

# RECLAMATION

*Managing Water in the West*

**Funding Opportunity Announcement No. R10AF20024**

## **Sacramento Valley Integrated Regional Water Management Plan Revision and Implementation Grants**

**Fiscal Year 2010**



**U.S. Department of the Interior  
Bureau of Reclamation  
Mid-Pacific Region**

**April 2010**

**OVERVIEW**

Federal Agency Name:	DOI, Bureau of Reclamation, Sacramento, CA
Funding Opportunity Title:	Sacramento Valley Integrated Regional Water Management Plan Revision and Implementation Grants, NCAO
Announcement Type:	Initial Announcement
Funding Opportunity Number:	R10AF20024
Catalog of Federal Domestic Assistance (CFDA) Number:	15.530
Application Due Date:	<b>Applications due May 28, 2010, 2:00 p.m. PST</b>
Eligible Applicants:	As described in Section III.A
Applicant Cost Share:	50% or more of project costs
Federal Funding Amount:	Up to \$400,000 per agreement
Estimated number of agreements to be awarded:	3-8
Total amount of funding available for award:	Estimated at up to \$860,000

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## APPLICATION CHECKLIST

The following table contains a summary of the information that you are **REQUIRED** to submit.

<b>What to Submit</b>	<b>Required Content</b>	<b><u>REQUIRED FORM OR FORMAT</u></b>
<b>APPLICATION PACKAGE:</b>	<b>See Sec. IV.C</b>	
<b>Cover Page</b>	Section IV.C.2.1	Form SF 424*
<b>Assurances</b>	Section IV.C.2.2	Form SF 424B or SF 424D*
<b>Title Page</b>	Section IV.C.2.3	Section V
<b>Table of Contents</b>	Section IV.C.2.4	Section V
<b>Executive Summary</b>	Section IV.C.2.5	Section V
• General Project Information	Section IV.C.2.5.1	Section V
<b>Technical Proposal</b>	Section IV.C.2.6	Section V
• Background Data	Section IV.C.2.6.1	Section V
• Consistency with State or Local Water Plan	Section IV.C.2.6.2	Section V
• Project Description	Section IV.C.2.6.3	Section V
• Demonstrated Results	Section IV.C.2.6.4	Section V
▪ Performance Measures and Project Monitoring	Section IV.C.2.6.5	Section V
• Regulatory Compliance	Section IV.C.2.6.6	Section V
<b>Funding Plan</b>	Section IV.D	Section V
<b>Project Budget Proposal:</b>	Section IV.E	Section V
• Budget Worksheet	Section IV.E.1	
• Budget Narrative	Section IV.E.2	Section V
• Budget Form	Section IV.F	Form SF 424A or SF 424C*
<b>Project Benefits Sheet</b>	Attachment A	Section V
*Forms may be downloaded from <a href="http://www.grants.gov">www.grants.gov</a> under the Funding Opportunity, R10AP20024, <a href="#">Full Announcement</a> or <a href="#">Application</a>		

## **SECTION I --**

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### **I.A.1 BACKGROUND AND PROGRAM OBJECTIVES**

The mission of the Bureau of Reclamation (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.

The Mid-Pacific Region of the Bureau of Reclamation is posting a Funding Opportunity Announcement (FOA) for cost share funding for water conservation activities within the Sacramento Valley Integrated Regional Water Management Plan (IRWMP) area. Applications are now being accepted for IRWMP update and water conservation activities from entities that are **members** of the Sacramento Valley IRWP – Regional Water Management Group.

This FOA is designed to: encourage water conservation; assist water agencies in developing/updating and implement effective regional water management and conservation plans, and generally foster improved water management. Areas of emphasis include:

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

The Northern California Area Office of the Mid-Pacific Region is the only Area Office participating in this FOA. For location of the area offices see map at <http://www.usbr.gov/mp/>

### **I.A.2 PROGRAM OBJECTIVE**

The Mid-Pacific Region of the Bureau of Reclamation proposes to provide financial assistance to support activities that promote the preparation and revision of written regional water management/conservation plans (Plans), implement activities identified in written water management plans, demonstrate new or previously unknown water management technologies and practices, and promote improved understanding of good water use practices and principles.

Reclamation is providing financial assistance for Sacramento Valley Integrated Regional Water Management Plan revision and implementation.

### **I.A.3 OBJECTIVE OF REQUEST FOR FUNDING OPPORTUNITY APPLICATIONS (FOA)**

This FOA invites recipients to leverage their money and resources, by cost sharing with Reclamation, on implementation projects, emphasizing water

management planning, water conservation, and demonstration of innovative technologies. Projects will be selected through a competitive process that will focus on achieving the outcomes identified in this funding opportunity announcement. Further information about water conservation can be found at <http://www.usbr.gov/mp/watershare/index.html>

This FOA does not support research to reduce the cost of desalination through membrane process research and development studies, thermal process research and development studies, and non-traditional/alternative desalination process research and studies; and water recycling and reuse studies. For more information regarding these programs within Reclamation, visit the Water Treatment and Engineering and Research Group website at <http://www.usbr.gov/pmts/water/fundingandcoop/funding.html>. New funding opportunities under these programs will be announced at <http://www.grants.gov>.

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

Emphases will be directed toward proposals that can be completed within 24 months and involve Sacramento Valley Integrated Regional Water Management Plan revision and implementation. The project must also have a defined relationship to one, or more, specific Reclamation water projects. Proposals should emphasize water management planning, implementation of conservation measures, and innovative technologies.

### **I.B.1 TYPES OF PROJECTS**

Proposals will be evaluated in one of the categories below. The categories are prioritized with higher priorities receiving a scoring advantage (see Section VI – Evaluation Criteria).

1 – **Water Management Plan Revision-** Sacramento Valley Integrated Regional Water Management Plan revision and update.

2 – **Implementation of Efficiency Measures-** Implement more efficient water management/conservation measures as described in the Sacramento Valley IRWMP.

3 – **Demonstration Projects-** Increase technical understanding of water management and innovative conservation principles and practices that have not been previously used locally. The proposed activity should not only “publicly” demonstrate a new or unfamiliar practice; it should contain a process for informing interested individuals and organizations about the outcome of the demonstration. The application should describe what principle or practice is to be demonstrated. The proposal should explain why the demonstration is necessary and the demonstration’s intended outcome. The application should contain a process for informing the public about the outcome of the

demonstration.

### **I.C. REPORTING OF WATER MANAGEMENT BENEFITS**

Reclamation is required to report on potential water management benefits resulting from its financial assistance. Each application should identify as many of the water management benefits shown below that may apply to the proposed activity. The application should describe how the activity would achieve the benefit(s) and provide numerical estimates, where possible. **See Attachment A, Project Benefits Form.**

Reclamation is requiring applicants to quantify actual project benefits (also known as a “performance measure”), i.e. water saved, marketed or better managed. Applicants are required to identify a performance measure for their project and explain how the measure will be applied to their project. If an applicant receives an award, the financial assistance agreement will include a provision describing the performance measure for the project, which is mutually agreeable to the recipient and Reclamation. **The complete performance measures document can be viewed at** [http://www.usbr.gov/mp/watershare/documents/PerformanceMeasures\\_final\\_3-2.pdf](http://www.usbr.gov/mp/watershare/documents/PerformanceMeasures_final_3-2.pdf)

### **I.D. PROGRAM AUTHORITY**

This FOA is administered in accordance with the authority of Reclamation Act of 1902 (32 Stat. 388), as amended and supplemented; Public Law No. 102-575, Section 3405 (e), Public Law 108-361, Section 103(d)(5) and Public Law 111-11, Section 9504(a).

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

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

Approximately 3 - 8 agreements will be awarded, depending on the total amount of funding requested by successful proposals. Estimated funding for fiscal year 2010 is \$860,000. These funds are subject to budget availability, and financial assistance will be provided for successful proposals with funds available at the time selections are made.

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

Reclamation's share of any one proposed financial assistance agreement shall generally not exceed 50% of the total project costs, and shall generally not exceed \$400,000. However, Reclamation retains the right to make awards exceeding that amount on a case-by-case basis.

### **II.C. RECLAMATION RESPONSIBILITIES**

If substantial involvement between Reclamation and the Recipient is anticipated during the performance of this project, the anticipated instrument will be a cooperative agreement. In support of this agreement, Reclamation will provide the following:

Reclamation shall collaborate and participate with the Recipient in the management of the project and closely oversee the Recipient's activities to ensure that the program objectives are being achieved. This oversight shall include review, input and approval at key interim stages of the project as identified in the Recipient's proposal.

If substantial involvement is not anticipated on the part of Reclamation, the financial assistance instrument will be a grant.

Reclamation retains the rights to make awards using either grant or cooperative agreement instruments.

### **II.D. AWARD DATE**

It is anticipated that selections will be made on or before **June 30, 2010** with an anticipated project start date on or before **September 30, 2010**.

## SECTION III -- ELIGIBILITY INFORMATION

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### III.A. ELIGIBLE APPLICANTS

To be eligible for financial assistance, the applicant must be a member of the **Sacramento Valley IRWMP** – Regional Water Management Group, and have a defined relationship to one, or more, specific Reclamation water projects. Eligible applicants must have water or power delivery authority.

### III.B. COST SHARE REQUIREMENT

Applicants must cost share 50% or more of the total project costs. Applicant cost sharing of more than 50% of the project costs is encouraged and will be given greater consideration in the ranking process for proposed projects.

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 circulars applicable to the applicant (see Section IX). In-kind contributions constitute the value of non-cash contributions that benefit a Federally assisted project. These contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program. **The cost or value of in-kind contributions that have been or will be relied on to satisfy a cost sharing or matching requirement for another Federal financial assistance agreement, a Federal procurement contract, or any other award of Federal funds, may not be relied on to satisfy the cost share requirement of this FOA.**

Indirect costs which will be incurred during the development or construction of a project, which will not be recovered may be included as part of your cost-share. Indirect costs are those: (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to any one cost objective. For further information on indirect costs, refer to the OMB cost principles circular applicable to your organization as listed in Section IX of this document.

#### **Pre-Award Costs**

Project costs that have been incurred prior to the date of award but after the date of authorization and appropriation for the Initiative (“pre-award costs”) may be submitted for consideration as an allowable portion of the recipient's cost share for the project. Such costs may include, for example, design or construction plans and environmental compliance costs directly supporting the proposed project. Reclamation will review the proposed pre-award costs to determine if

they are allowable in accordance with the authorizing legislation and applicable cost principles.

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

Priority will be given to projects that can be completed within 24 months from the project start date, prior to but no later than, September 30, 2010. However, longer projects will be considered if it can be demonstrated that there will be measurable accomplishments each year.

### **III.D. OTHER REQUIREMENTS**

#### **III.D.1 TECHNICAL AND BUDGET PROPOSALS**

The applicant must submit complete technical and budget proposals in accordance with the requirements stated in Section IV of this document.

#### **III.D.2 FUNDING PLAN**

The applicant's proposal shall include a funding plan that describes how the non-Reclamation share of the costs will be obtained. If funding will be provided by other than the applicant, the names of these additional sources must be provided along with some commitment documentation from the source. See Section IV.D for information on submission of the Funding Plan.

#### **III.D.3 OTHER REGULATIONS**

Applicants shall adhere to Federal, State, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Applicants shall also coordinate and obtain approvals from site owners and operators. See Section IV.C, for additional information regarding environmental and regulatory compliance.

## SECTION IV -- APPLICATION AND SUBMISSION INFORMATION

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### IV.A. ADDRESS TO REQUEST APPLICATION PACKAGE

This document contains all information, forms, and electronic addresses required to obtain the information required for submission of a proposal.

If you are unable to access this information electronically, you may request paper copies of any of the documents referenced in this request for funding opportunity applications by contacting:

By mail: Bureau of Reclamation  
Mid-Pacific Region, Acquisition Services  
Attn: Maria E. Castaneda (MP-3813)  
2800 Cottage Way, Room E-1815  
Sacramento CA 95825-1898

E-mail: [mcastaneda@usbr.gov](mailto:mcastaneda@usbr.gov)

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

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

Applications must be submitted as a complete package. Materials arriving *separately will not be included in the application package for consideration and* will result in the application being rejected or not funded. **Mailing materials, package, packing envelopes or exterior wrapping of the proposal must reference the Funding Opportunity Announcement number on the first page of this document. This requirement will include overnight mail labels. FAX copies of proposal documents will not be accepted.**

**Do not include** a cover letter or company literature/brochure with your proposal. All pertinent information must be included in your Executive Summary, Technical Proposal, Funding Plan, and Budget Information in accordance with the formats below.

Applicants shall submit an **original and disk** of all proposal documents.

### IV.C. PROPOSAL FORMAT AND CONTENT

#### IV.C.1 Proposal Format and Length

Proposals shall be limited to **twenty (20)** 8-1/2 inch X 11 inch pages, excluding any forms required in these instructions, **single-spaced**. The font used shall be at least 12 points in size and shall be easily readable. Proposals will be

prescreened for compliance to the 20-page limit. The cover sheet (Standard Form 424), Assurances (Standard Form 424B or D, as applicable), Budget (Standard Form 424A or C), blank pages, title pages, blueprints, Appendix, and table of content pages, will not be counted in the 20-page limit. All pages shall be consecutively numbered, including pages with tables and exhibits.

## **THE PROPOSAL FORMAT IS INCLUDED IN SECTION V OF THIS DOCUMENT.**

### **IV.C.2 Proposal Content**

**IV.C.2.1 Cover Page** – The cover page shall consist of a completed SF 424 - Application for Federal Assistance. This form must be signed by a person legally authorized to commit your organization to performance of the project. **Inclusion of a properly signed SF 424 in your proposal is a mandatory requirement. Failure to adhere to this requirement will result in the elimination of your proposal from further consideration.** This form is available at <http://www.usbr.gov/mp/watershare/>.

**IV.C.2.2 Assurances** – 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. **Inclusion of a properly signed SF 424B or SF 424D in your proposal is a mandatory requirement. Failure to adhere to this requirement will result in the elimination of your proposal from further consideration.** These forms are available at <http://www.usbr.gov/mp/watershare/>

**IV.C.2.3 Title Page** – Provide a brief, informative, and descriptive title for the proposed work that indicates the nature of the project. Indicate the category the proposal is expected to be evaluated under (1 through 4). Include the name and address of the applicant, and the name and address, email address, telephone and facsimile numbers of the project manager.

**IV.C.2.4 Table of Contents** – List all major sections of the proposal in the Table of Contents.

#### **IV.C.2.5 Executive Summary**

**See the Executive Summary format, included in Section V of this document.** The content of the Executive Summary is described below.

**IV.C.2.5.1 General Project Information** – Include the Project name, applicants name and address, contact information and a summary of funding request. A one-paragraph project overview shall be included in this section.

#### **IV.C.2.6 Technical Proposal**

**See the Technical Proposal Format, included in Section V of this document.** The content of the technical proposal is described below.

**IV.C.2.6.1 Background Data** – None required.

**IV.C.2.6.2 Consistency with California or Local Water Plan** – Applicants are required to ensure that the proposed project is consistent with the Sacramento Valley Integrated Regional Water Management Plan.

**IV.C.2.6.3 Project Description** – Describe in detail the work to be carried out. Break the proposed work, including reporting, into major tasks. Discuss the approach to accomplish the proposed work by task. This discussion shall be in sufficient detail to permit a comprehensive evaluation of each task and the proposal. An estimated schedule demonstrating the stages and duration of the construction of the project shall be included covering all tasks. Engineering plans, designs and analyses should be included, if available. These plans should be in the Appendix of the proposal.

**IV.C.2.6.4 Demonstrated Results** - Describe water use efficiency or conservation measures to be taken pursuant to the proposed action and address direct, indirect and other benefits. If applicable, the applicant should describe how the proposal will improve its operational efficiency. Include engineering plans and/or designs that demonstrate how the proposal would improve operational efficiency or achieve water savings.

Additional benefits may accrue to the intended project beneficiaries, including purchasers of marketed supplies developed by the project, or they may also accrue to third parties, including direct and indirect environmental benefits. This can include an evaluation of economic justification beyond that directly associated with the parties participating in the proposed project, either as the project builder or as a purchaser of any developed supply.

Report any expected project accomplishments that would accrue to parties not directly participating in the proposed project as beneficiaries but which may be affected by hydrologic changes related to project implementation (e.g., stream flow, water quality) anywhere in the system.

Explain through a narrative description, and quantify whenever possible, how the proposed project will result in other project benefits.

**IV.C.2.6.5 Performance Measures and Project Monitoring** -Include a Performance Assessment Plan and a list of project-specific performance measures that will be used to assess project success in the relation to the goals and objectives. Describe the monitoring and assessment procedures that will be used to measure performance and document water savings, other benefits, to mark progress, and to determine the success of the project to achieve its goals. Include information about how the data and other information will be handled, stored, and made accessible. Provide a list of expected products/outcomes such as reports and other documentation, presentations, advances in technology, and information transfers via workshops, seminars, education programs, etc. **Visit <http://www.mp.usbr.gov/watershare> for suggested performance measures techniques.**

**IV.C.2.6.6 Environmental and Regulatory Compliance** – Applicants are required to comply with all applicable California, Federal, and local environmental, cultural, and paleontological resource protection laws and

regulations. These may include, but are not limited to, the National Environmental Policy Act (NEPA), including the Council on Environmental Quality and Department of the Interior regulations implementing NEPA, the Clean Water Act, and the National Historic Preservation Act (NHPA), which requires consultation with the State Historic Preservation Office, the Endangered Species Act (ESA), and could require consultation with potentially affected Tribes.

Reclamation is the lead Federal agency for NEPA compliance. As the lead agency, Reclamation is solely responsible for determining the appropriate level of NEPA compliance, which could be a categorical exclusions checklist, environmental assessment, or environmental impact statement. However, a project sponsor (or their contractor) can provide much of the necessary information and data analyses.

In order to allow Reclamation to assess the probable environmental impacts and associated costs for each proposal, all applicants must respond to the following list of questions focusing on the requirements of NEPA, the Endangered Species Act, and the National Historic Preservation Act. Please answer the following questions to the best of your knowledge. If any question is not applicable to your project, please explain why. If you have any questions, please contact your local Reclamation office.

- (1) Will your project impact the surrounding environment (i.e. soil [dust], air, water [quality and quantity], animal habitat, etc.)? If so, please explain the impacts and any steps that could be taken to minimize the impacts.
- (2) Are you aware of any endangered or threatened species in the project area?
- (3) Are there wetlands inside the project boundaries? If so, please estimate how many acres of wetlands there are, and describe any impact your project will have on the wetlands.
- (4) When was your irrigation system constructed?
- (5) If your project will affect individual features of an irrigation system (e.g., head gates, canals or flumes), state when those features were constructed and describe the nature and timing of any extensive alterations or modifications to those features.
- (6) Are any buildings, structures, or features in your irrigation district listed or eligible for listing on the National Register of Historic Places? Your local Reclamation office can assist you in answering this question.
- (7) Are there any known archeological sites in the proposed project area?

In addition, applicants must obtain all required approvals and permits, and shall coordinate and obtain any approvals required from site owners and operators. Applicants should state in their proposals whether any permits or approvals are required, and explain the applicant's plan for obtaining such permits or approvals.

Environmental and regulatory compliance costs are addressed in Section IV.E.2.7, below.

#### **IV.D. FUNDING PLAN INSTRUCTIONS**

The applicant's proposal shall include a funding plan that describes how the non-Reclamation share of the project costs will be obtained. Reclamation will use this information in making a determination of financial capability.

Describe how the Applicant will make its contribution to the cost share requirement, including a description of monetary and in-kind contributions, and identification of the source funds contributed by the applicant (e.g., reserve account, tax revenue and/or assessments). Please include documentation (i.e. budget excerpts, etc):

If project funding is being provided by funding partners, not including the applicant or Reclamation, please provide the following information:

- (a) Identify the funding partners and state the amount of funding to be provided by each:
- (b) Are letters of commitment from all cost-sharing partners included with the proposal?

Describe any other Federal funding requested or received for the proposed work. Note: Federal funding may not be counted towards the applicant's 50% cost share requirement.

Discuss what lesser amount would be acceptable if Reclamation is unable to provide your total funding request. Discuss any decrease in project size or other problems due to decreased Federal funding.

Does the budget identify direct, indirect, environmental and contingency costs? If not, explain why.

Describe any other pending funding requests for the proposed work that have not yet been approved, and explain how the project will be affected if such funding is awarded or denied.

#### **IV.E. BUDGET AND PROJECT COSTS INSTRUCTIONS**

**IV.E.1 Budget Worksheet** – Applicants need to fill out the budget worksheet included in this application, Section V. This worksheet is an embedded Microsoft Excel spreadsheet. Double click on any cell within the sheet, and this will allow you to input the proper data.

#### **IV.E.2 Budget Narrative**

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

**Applicants are required to disclose any other sources and amount of funding they are applying for or have received for any portion of this project. Submission of the following information is mandatory. Award will not be made to any applicant who fails to fully disclose the following information.**

**The budget narrative needs to include the following information.**

**IV.E.2.1 Salaries and Wages** - Indicate program manager and other key personnel by name and title. Other personnel may be indicated by title alone. For all positions, indicate salaries and wages, estimated hours or percent of time, and rate of compensation proposed. All labor estimates, including any proposed subcontractors, shall be allocated to specific tasks as outlined in the Recipient's 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.

**IV.E.2.2 Fringe Benefits** – Indicate rates/amounts, what costs are included in this category, and the basis of the rate computations. Indicate whether these rates are used for proposal purposes only or whether they are fixed or provisional rates for billing purposes. Federally-approved rate agreements are acceptable for compliance with this item.

**IV.E.2.3 Travel** – Include purpose of trip, destination, number traveling, length of stay and all travel costs including air fare (basis for rate used), per diem, lodging, and miscellaneous travel expenses. For local travel, include mileage and rate of compensation.

**IV.E.2.4 Equipment** – Itemize costs of all equipment having a value of over \$500 and include information as to the need for this equipment.

**IV.E.2.5 Supplies** – Itemize supplies by major category, quantity, and purpose, such as whether the items are needed for office use, research, or construction.

**IV.E.2.6 Contractual** – Identify all work that will be accomplished by sub-recipients, consultants, or contractors, including a detailed budget estimate of time, rates, supplies, and materials that will be required for the task. If a sub-recipient, consultant, or contractor is proposed and approved at time of award, no other approvals will be required. Any changes or additions will require a request for approval.

**IV.E.2.7 Environmental and Regulatory Compliance Costs** –

Estimate total costs and break out the portions for Reclamation or the applicant based on the expected involvement in complying with environmental regulations applicable to this Program, which include NEPA, ESA, NHPA and the Clean Water Act, and other regulations depending on the project, including costs associated with any required permits or approvals. Only add the applicant portion. Include the total and Reclamation portion in the text box (**If you include Reclamations estimated expenses as part of your requested amount, that amount will be deducted from the award.**)

If the project is basic and not expected to have any environmental or regulatory issues, Reclamation's expenses will generally be in the \$2,000 to \$5,000 range, use this guidance to help estimate the cost of Reclamations roll.

**IV.E.2.8 Other** – Any other expenses, such as those for reporting, not included in the above categories shall be listed in this category, along with a description of the item and what it will be used for. No profit or fee will be allowed.

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.

**IV.E.2.9 Indirect Cost** – Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable OMB circular cost principles (see Section IX) for the recipient's organization. It is not acceptable to simply incorporate indirect rates within other direct cost line items.

If the recipient has separate rates for recovery of labor overhead and general and administrative costs, each rate shall be shown. The applicant should propose rates for evaluation purposes which will be used as fixed or ceiling rates in any resulting award. **Include a copy of any federally-approved Indirect Cost Rate Agreement.**

If you do not have a Federally-approved Indirect Cost Rate Agreement or if unapproved rates are used, explain why, and include the computational basis for the indirect expense pool and corresponding allocation base for each rate. **Information on “Preparing and Submitting Indirect Cost Proposals” is available from the Department of the Interior, National Business Center, Indirect Cost Section, at <http://www.nbc.gov/acquisition/ics/icsprep.html> .**

**IV.F. Budget Form** – In addition to the above-described budget information, the applicant must complete an SF 424A, Budget Information – Non-construction Programs, or an SF 424C, Budget Information, Construction Programs. These forms are available at <http://www.usbr.gov/mp/watershare/>.

**IV.G. Project Benefits Sheet** – Applicants need to provide the appropriate water

management benefits for agricultural or urban measures that are addressed in your proposal. Where available, provide an estimate of the benefit in units (i.e. Acre Feet, \$, %).

#### **IV.H. DATE FOR RECEIPT OF PROPOSALS**

**Proposals will be accepted until 2:00 p.m., Pacific Standard Time, on May 28, 2010. Proposals received after this date and time will not be considered for award.**

#### **IV.I. PROPOSAL DELIVERY INSTRUCTIONS**

Proposals shall be submitted in hard copy and disk only and addressed as follows (**facsimile transmissions of proposals will not be accepted**):

**Mailing Address:**

Bureau of Reclamation, MP Region  
Attn: Maria E. Castaneda, Mail Code: MP-3813  
2800 Cottage Way, Room E-1815  
Sacramento CA 95825-1898

#### **IV.J. PROPOSAL SUBMISSION CHECKLIST**

A Proposal Submission Checklist has been included on page 4 of this FOA. The Checklist contains a summary of the information you are **required** to submit with your application.

#### **IV.K. REQUIRED FORMATS**

Section V of this document contains the formats for your Proposal, Budget Worksheets, and Budget Narrative.

## **SECTION V – Required Application Format**

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This section contains the forms and formats for your proposal that will meet the proposal submission requirements stated in this Request for Funding Opportunity Announcement. The format is available on <http://www.usbr.gov/mp/watershare/>.

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

**COVER PAGE** (See FOA Section IV.C.2.1)

Include an SF 424 Application for Financial Assistance. Form is available at <http://www.usbr.gov/mp/watershare/>.

**ASSURANCES FORM** (See FOA Section IV.C.2.2)

Include an SF 424B, Assurances - Non-construction Programs, or SF 424D, Assurances – Construction Programs form. Forms are available at <http://www.usbr.gov/mp/watershare/>.

**TITLE PAGE** (See FOA Section IV.C.2.3)

**Sacramento Valley Integrated  
Regional Water Management Plan  
Revision and Implementation**

**PROJECT NAME**

**PROJECT LOCATION**

**Category \_\_\_\_\_**

**Applicant Name**

**Applicant Address**

**Date**

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<b>Part I -- EXECUTIVE SUMMARY</b> (See FOA Section IV.C.2.5)																							
<b>A. General Project Information</b>																							
<b>A.1</b>	<b>Applicant Name:</b> <b>City, County, State:</b>																						
<b>A.2</b>	<b>Project Name:</b>																						
<b>A.3</b>	<b>2009 Funding Request Summary</b> <i>[Use * to denote an in-kind contribution]</i> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">FUNDING SOURCE</th> <th style="text-align: center;">FUNDING AMOUNT</th> </tr> </thead> <tbody> <tr> <td><b>Non-Federal Entities:</b></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>Non-Federal Subtotal:</b></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>Reclamation Funding:</b></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>TOTAL PROJECT FUNDING:</b></td> <td></td> </tr> </tbody> </table>	FUNDING SOURCE	FUNDING AMOUNT	<b>Non-Federal Entities:</b>										<b>Non-Federal Subtotal:</b>				<b>Reclamation Funding:</b>				<b>TOTAL PROJECT FUNDING:</b>	
FUNDING SOURCE	FUNDING AMOUNT																						
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<b>Non-Federal Subtotal:</b>																							
<b>Reclamation Funding:</b>																							
<b>TOTAL PROJECT FUNDING:</b>																							
<b>A.4</b>	<b>One paragraph project summary:</b>																						
<b>A.5</b>	<b>This project is being submitted under Category _____. Identify how this project contributes to accomplishment of the goals. (See section I.B.1)</b>																						
<b>A.6</b>	<b>Contact for Further Information:</b>  <b>Name:</b> <b>Title:</b> <b>Telephone:</b> <b>E-mail:</b>																						

<b>Part II -- TECHNICAL PROPOSAL</b> (See FOA Section IV.C.2.6)	
<b>A</b>	<b>Background Data</b> Include the following information about the applicant. (See FOA Section IV.C.2.6.1)
<b>B</b>	<b>Consistency with State or Local Water Plan</b> (See FOA Section IV.C.2.6.2)
<b>C</b>	<b>Project Description</b> (See FOA Section IV.C.2.6.3)
<b>D</b>	<b>DEMONSTRATED RESULTS</b> (See FOA Section IV.C.2.6.4)
<b>E</b>	<b>Performance Measures and Project Monitoring</b> (See FOA Section IV.C.2.6.5)
<b>F</b>	<b>Environmental and Regulatory Compliance</b> Please answer all the questions in this section to the best of your knowledge. If any question is not applicable to your project, please explain why. If you have any questions, please contact your local Reclamation office. (See FOA Section IV.C.2.6.6)
<b>Part III – Funding Plan</b> (See FOA Section IV.D)	

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

This is an imprinted Excel sheet. Double click in any cell below to fill out worksheet. When you are finished inputting the proper data, click outside of the worksheet to exit the Excel function. This worksheet is also available on <http://www.usbr.gov/mp/watershare/>.

BUDGET ITEM DESCRIPTION	COMPUTATION		RECIPIENT FUNDING	RECLAMATION FUNDING	TOTAL COST
	\$/Unit and Unit	Quantity			
SALARIES AND WAGES					
Employee 1					
Employee 2					
FRINGE BENEFITS					
Full-time employees					
Part-time employees					
TRAVEL					
Trip 1					
Trip 2					
EQUIPMENT					
Item A					
Item B					
Item C					
PROJECT MONITORING/ PERFORMANCE MEASURES					
SUPPLIES/MATERIALS					
Office Supplies					
Construction					
CONTRACTUAL/ CONSTRUCTION					
ENVIRONMENTAL AND REGULATORY COMPLIANCE					
OTHER					
Reporting					
<b>TOTAL DIRECT COSTS</b>					
INDIRECT COSTS - ___%					
<b>TOTAL PROJECT COSTS</b>					

**BUDGET NARRATIVE** (See FOA Section IV.E.2)

**BUDGET FORM** (See FOA Section IV.F)

**Program Project Benefits Sheet**

**Attachment A**

Please provide the appropriate water management benefits for agricultural or urban measures that you anticipate addressing in your proposal. Where available, please provide an estimate of the benefit in units (i.e. Acre Feet, \$, %). This form is also available at <http://www.usbr.gov/mp/watershare/>.

**Partner:** \_\_\_\_\_

- Reduce Leaks and Seepage \_\_\_\_\_ Acre Feet/Year
- Reduces System Spills \_\_\_\_\_ Acre Feet/Year
- Makes More Water Available for Crop Use \_\_\_\_\_ Acre Feet/Year
- Reduces Operation Costs \_\_\_\_\_ \$/Year
- Reduces Energy Cost \_\_\_\_\_ \$/Year
- Reduces Waste Treatment Cost \_\_\_\_\_ \$/Year
- Improves Crop Yield \_\_\_\_\_ Percent/Year
- Reduces On-Farm Costs \_\_\_\_\_ \$/Year
- Reduces Per Capita Use \_\_\_\_\_ Gals/Capita/Day
- Provides Technical Training \_\_\_\_\_ # of People
- Provides Water Conservation Education \_\_\_\_\_ # of People
- Improves Water Supply Reliability \_\_\_\_\_ Frequency (Yrs)\*
- Delays Construction of New Supplies \_\_\_\_\_ Years
- Reduces Drainage/Erosion \_\_\_\_\_ Tons
- Improves Water Quality \_\_\_\_\_ % Reduction of \_\_\_\_\_
- Enhances Aquatic/Riparian Habitat \_\_\_\_\_ Acres
- Endangered Species \_\_\_\_\_ Yes/No

\*Estimate of how often the improvement will occur (i.e. 1 = each year, 2 = 1 in 2 years etc.)

## **SECTION VI – EVALUATION CRITERIA**

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### **VI.A. EVALUATION CRITERIA**

Proposals will be evaluated by a technical panel in accordance with the criteria listed below. The relative importance placed on the evaluation criteria is shown in descending order of importance.

#### **1. Water Management Planning – 100 Total Points Available**

Each region or area office determines allocation of points among the following criteria:

- a. Association with Reclamation Project Water Supplies
- b. Reasonableness of cost
- c. Likelihood that the proposed activity would be completed by applicant if no Federal funding is available
- d. Amount and sources of non-Federal funding (i.e., cost share)
- e. The applicant demonstrated good performance with previous grants. No outstanding unexpended grant funds and completed previous grant(s) including submission of final reports.

#### **2. Implementation of Efficiency Measures – 95 Total Points Available**

Each region or area office determines allocation of points among the following criteria:

- a. Association with Reclamation Project Water Supplies
- b. Extent to which applicant's Water Management Plan is complete and updated (N/A if applicant is not required to have a plan in place)
- c. Reasonableness of cost
- d. Extent to which the proposed activity is expected to improve water use efficiency
- e. Likelihood that the proposed activity would not be completed by applicant if no Federal funding is available
- f. Amount and sources of non-Federal funding (i.e., cost share)
- g. Potential issues related to environmental and cultural resources compliance
- h. Extent to which proposal demonstrates a sound implementation strategy
- i. The applicant's strategy for monitoring performance and reporting and disseminating results
- j. The applicant demonstrated good performance with previous grants. No outstanding unexpended grant funds and completed previous grant(s) including submission of final reports.

#### **3. Demonstration Projects – 90 Total Points Available**

Each region or area office determines allocation of points among the following criteria:

- a. Association with Reclamation Project Water Supplies
- b. Extent to which applicant's Water Management Plan is complete and updated (N/A if applicant is not required to have a plan in place)
- c. Reasonableness of cost
- d. Extent to which the proposed activity will demonstrate innovative conservation technologies for improving 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)
- e. Likelihood that the proposed activity would be completed by applicant if no Federal funding is available
- f. Amount and sources of non-Federal funding (i.e., cost share)
- g. Potential issues related to environmental and cultural resources compliance
- h. Procedure for delivering message or findings
- i. Extent to which proposal demonstrates a sound implementation strategy
- j. The applicant's strategy for monitoring performance and reporting and disseminating results
- k. The applicant demonstrated good performance with previous grants. No outstanding unexpended grant funds and completed previous grant(s) including submission of final reports.

## **REVIEW AND SELECTION PROCESS**

The Government reserves the right to reject any and all proposals which do not meet the requirements of this request for funding opportunity announcement (FOA) and which are determined to be outside the scope of the IRWMP. Awards will be made to the responsible applicants submitting proposals that conform to the FOA and are most advantageous to the Government considering the factors and any significant sub factors listed above.

## **SECTION VII -- AWARD ADMINISTRATION INFORMATION**

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### **VII.A. AWARD NOTICES**

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

### **VII.B. AWARD DOCUMENT**

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

### **VII.C. REPORTING REQUIREMENTS AND DISTRIBUTION**

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

#### **VII.C.1 Financial Reports**

- SF-425, Financial Status Report, (available at <http://www.usbr.gov/mso/aamd/doing-business-financial-assistance.html>)

#### **VII.C.2 Program Performance Reports**

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

## **SECTION VIII -- AGENCY CONTACTS**

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Organizations or individuals interested in submitting proposals in response to this announcement may direct questions to Reclamation in writing or via email. Questions may be submitted to the attention of Maria E. Castaneda, Grants Officer:

#### **By mail:**

Bureau of Reclamation  
Mid-Pacific Region  
Attn: Maria E. Castaneda, Mail Code: MP-3813  
2800 Cottage Way, Room E-1815  
Sacramento CA 95825-1898

**By FAX:** (916) 978-5175

**By E-mail:** [mcastaneda@usbr.gov](mailto:mcastaneda@usbr.gov)

## SECTION IX -- OTHER INFORMATION

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### IX.A. STANDARD TERMS & CONDITIONS

If you are awarded a Grant or Cooperative Agreement as a result of this Request for Funding Opportunity, General and Special Provisions will be included in the agreement at time of award. The provisions are available at <http://www.usbr.gov/mso/aamd/doing-business-financial-assistance.html>.

### IX.B. FREEDOM OF INFORMATION ACT (FOIA)

All applications may be subject to FOIA. The Freedom of Information Act (5 U.S.C.A. §552) generally provides that any person has a right, enforceable in court, to obtain access to federal agency records, except to the extent that such records (or portions of them) are protected from public disclosure by one of nine exemptions or by one of three special law enforcement record exclusions. Proprietary information should be marked “Confidential” to assist in alerting the federal agency to information that may be protected from disclosure.

**IX.C. DUNS REQUIREMENT.** All applicants applying for funding must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. The DUNS number must be included in the data entry field labeled “Organizational Duns” on the form SF-424. Instructions for obtaining a DUNS number can be found at the following website: <http://fedgov.dnb.com/webform/displayHomePage.do>.

**IX.D. CENTRAL CONTRACTOR REGISTRY AND CREDENTIAL PROVIDER REGISTRATION.** In addition to having a DUNS number, applicants must register with the Federal Central Contractor Registry and with a Credential Provider. The website at <http://www.grants.gov/GetStarted> provides step-by-step instructions for registering in the Central Contractor Registry and for registering with a credential provider.

The registration process is a separate process from submitting an application.

**Applicants are, therefore, encouraged to register early.** The registration process can take approximately two weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. If you are filing electronically on grants.gov, you may be able to submit your application anytime after you receive your e-authentication credentials.