

Funding Opportunity  
Number R13SF60003

# RECLAMATION

*Managing Water in the West*

**Funding Opportunity No. R13SF60003**

## **Water Conservation Field Services Program Oklahoma-Texas Area Office**

**Financial Assistance Program for Federal Fiscal Year 2013**



**U.S. Department of the Interior  
Bureau of Reclamation  
Great Plains Region  
Oklahoma-Texas 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. R13SF60003 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://apply07.grants.gov/apply/FormLinks?family=15">http://apply07.grants.gov/apply/FormLinks?family=15</a> This form must be signed by a person legally authorized to commit your organization to performance of the activity.
	Activity Proposal	See Section IV 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://apply07.grants.gov/apply/FormLinks?family=15">http://apply07.grants.gov/apply/FormLinks?family=15</a> The form must be signed by a person legally authorized to commit your organization to performance of the activity.
	Activity Budget	See Section IV for required content information 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://apply07.grants.gov/apply/FormLinks?family=15">http://apply07.grants.gov/apply/FormLinks?family=15</a> The form must be signed by a person legally authorized to commit your organization to performance of the activity.

## Overview

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Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Great Plains Region (Reclamation), Oklahoma-Texas Area Office
Funding Opportunity Title:	Water Conservation Field Services Program
Announcement Type:	Initial Announcement
Funding Opportunity Number:	R13SF60003
Catalog of Federal Domestic Assistance (CFDA) Number:	15.530
Applicability of Executive Order 12372	Not Applicable.
Due Date for Application/Proposals:	Applications/Proposals will be accepted until 4:00 p.m., Central Standard Time, on January 29, 2013. See Section II for more information regarding the funding period and availability of funds.
Eligible Applicants:	Irrigation or water districts which have a contract to use Reclamation Project water and/or use Reclamation Project facilities within the geographic area covered by Reclamation's Oklahoma-Texas Area Office; or  State water and planning and management agencies within the geographic area covered by Reclamation's Oklahoma-Texas Area Office that have the potential to affect Reclamation project facilities or operations.
Cost Share:	Reclamation will provide no more than 50% of total activity costs unless authorized under a qualifying authority.
Funding Amount:	\$100,000
Estimated number of agreements to be awarded:	One (1) to three (3) Agreements

## I. Funding Opportunity Description

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### Background

The Bureau of Reclamation (Reclamation), Great Plains Region, Oklahoma-Texas Area Office (OTAO) is requesting proposals to fund activities in support of its Water Conservation Field Services Program in Federal fiscal year 2013 (October 1, 2012 through September 30, 2013). 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 be directly or indirectly associated with a Reclamation Project within the geographical area encompassed by OTAO.

## **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 States, water users, and other interested parties, to help improve water resources and the efficiency of water use in the western 17 United States. After more than 100 years, Reclamations 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 Reclamations water resource management strategy.

Reclamation established the 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 Conservation Management Plans
- Water Conservation Implementation Activities
- Water Conservation Demonstration of Innovative Technologies

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

### **WCFSP Program Authority**

The WCFSP program is administered in accordance with one or more of the following authorities:

- Reclamation Reform Act of 1982 (96 Stat. 1268; 43 U.S.C.)
- Omnibus Public Land Management Act of 2009 (P.L. 111-11. Section 9504(a); 123 Stat 1334 § 9504(a))

### **Objective of This Funding Opportunity Announcement (FOA)**

The objective of this F (FOA) is to invite eligible applicants to leverage available funds and resources by cost sharing with Reclamation on activities that will do one or more of the following:

- Promote the preparation of written water conservation management 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, and/or

- Implement activities identified in a written and Reclamation reviewed water conservation management plan, and/or
- Demonstrate new or previously unknown water conservation management technologies and practices,

Reclamation has developed a selection process that systematically evaluates the merits of funding requests to assure that funds are directed to the activity or activities that best meet WCFSP objectives within the area encompassed by OTA0. Eligible 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 FOA .

## II. Award Information

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### Award Funding

Reclamation's Oklahoma Texas Area Office anticipates that one (1) to three (3) agreements will be awarded under this FOA. However, this number may change based upon actual appropriations from Congress and on the total amount of funding requested by the successful proposal(s).

Each applicant may request up to \$100,000 in Federal funding per submitted proposal.

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

### Cost Sharing or Matching Requirements

The applicant must be willing to cost share 50 percent or more of the total activity 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 Office of Management and Budget (OMB) administrative requirements and cost principles applicable to the applicant. **Applicants may not use other Federal funds, or funds through other Federal Programs, to meet any portion of the cost-share requirement.**

### Pre-award Costs

Activity pre-award costs that have been incurred prior to the date of award may be submitted for consideration as an allowable reimbursable expense. ***In no case will pre-award costs incurred prior to July 1, 2012 be considered.***

For example, such costs might include design or construction plans and environmental compliance costs directly supporting the proposed project. Reclamation will review the proposed

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pre-award costs to determine if they are allowable in accordance with the authorizing legislation and applicable cost principles. To be considered allowable, any pre-award costs proposed for consideration under the new awards must comply with all applicable requirements under this FOA.

### **Compliance with Requirements**

Any agreement entered into by Reclamation with any eligible applicant will be in compliance with each requirement described in PL 111-11 § 9504(a)(3)(B) through (F), including entering into an agreement for an improvement to conserve irrigation water unless the eligible applicant agrees not to use any associated water savings to increase the total irrigated acreage of the eligible applicant; or to otherwise increase the consumptive use of water in the operation of the eligible applicant, as determined pursuant to the law of the State in which the operation of the eligible applicant is located.

### **Activity Length**

Reclamation recommends that applicants propose activities which can be completed within 24 months from the agreement award date. Modifications to the signed agreements are not guaranteed and are required to go through an approval process.

### **Reclamation Involvement**

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

### **Award Date**

It is anticipated that awards for Fiscal Year 2013 funding will be made in July of 2013.

## **III. Eligibility Information**

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### **Eligible Applicants**

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

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1. Irrigation or water districts which have a contract to use Reclamation Project water and/or use Reclamation Project facilities within the geographic area covered by Reclamation's Oklahoma-Texas Area Office; or
2. State water planning and management agencies within the geographic area covered by Reclamation's Oklahoma-Texas Area Office that have the potential to affect Reclamation project facilities or operations.

All applicants that satisfy these eligibility requirements and the Application and Proposal Submission Information in Section IV, will go on to the Application Review Information in Section V of this FOA. The following items must also be met:

1. Applicant must submit all documents outlined on the table listed on page 3 of this FOA; and
2. The budget must include the required 50 percent or greater non-Federal cost-share unless authorized by a specific authority.

### **Eligible Types of Activities**

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 FOA. 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 of the Interior.

Activities which are related to a State, Indian tribe, irrigation district, water district, or other organization with a recognized and documented authority for water delivery are also eligible to submit applications under P.L. 111-11. Examples of activities that are eligible for financial assistance include:

1. **Water Conservation Management Plans** - Preparation or updating of water conservation management 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.
2. **Water Conservation Implementation Activities** – Activities are mentioned in an approved Water Management or Conservation plan which involve:
  - Conversion of an earth or un-lined water conveyance system with pipe;
  - Conversion of an earth or un-lined water conveyance system with a membrane lining;
  - Installation of a water conveyance automation system with water measuring devices to automate a water conveyance system remotely; or
  - Similar water saving implementation activities.

**3. Demonstration of Innovative new Technologies** – Water Conservation Techniques which are new and need further research to prove their effectiveness will be considered Demonstration activities.

Any proposed implementation activity should be identified in an applicant's written and Reclamation reviewed Water Conservation Management Plan, and also be on file with Reclamation.. The Water Conservation Management Plan must be updated on a five year cycle

Those applicants that are not required to submit a Water Conservation Management Plan under the RRA are exempt from this requirement.

Proposed implementation activities, in addition to increasing water use efficiencies, must also address environmental impacts associated with the proposed activity and the activities association with a Reclamation project (if applicable). Examples of environmental impacts are:

- 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.

Activities that are considered normal Operations, Maintenance, and Replacement (OM&R) are not eligible for assistance under the WCFSP. OM&R is described as system improvements that, for the most part, replace or repair existing infrastructure or function without substantially providing increased efficiency or effectiveness of water distribution over what the original design of the water conveyance system would produce.

Examples of ineligible OM&R activities include:

- Replacing leaking, malfunctioning, or deteriorated components of an existing facility with the same kind of components which should have been replaced under general maintenance; (i.e. pipe with pipe);
- Improving an existing facility to operate as originally designed;
- An activity that is performed on a recurring basis even if that period is extended (i.e. 10-year interval);
- Sealing expansion joints of concrete lining because the original sealer or the water stops have failed;
- Replacing broken meters with new meters of the same type; or
- Repairing leaky pipes or repairing deteriorated canal structures.

Funding authority for these activities comes through 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:

John Gage  
Bureau of Reclamation  
Oklahoma City Field Office  
5924 NW 2<sup>nd</sup> Street, Suite 200  
Oklahoma City, OK 73127-6514  
Phone: (405) 470-4815  
Fax (405) 470-4807

### FOA Administrative Point of Contact

Irene M. Hoiby  
Grants Management Specialist  
Bureau of Reclamation  
Great Plains Regional Office  
P.O. Box 36900  
Billings, MT 59107-6900  
Phone: (406) 247-7615  
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 Management Specialist, contact information provided above.

### Proposal Due Dates

Proposals will be accepted until 4:00 pm MST on January 29, 2013. Proposals received after this time will not be considered for award.

Oklahoma Texas Area Office is participating in the Grants.gov Initiative that provides the Grant Community with a single site to find and apply for grant funding opportunities. Oklahoma Texas Area Office 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.

## Proposal Delivery Methods

**Under no circumstance will proposals be accepted by email or facsimile.** Proposals must be submitted by one of the following methods only:

**Electronic Submittal via Grants.gov.** - Grants.gov is an internet website that can be used to find and apply for grant funding opportunities. In order to electronically submit a proposal, you must complete the Grants.gov registration process. The registration process can take approximately two weeks to be completed; therefore, registration should be done in sufficient time to ensure that it does not impact your ability to meet required submission deadlines. You will be able to submit your proposal online any time after you receive your e-authentication credentials. Reclamation encourages applicants to submit their proposals electronically through Grants.gov; however electronic submittal of proposals is not required. For more information regarding submitting a proposal via Grants.gov, please visit the “Get Registered” and “Apply for Grants” links at [www.grants.gov](http://www.grants.gov).

**Hard-Copy Submittal** – Proposals may be submitted by paper hard-copy. All originals of the paper hard-copy proposals should be hand delivered or mailed to:

Irene M. Hoiby  
Bureau of Reclamation  
Great Plains Regional Office  
316 N. 26<sup>th</sup> Street  
P.O. Box 36900  
Billings, MT 59107-6900

It is the discretion of the applicant in the method of proposal delivery chosen. The chosen method of delivery will not impact or determine award or non-award. **There is no requirement to submit by more than one means.** However, if an applicant wishes to submit a paper hard-copy as a back-up to electronic submission, both will be accepted. If the submissions differ, the latter one received prior to the proposal due date will prevail unless the applicant specifies otherwise. Regardless of the submittal method used, applicants are responsible for ensuring their **proposals are accepted and received by Reclamation by the established proposal due date.**

## Required Content of the Activity Proposal

In order to assist Reclamation, each applicant shall submit an activity proposal that consists of the following information in a written document:

### a. General Background Information

- Describe the background of applicant’s organization and the proposed activity for which funding assistance is being requested.
- Identify whether applicant’s organization is a State, Indian tribe, irrigation district, water district, or other organization with water delivery authority, and provide documentation.

- Identify applicant's affiliation with a Reclamation Project where the proposed activity has a defined relationship and provide supporting documentation. Describe the purpose and objective of the proposed activity along with the method of how the estimated volume of water that may be conserved was calculated in acre-feet per year
- Describe why Federal assistance is needed, and if the proposed activity would be accomplished or delayed without Federal assistance.
- Discuss whether the proposed activity is a component in a written water conservation management plan with documentation.
- List the contact information for person(s) who will be the managerial and/or administrative personnel for the proposed activity.
- List any other pertinent information regarding the proposed activity which may assist in evaluating this proposal (i.e. demonstrated -urgency of need; economic hardship; Federally recognized special interest group; -etc.).

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

- Describe in detail the work to be accomplished in the proposed activity. Document the proposed work actions, including reporting into major cost driving tasks with associated costs in a cost estimating worksheet. Discuss the constituents or processes which are included in the major cost driving tasks (i.e. pipe installation includes purchase price, excavation or surface preparation, bedding, backfill, and seeding). Discuss the approach and the required equipment needs necessary to accomplish the proposed work. This discussion shall be sufficient in detail to permit a comprehensive evaluation of the proposal. Include a discussion on how the water savings benefits will be measured and documented after the activity has been implemented, and what water measurement method was used to calculate the proposed volume of water that may be conserved in acre-feet per year.
- Identify the anticipated beginning and ending dates of all major accomplishments associated with the proposed activity.

**c. Activity Map and Engineering Design Criteria**

- Identify activity location on a site map. The map shall be of sufficient detail to permit a comprehensive location and evaluation of the major components associated with the proposed activity; including, but not limited to, county boundaries and roads.
- Include engineering design criteria and design drawings with typical cross sections as part of the proposal to assist in the understanding of the activity components and costs associated with this 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 new use, other than increase acreage and consumptive 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
  - Improves water supply/delivery, reliability, and flexibility – Describe increased water supply and transmission efficiency
  - Reduces drainage and erosion – Describe benefits
  - Improves 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.

**e. Identify how the proposed activity will meet the objectives of the Water Conservation Field Services Program by addressing how the activity applies to one or more of the following conservation groups:**

- Water Conservation Management Plans
- Implementation of Water Conservation Activities
- Demonstration of Innovative new Technologies

Information in this section will be used to evaluate and rank each proposal using criteria listed in Section V, Application Review, Evaluation and Selection.

## **Required Content of the Activity Budget**

In order to assist Reclamation, each applicant shall submit an activity budget consisting of the information listed-below. **Note:** An example format of an activity budget can be found in Section IX of this Funding Opportunity.

**a. Direct Cost Budget Elements**

Applicants shall include a narrative description of ALL the items included in the activity budget. The narrative provides a discussion of – or explanation for – items included in the proposed budget for the activity. 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 activity by title, salary or wage, amount of time estimated on the activity, and any fringe benefit costs.

- ii. Equipment description and hourly rate: Discuss whether the equipment is already owned, will be leased, or purchased. If you are using owned equipment, include hourly and stand-by rate and time estimates. These rates must reflect actual cost. You may use your own rate calculation or the rate calculated in the U.S. Army Corps of Engineers Equipment Ownership and Operating Expense Schedule for your region. 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 activity.
- 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 activity 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/activities. 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 activity budget if:

- i. The applicant has 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 activity, and the contribution for each participant in 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 the applicant does 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/ccrreg/>.

Applicants) 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.

## **System for Award Management Registration Requirement**

All grant applicants are required to be registered in the System for Award Management (SAM) at the time of application, unless the applicant has an exemption under 2 CFR § 25.110. Applicants must maintain an active SAM registration with current information at all times during the time in which the applicant has an active Federal award or an application under consideration. For additional information or to register, go to [www.sam.gov](http://www.sam.gov).

## **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 FOA 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 Reclamation for official record purposes. Material supplied to the applicant by the OTAO (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 sp](http://www.grants.gov/applicants/get_registered_sp)
- 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

***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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**Proposals that meet the eligibility requirements in Section III and the application** and proposal submission information in Section IV will be further evaluated and ranked on how well they satisfy the proposal submission information for technical adequacy according to the criteria for each proposed activity group:

- Water Conservation Management Plans
- Implementation of Water Conservation Activities
- Demonstration of new Innovative Technologies

Proposals must identify which activity group(s) for which they are applying. More than one activity group may be combined in one proposal.

For each proposed activity mentioned above, applicable rating criteria have been assigned. Each proposal will be scored according to the point system listed under each activity up to a maximum listed points. Proposals receiving the highest scores will be the first to be considered for funding. Exceptions will be considered on a case-by-case basis. The exact number of proposals selected will depend upon available funds.

### Conservation Activity Groups and Evaluation Criteria

#### 1. Water Conservation Management Plan. Total Available Points: 100

Points are awarded based on how well the proposed activity will promote the conservation of water for an assortment of criteria within the management plan, and compliant with the goals of the Water Conservation Field Services Program (WCFSP). The assortment of actions must be ranked from highest priority to lowest with a justification as to why the ranking was distributed as such.

##### a. Association with Reclamation Project Water Supplies - up to 40 points

- The proposed activity is connected to a Reclamation Project, or Project water.
- The proposed activity is on Reclamation Project lands, involves Reclamation facilities.
- The extent to which the proposed activity impacts water supplies for the State, County or local area.

##### b. Reasonableness of Costs - up to 30 points

- The costs associated with the proposed activity are reasonable for the work proposed.
- The budget submitted with the proposed activity has sufficient detail to support the estimated costs.

**c. Extent to which Federal Funding Would Promote Completion of an Activity That Might Otherwise be Delayed or Postponed - up to 20 points**

- The proposed activity demonstrates a financial need to cause the activity to be accomplished.
- The proposed activity has been delayed or postponed due to past funding constraints.

**d. Amount and Sources of Non-Federal Funding (i.e. Cost-share) - up to 5 points**

- The proposal identifies sources and amounts of all non-Federal cash or in-kind cost-share contributions.
- Extent to which the proposal exceeds the required match of federal funds.
- Collaboration with other Federal, state and local entities.

**e. Other Criteria to address local goals and priorities- up to 5 points**

- Does an existing written water conservation management plan currently need updating?
- Is the applicant required to develop a water conservation management plan under the RRA?

**2. Implementation of Water Conservation Activities. Total Available Points: 95**

Points are awarded based on how well the proposed activity will meet the overall implementation of water conservation goals of the Water Conservation Field Services Program.

**a. Association with Reclamation Project Water Supplies - up to 20 points**

- The proposed activity is connected to a Reclamation Project or Project water.
- The proposed activity is on Reclamation Project lands or involves Reclamation facilities.
- The proposed activity will improve water availability in a basin where a Reclamation Project.
- The extent to which the proposed activity impacts water supplies for the State, County, or local area.

**b. Extent to which Applicants Water Management Plan is complete (if required) and current - up to 10 points**

- The applicant has a written Reclamation reviewed Water Conservation Management Plan on file with Reclamation, as required under the Reclamation Reform Act (RRA), and the plan been updated within the past five (5) years or is being currently updated with Reclamation. **Note:** Some applicants may be exempt from submitting a Water Conservation Management Plan under the RRA, and therefore do not need to have a Water Conservation Management Plan on file with Reclamation.

- The Water Conservation Management Plan identifies in this proposed implementation activity as a compelling need, and is documented in the plan

**c. Reasonableness of Costs - up to 10 points**

- The costs associated with the proposed activity are reasonable for the work proposed.
- The budget submitted with the proposed activity has sufficient detail to support the estimated costs.
- The cost of water conserved is estimated in dollars per acre-foot per year to ensure best use of funds.

**d. Extent to which the proposed activity is expected to improve water use efficiency – up to 20 points**

- Explain and quantify how the proposed activity improves water use efficiencies.
- The proposed activity directly, or indirectly, improves water supply reliability.
- The proposed activity reduces diversions or irrigation return flows.
- The proposed activity prevents conveyance losses from operational spills.
- If the proposed activity will reduce conveyance losses, provide an estimate of the anticipated annual water savings.
- Explain how the volume of water savings was calculated.

**e. Extent to which Federal Funding Would Promote Completion of an Activity That Might Otherwise be Delayed or Postponed - up to 10 points**

- The proposed activity demonstrates a financial need to get the activity accomplished.
- The proposed activity has been delayed or postponed due to past funding constraints.
- The proposed activity would not be accomplished at some point in the future without Federal funding assistance.

**f. Amount and Sources of Non-Federal Funding (i.e. Cost-share) - up to 5 points**

- Proposal identifies sources and amounts of all non-Federal cash or in-kind cost-share contributions of each contributor.
- Extent to which the proposal exceeds the required match of Federal funds.
- Collaboration with other Federal, state and local entities.

**g. Likelihood that any environmental and cultural resources issues associated with the proposal can be addressed at low cost and in a timely manner - up to 5 points**

- State the potential impacts of the proposed activity on the surrounding environment.
- List endangered or threatened species in the proposed activity area.

- List wetlands, types and quantity in the proposed activity boundaries.
- List any buildings, structures, or features in the activity area that are listed or eligible for listing on the National Register of Historic Places.
- List any known archeological sites in the proposed activity area.
- Explain the likelihood that environmental and cultural issues associated with the proposed activity can be addressed in a cost-effective and timely manner.

**h. Extent to which the proposal demonstrates a sound implementation strategy manner - up to 5 points**

- Provide a schedule clearly indicating start and ending dates on the schedule to completion.
- Identify any potential causes which could result in delays and cost overruns.

**i. The applicants strategy for monitoring performance and reporting and disseminating results manner - up to 5 points**

- Identify how activity benefits may be monitored following completion.

**j. Other Criteria to address local goals and priorities- up to 5 points**

- The proposed activity helps to improve recreation conditions or opportunities.
- The proposed activity helps to improve water quality.
- The proposed activity helps to improve fish and wildlife habitat.

**3. Demonstration of new Innovation Technologies. Total Available Points: 90**

Points are awarded based on how well the proposed demonstrated activity will assist Reclamation and water users with adopting new technologies to conserve and better manage water.

**a. Association with Reclamation Project Water Supplies - up to 20 points**

- The proposed activity is connected to a Reclamation Project or Project water.
- The proposed activity is on Reclamation Project lands or involves Reclamation facilities.
- The proposed activity will improve water availability in a basin where a Reclamation Project is located.
- The extent to which the proposed activity impacts water supplies for the State, County, or local area.

**b. Extent to which Applicants Water Management or Conservation Plan is complete (if required) and current - up to 10 points**

- The applicant has a written Reclamation reviewed Water Conservation Management Plan on file with Reclamation, as required under the Reclamation Reform Act (RRA), and the plan been updated within the past five (5) years or is currently being updated with Reclamation.

Note: Some applicants may be exempt from submitting a Water Conservation Management Plan under the RRA, and therefore do not need to have a Water Conservation Management Plan on file with Reclamation.

**c. Reasonableness of Costs - up to 10 points**

- The costs associated with the proposed activity are reasonable for the work proposed.
- The budget submitted with the proposed activity has sufficient detail to support the estimated costs.
- Cost of water conserved is estimated in dollars per acre-foot per year to ensure best use of funds.

**d. Extent to which the proposed activity is expected to improve water use efficiency (including applied research to benefit development of new technologies, demonstration of a specific conservation technology, or innovative application of existing technology with the intent of evaluating results) – up to 10 points**

- The proposal explains and quantifies how the proposed activity improves water use efficiencies.
- The proposed activity directly or indirectly improves water supply reliability.
- The proposed activity reduces water diversions or irrigation return flows.
- The proposed activity prevents conveyance losses from operational spills.
- The proposed activity will reduce conveyance losses; provide an estimate of the volume of anticipated annual water savings in acre-feet if implemented.

**e. Extent to which Federal Funding Would Promote Completion of an Activity That Might Otherwise be Delayed or Postponed - up to 10 points**

- The proposed activity demonstrates a financial need to get the activity accomplished.
- The proposed activity has been delayed or postponed due to past funding constraints.
- The proposed activity would, or would not, be accomplished at some point in the future without Federal funding assistance.

**f. Amount and Sources of Non-Federal Funding (i.e. Cost-share) - up to 5 points**

- The proposal identifies sources and amounts of all non-Federal cash or in-kind cost-share contributions.

- Extent to which the proposal exceeds the required match of Federal funds.
  - Collaboration with other Federal, state and local entities.
- g. Likelihood that any environmental and cultural resources issues associated with the proposal can be addressed at low cost and in a timely manner - up to 5 points**
- The proposed activity has potential to impact the surrounding environment.
  - List the endangered or threatened species in the proposed activity area.
  - List the wetlands, types and quantity in the proposed activity boundaries.
  - List the buildings, structures, or features in the activity area that are listed or eligible for listing on the National Register of Historic Places.
  - List any and all known archeological sites in the proposed activity area.
- h. Extent to which the proposal demonstrates a sound implementation strategy manner - up to 10 points**
- The activity proposal provides a schedule clearly indicating the scheduled start and finish dates to completion.
  - Identify any potential causes which could result in delays and cost overruns.
- i. The applicant's strategy for monitoring performance and reporting and disseminating results manner - up to 5 points**
- The applicant has identified how the activity benefits may be monitored following completion of the activity(s).
- j. Other Criteria to address local goals and priorities- up to 5 points**
- The proposed activity helps to improve recreation conditions or opportunities.
  - The proposed activity helps to improve water quality.
  - The proposed activity helps to improve fish and wildlife habitat.

## VI. Award Administration Information

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### Award Date

Awards are expected to be made in July of 2013.

## Administration Requirements

If the applicant is awarded an agreement as a result of this FOA, the General Provisions listed in Section VIII will be included in the award agreement.

## VII. Agency Contact

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Applicants interested in submitting an application/proposal in response to this FOA may direct programmatic and administrative questions to Reclamation, in writing. All questions must be submitted 10 days before the due date of the ensuing funding period. Questions received within 10 days of the funding period end date will be held until the next funding period. Any questions and answers may be included in the FOA as an amendment, if necessary. Questions may be submitted to:

Irene M. Hoiby  
Bureau of Reclamation  
Great Plains Regional Office  
P.O. Box 36900  
Billings, MT 59107-6900  
(406) 247-7615

## VIII. Other Information

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### General Provisions

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#page1VIII>.

## IX. Example Format for Activity Budget

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**Note:** The format as outlined in this activity budget is optional and is being offered as an example. The applicant may use any format to outline the proposal's budgets. However, if the following

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format is not utilized, please discuss all essential cost elements, estimated costs, and cost-share ratios for the proposed activity .

<b>Activity Name</b>	<b>Total Est. Cost</b>	<b>Reclamation Share</b>	<b>Recipient Share</b>
<b>Salary/Wages:</b> <ul style="list-style-type: none"> <li>Position title x hourly wage/salary x est. hours for proposal/activity. 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 activity.</li> </ul>			
<b>Equipment:</b> <ul style="list-style-type: none"> <li>Equipment use rate x est. hours for activity.</li> <li>Equipment stand-by rate x est. hours for activity.</li> <li>Describe equipment, unit price, # of units for all equipment to be purchased or leased for activity</li> </ul>			
<b>Consultant/Subcontractor:</b> <ul style="list-style-type: none"> <li>Position Title x hourly wage/salary x est. hours for activity</li> <li>Lump sum bid which includes labor and materials for work being done through a sub-contractor. Attach copy of bid.</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 activity.</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>			