			
<b>Equipment:</b> <ul style="list-style-type: none"> <li>Equipment use rate + hourly wage/salary x est. hours for project</li> <li>Describe equipment, unit price, # of units for all equipment to be purchased or leased for project:</li> </ul>			
<b>Consultant/Subcontractor:</b> <ul style="list-style-type: none"> <li>Position Title x hourly wage/salary x est. hours for project</li> <li>Attach lump sum bid which includes labor and materials for work being done through a sub-contractor</li> </ul>			
<b>Travel:</b> <ul style="list-style-type: none"> <li>Location</li> <li>Dates of travel</li> <li>Method of travel x est. cost</li> </ul>			
<b>Environmental and Regulatory Compliance:</b> <ul style="list-style-type: none"> <li>List costs associated with complying with environmental regulations</li> </ul>			
<b>Contingencies:</b> <ul style="list-style-type: none"> <li>10% or less will only be accepted</li> </ul>			
<b>Other:</b> <ul style="list-style-type: none"> <li>List any other cost elements as necessary for your project.</li> </ul>			
<b>Indirect Rate:</b> <ul style="list-style-type: none"> <li>List Indirect Rate. Be sure to attach a copy of established rate agreement, or the computational basis for determination of a rate</li> </ul>			