

# RECLAMATION

*Managing Water in the West*

Request for Proposals No. 05SF811067

## **Water 2025: Preventing Crises and Conflict in the West**

Challenge Grant Program for Fiscal Year 2005



U.S. Department of the Interior  
Bureau of Reclamation  
Office of the Commissioner - Denver

October 2004

**OVERVIEW**

See Section No.

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Denver, CO	
Funding Opportunity Title:	<i>Water 2025: Preventing Crises and Conflict in the West</i>	
Announcement Type:	Initial announcement	
Funding Opportunity Number:	05SF811067	
Catalog of Federal Domestic Assistance (CFDA) Number:	15.507	
Application Due Date:	Applications due January 21, 2005, 3:00 p.m. MST	IV.G
Eligible Applicants:	Irrigation and/or water districts, and other entities with water delivery authority, located in the western United States as identified in the Reclamation Act of June 17, 1902, as amended	III.A
Applicant Cost Share:	50% or more of project costs	III.B
Federal Funding Amount:	Up to \$300,000 per agreement	II.B
Estimated number of agreements to be awarded:	15 - 100	II.A
Total amount of funding available for award:	Unable to specify due to continuing resolution; estimated at up to \$20,000,000	II.A

## PROPOSAL CHECKLIST

The following table contains a summary of the information that you are required to submit with your *Water 2025* application.

√	WHAT TO SUBMIT	REQUIRED CONTENT	REQUIRED FORM OR FORMAT	WHEN TO SUBMIT
	<b>TECHNICAL PROPOSAL:</b>	See Sec. IV.C	See below and Section IX	01/21/05
	• Cover Page	See Sec. IV.C.2.1	Form SF 424 form available at <a href="http://www.whitehouse.gov/omb/grants/grants_forms.html">http://www.whitehouse.gov/omb/grants/grants_forms.html</a>	01/21/05
	• Assurances	See Sec. IV.C.2.2	Form SF 424B or SF 424D, as applicable, available at <a href="http://www.whitehouse.gov/omb/grants/grants_forms.html">http://www.whitehouse.gov/omb/grants/grants_forms.html</a>	01/21/05
	• Title Page	See Sec. IV.C.2.3	See suggested format at Section IX	01/21/05
	• Table of Contents	See Sec. IV.C.2.4	See suggested format at Section IX	01/21/05
	• Executive Summary	See Sec. IV.C.2.5	See suggested format at Section IX	01/21/05
	• Background Data	See Sec. IV.C.2.6	See suggested format at Section IX	01/21/05
	• Consistency with State or Local Water Plan	See Sec. IV.C.2.7	See suggested format at Section IX	01/21/05
	• Project Description	See Sec. IV.C.2.8	See suggested format at Section IX	01/21/05
	• Regulatory Compliance	See Sec. IV.C.2.9	See suggested format at Section IX	01/21/05
	• Funding Plan and Commitment Letters	See Sec. IV.D	See suggested format at Section IX	01/21/05
	• Official Resolution	See Sec. IV.E	See suggested format at Section IX	01/21/05
	<b>PROJECT BUDGET PROPOSAL:</b>	See Sec. IV.F	See below and Section IX	01/21/05
	• Budget Narrative	See Sec. IV.F.2	See suggested format at Section IX	01/21/05
	• Budget Proposal	See Sec. IV.F.2.1 through IV.F.2.8	See suggested format at Section IX	01/21/05
	• Indirect Rate Agreement or Computation Basis	See Sec. IV.F.2.9	See suggested format at Section IX	01/21/05
	• Budget Form	See Sec. IV.F.2.11	Form SF 424A or SF 424C, as applicable, available at <a href="http://www.whitehouse.gov/omb/grants/grants_forms.html">http://www.whitehouse.gov/omb/grants/grants_forms.html</a>	01/21/05
<b>Submit an original and two copies of all of the above documents</b>				

## **SECTION I -- FUNDING OPPORTUNITY DESCRIPTION**

### **I.A. PROGRAM DESCRIPTION**

#### **I.A.1 BACKGROUND**

Water is the lifeblood of the American West and the foundation of its economy. More than a century ago, American pioneers began harnessing the water of the West, operating vast new lands for settlement and development. Today, the American West is the fastest growing region of the country, and water is its scarcest resource.

*Water 2025: Preventing Crisis and Conflict in the West* is intended to focus attention on the reality that explosive population growth in western urban areas, the emerging need for water for environmental and recreational uses, and the national importance of the domestic production of food and fiber from western farms and ranches are driving major conflicts between these competing uses of water.

Today, in some areas of the West, existing water supplies are, or will be, inadequate to meet the water demands of people, cities, farms, and the environment even under normal water supply conditions.

*Water 2025*, recognizes that state and local governments should have a leading role in meeting these challenges, and that the Department of the Interior (Department) should focus its attention and existing resources on areas where scarce federal dollars can provide the greatest benefits to the West and the rest of the Nation.

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.

#### **I.A.2 WATER 2025 OVERVIEW**

##### **I.A.2.1 Water 2025 Purposes**

The Challenge Grant Program is being funded under *Water 2025: Preventing Crises and Conflict in the West*, a Secretarial Initiative announced by Secretary Norton in June 2003.

*Water 2025* has two purposes:

- It provides a catalyst for public discussion of the realities that face the West so that decisions can be made at the appropriate level in advance of water supply crises.
- *Water 2025* sets forth a framework to identify the problems and formulate and implement solutions to meet local water supply challenges.

##### **I.A.2.2 Meeting the Challenge: Four Key Tools**

Water conflicts can have serious social, economic, and environmental impacts. Through *Water 2025*, the Department of the Interior has identified the following four key tools to help prevent future conflict and crisis over water in the West and to allow proactive management of our scarce water.

- Conservation, Efficiency, and Markets

- Collaboration
- Improved Technology
- Remove Institutional Barriers and Increase Interagency Coordination

### **I.A.3 OBJECTIVE OF REQUEST FOR PROPOSALS**

The objective of this request for proposal (RFP) is to invite irrigation and water districts to leverage their money and resources, by cost sharing with Reclamation, on projects that create water markets and make more efficient use of existing water supplies through water conservation, efficiency and water markets. Projects will be selected through a competitive process that will focus on achieving the outcomes identified in *Water 2025*, particularly the first and second of the four tools described in the Initiative, “*Conservation, Efficiency and Markets*”, and “*Collaboration*.” More information on *Water 2025* can be found at <http://www.doi.gov/water2025> .

Other components of *Water 2025*, such as 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 are being addressed through existing processes/programs within Reclamation. For further information on these programs, please visit the Water Treatment and Engineering and Research Group website at <http://www.usbr.gov/pmts/water/funding.html>. New funding opportunities under these programs will be announced at <http://www.grants.gov> .

The Department believes that water banks and markets are essential to avoiding crisis in water short areas of the West. The Department strongly supports the use of these mechanisms, providing State law allows for them, to enable water to be shifted to address competing water uses while recognizing existing water rights. The Department also supports the exploration and development of new water banks and water markets as a tool in meeting water supply needs.

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

***Emphasis for the FY 2005 Challenge Grant Program will be directed toward proposals that can be completed within 24 months and that reduce conflicts through water conservation, efficiency, and/or water markets.***

***Proposals should result in a measurable increase in water use efficiency and/or conservation, or should create water marketing opportunities. Proposals to study water resource issues, where the end product is a report rather than measurable improvements to water supply issues, will not be funded under the Challenge Grant Program.***

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

Proposals may include any one or a combination of the types of projects described immediately below. Descriptions of the projects funded in Fiscal Year 2004 can be found at [www.doi.gov/water2025](http://www.doi.gov/water2025).

##### **I.B.1.1 Task A – Water Banks and Water Markets**

Implementation and use of water markets (see definition of “water marketing” in Section V of this document) as mechanisms for preserving irrigated agriculture and meeting other existing water

supply needs, as allowed under applicable state and Federal laws and authorities. Examples include, but are not limited to:

- Provide irrigators and other water users the opportunity to rent, lease or sell water for agricultural or urban uses.
- Development of a water account that would provide a mechanism for willing buyers to purchase water from willing sellers in order to meet important ecological restoration goals or other specific goals and objectives that would avoid or reduce water conflicts.

#### **I.B.1.2 Task B – New Technologies for Improved Water Management**

Retrofitting and modernizing existing facilities to accomplish improved water management through the use of new technologies with expected results being the achievement of additional conserved water supplies. Examples include, but are not limited to:

- Automation of canal gates or other control structures with associated telemetry equipment for off-site control.
- Water management programs such as SCADA (Supervisory Control and Data Acquisition) to remotely monitor and operate key river and canal facilities.

#### **I.B.1.3 Task C – Canal Lining**

Line currently unlined canals where there will be water savings and corresponding increases in available water supplies from the installation of creative canal lining technologies. Examples include, but are not limited to:

- New proven materials or technology.
- Converting open canals to pipeline.

#### **I.B.1.4 Task D – Measuring Devices**

Construction of new measuring devices that will allow water supplies to be more accurately measured and accounted and will likely result in more efficient water use. Examples include, but are not limited to:

- Installation of advanced water measurement equipment.

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

This Request for Proposal is issued in accordance with the authority of Public Law No. 108-309, Making Continuing Appropriations for the Fiscal Year 2005, and for Other Purposes

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

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

It is anticipated that between 15 and 100 agreements will be awarded, depending on the total amount of funding requested by successful proposals. As of the date that this request for proposals was posted October 26, 2004, the United States Congress has not yet approved Reclamation's budget for Fiscal Year 2005, which includes a request of \$20 million for the Reclamation portion of *Water 2025*. Once a budget is passed, this Request for Proposals will be amended to specify the amount of funding available.

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

To facilitate the broad and effective use of limited Federal funds, Reclamation's share of any one proposed project shall be up to 50% of the total project costs, and shall generally not exceed \$300,000. However, Reclamation retains the right to make awards exceeding that amount on a case-by-case basis.

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

Substantial involvement between Reclamation and the Recipient is anticipated during the performance of this project. In support of this agreement, Reclamation will provide the following:

**II.C.2.1** 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.

**II.C.2.2** This oversight shall include review, input, and approval at key interim stages of the project as identified in the Recipient's proposal.

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

It is anticipated that awards will be made during July, 2005, with an anticipated project start date on or around August 1, 2005. However, depending on the number and types of proposals received, funding for some projects selected in Fiscal Year 2005 may be withheld and not awarded until after the start of Fiscal Year 2006, in order to ensure efficient administration of all Challenge Grant projects.

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

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

Eligible applicants include irrigation and/or water districts, tribal water authorities, and entities created under state law with water delivery authority, which may include water user associations, water conservancy districts, canal, ditch and reservoir companies, and municipal water authorities. Applicants must also be located in the western United States as identified in the Reclamation Act of June 17, 1902, as amended and supplemented, specifically, Arizona, California, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming. Those not eligible for funding under the Challenge Grant Program include other state governmental entities, Federal governmental entities, universities, individuals, and other entities without water delivery authority.

Applicants should refer to Section IV of this document for further information regarding the information required to support eligibility for award of an agreement under this program.

### **III.B. COST SHARING REQUIREMENT**

Applicants must be willing to 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 VIII.A). 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 for Challenge Grant proposals.

Indirect costs that 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 VIII.A of this document.

Project costs that have been incurred prior to the date of award of the project, including for example, design, construction plans, and environmental or regulatory compliance costs, may be submitted for consideration as an allowable portion of the recipient's cost share for the project. However, only costs incurred after the Fiscal Year 2005 Challenge Grant Program was authorized on September 30, 2004, are eligible for consideration as a cost share contribution. Reclamation will review the proposed pre-award costs to determine if they are allowable in accordance with the authorizing legislation and applicable cost principles (see Section VIII.A.1).

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

Applicants should propose projects that can be completed within 24 months from the project start date which is anticipated to be August 1, 2005. However, multi-year proposals will be considered if it can be demonstrated that there will be measurable on-the-ground accomplishments each year.

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

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

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

#### **III.D.2 FUNDING PLAN AND LETTERS OF COMMITMENT**

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, letters of commitment must be provided from these additional sources. See Section IV.D for information on submission of the Funding Plan and letters of commitment.

#### **III.D.3 OFFICIAL RESOLUTION**

All proposals must include an official resolution adopted by the appropriate applicant's Board of Directors or governing body verifying its support for the project, the availability of funding, and its intent to meet project deadlines. See Section IV.E for information on submission of your Official Resolution.

#### **III.D.4 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.2.9 for additional information regarding environmental and regulatory compliance.

## SECTION IV -- APPLICATION AND PROPOSAL SUBMISSION INFORMATION

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

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

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

By mail: Bureau of Reclamation  
Acquisition Operations Group  
Attn: Randy Jackson  
P. O. Box 25007  
Denver CO 80225

E-mail: [Water2025RFP@do.usbr.gov](mailto:Water2025RFP@do.usbr.gov)

Fax: 303-445-6344

### 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) Technical Proposal; (2) Funding Plan; (3) Resolution; and (4) Budget Proposal. Detailed instructions for each of these elements are set forth immediately below. **A suggested format for the complete proposal is also included in Section IX 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 may result in the application being rejected or not funded. 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 Technical and Project Budget Proposals, Funding Plan, and Official Resolution in accordance with the formats described below.

Applicants shall submit an original and two copies of all proposal documents.

### IV.C. TECHNICAL PROPOSAL INSTRUCTIONS

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

Technical proposals shall be limited to **twenty-five (25)** 8-1/2 inch X 11 inch pages, excluding any forms required in these instructions, **single-spaced** on one side of the page. The font used shall be at least 12 points in size and shall be easily readable. Proposals will be prescreened for compliance to the 25-page limit. The cover sheet (Standard Form 424), Assurances (Standard Form 424B or D, as applicable), Budget (Standard Form 424A or C), official resolution(s), letters of commitment, blank pages, title pages, blueprints, Appendix, and table of content pages, will not be counted in the 25-page limit. All pages shall be consecutively numbered, including pages with tables and exhibits.

**A suggested format for the technical proposal is included in Section IX of this document.**

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

**IV.C.2.1 Cover Page** – The cover page shall consist of a fully completed SF 424 - Application for Federal Assistance. This form must be signed by a person legally authorized to commit your organization to performance of the project. **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.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html) .

**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.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html) .

**IV.C.2.3 Title Page** – Provide a brief, informative, and descriptive title for the proposed work that indicates the nature of the project. 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 technical proposal in the Table of Contents.

**IV.C.2.5 Executive Summary** – Discuss briefly how the required work will be performed and the highlights of the proposal. **Six page limit – see the Executive Summary template, included at Section IX of this document, as an example of an acceptable format for the summary.**

**IV.C.2.6 Background Data** – Include location (state, county, and direction from nearest town) and other appropriate information, including the applicant's average annual water supply (in acre feet), major crops, total acres served, miles of canals, miles of laterals, existing irrigation improvements (type, miles, acres), canal and lateral seepage losses and on-farm efficiency.

**IV.C.2.7 Consistency with State or Local Water Plan** – Applicants are required to ensure that the proposed project is consistent with any existing local (i.e. county, municipal or regional) water plan, or with the state water plan if there is no local water plan. For information about local or state water plans, applicants should contact their local water resources authority or the State Engineer's Office.

**IV.C.2.8 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. This discussion shall be in sufficient detail to permit a comprehensive evaluation of the proposal. An estimated schedule demonstrating the stages and duration of the construction of the project shall be included. Engineering plans, designs and analyses must be certified by a registered professional engineer. These plans should be in the Appendix of the proposal.

Describe water conservation measures to be taken pursuant to the proposed action. This description should also explain and define any water marketing/banking elements of the proposal.

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.

**IV.C.2.9 Environmental and Regulatory Compliance** – Applicants are required to comply with all applicable state, 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, the National Historic Preservation Act, which requires consultation with the State Historic Preservation Office, the Endangered Species Act, 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., headgates, 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.F.2.7, below.

#### **IV.D. FUNDING PLAN AND LETTER OF COMMITMENT 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. Applicants must be willing to fund at least 50% of the project costs and provide documentation showing the sources of non-Reclamation funding that totals 50% or more of the project costs.

Additionally, if project funding is being provided by other than the applicant, the applicant shall submit letters of commitment from these additional sources.

**This is a mandatory requirement for all proposals submitted in response to this request for proposals.**

## IV.E. OFFICIAL RESOLUTION INSTRUCTIONS

All proposals shall include an official resolution adopted by the applicant's Board of Directors or governing body, verifying that:

- The Board or governing body has reviewed and supports the proposal submitted;
- The applicant is capable of providing the amount of funding and/or in kind contributions specified in the funding plan; and
- If selected for a Challenge Grant, the applicant will work with Reclamation to meet established deadlines for entering into a cooperative agreement.

**It is a mandatory pre-requisite for funding under the Challenge Grant Program that your application package include a resolution meeting the requirements set forth above. Submission of a resolution that does not meet these requirements, or late submission of a resolution, will result in elimination of the proposal from further consideration.**

**A suggested format for the resolution is provided in Section IX of this document.**

## IV.F. BUDGET PROPOSAL INSTRUCTIONS

### IV.F.1 General Requirements

Include a project budget with the annual estimated project costs associated with the proposed project. Additionally, the proposal should contain an estimate of any increase or decrease in annual operation and maintenance (O&M) costs resulting from the project. The price base (date) for construction and O&M estimates should also be included. The project budget should include the value of in-kind contributions of goods and services and sources of funds provided to complete the project.

Applicants shall submit an original and two copies of all proposal documents.

### IV.F.2 Budget Proposal Format

The project budget shall include detailed information for the categories listed below. The project budget shall clearly identify all project costs and the funding source, i.e., Reclamation, or other funding sources.

Additionally, applicants should include a narrative description of the items included in the project budget. **Submission of the following information is mandatory. Award will not be made to any applicant who fails to fully disclose the following information.**

**Samples of an acceptable budget format and budget narrative are included in Section IX of this document.**

**IV.F.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 technical proposal. Labor rates and proposed hours shall be displayed for each task.

Clearly identify any proposed salary increases and the effective date.

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

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

**IV.F.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.F.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.F.2.6 Contractual** – Identify all work that will be accomplished by subrecipients, consultants, or contractors, including a detailed budget estimate of time, rates, supplies, and materials that will be required for the task. If a subrecipient, 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.F.2.7 Environmental and Regulatory Compliance Costs** – Environmental and regulatory compliance costs (hereinafter, “environmental compliance costs,” as defined below) will be considered in the ranking of proposals. (See Selection Criterion in Section V.A.3(3), regarding whether the project costs are reasonable for the work proposed).

“Environmental compliance costs” refer to costs incurred by Reclamation or the applicant in complying with environmental regulations applicable to a Challenge Grant project, which could 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. Such costs may include, but are not limited to:

- The cost incurred by Reclamation to determine the level of environmental compliance required for the project;
- The cost incurred by Reclamation, the recipient, or a consultant to prepare any necessary environmental compliance documents or reports;
- The cost incurred by Reclamation to review any environmental compliance documents prepared by a consultant; and,
- The cost incurred by the recipient in acquiring any required approvals or permits, or implementing any required mitigation measures.

Applicants must include a line item in their budget to cover environmental compliance costs. Reasonable environmental costs included in the line item will be considered project costs and will be cost shared by the applicant and Reclamation. The amount of the line item should be based on the actual expected environmental compliance costs for the project. However, at a minimum, the amount budgeted for environmental compliance costs must be equal to at least 2% of the total project costs. **Any environmental compliance costs that exceed the amount budgeted for by the applicant must generally be paid for solely by the applicant.** Reclamation retains discretion, depending on the circumstances, to pay for some environmental compliance costs in excess of the amount budgeted for the by applicant, on a case-by-case basis.

How environmental compliance activities will be performed (e.g. by Reclamation, the applicant or a consultant), and how the 2% environmental compliance funds will be spent, will be determined pursuant to subsequent agreement between Reclamation and the applicant. If any portion of the funds budgeted for environmental compliance is not required for compliance activities, such funds may be reallocated to the project, if appropriate.

To the extent possible, environmental compliance will be completed before a cooperative agreement is signed by the parties. In all other cases, the cooperative agreement will describe how environmental compliance will be carried out and how such costs will be paid for.

**IV.F.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.F.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 VIII) 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/icshome.cfm> .

**IV.F.2.10 Total Cost** – Indicate total amount of project costs, including the Federal and non-Federal cost share amounts.

**IV.F.2.11 Budget Information** – In addition to the above-described budget information, the applicant must complete an SF-424A, Budget Information – Nonconstruction Programs, or an SF424C, Budget Information, Construction Programs. These forms are available at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html) .

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

Proposals will be accepted until 3:00 p.m., Mountain Standard Time, on January 21, 2005. Proposals received after this date and time will not be considered for award.

#### **IV.H. PROPOSAL DELIVERY INSTRUCTIONS**

Proposals shall be addressed as follows (**facsimile transmissions of proposals will not be accepted**):

**Mailing Address:**

Bureau of Reclamation  
Attn: Randy Jackson, Mail Code: D-7810  
P O Box 25007, Denver Federal Ctr.  
Denver CO 80225

**Physical Location (for express mail/delivery services):**

Bureau of Reclamation  
Attn: Randy Jackson, Mail Code: D-7810  
Denver Federal Center  
6th Avenue and Kipling Street  
Building 67, Room 152  
Denver CO 80225  
Mailroom: (303) 445-2088

#### **IV.I. PROPOSAL SUBMISSION CHECKLIST**

A Proposal Submission Checklist has been included on page 3 of this Request for Proposals. The Checklist contains a summary of the information you are required to submit with your *Water 2025* application.

#### **IV.J. SAMPLE FORMATS**

Please refer to Section IX of this document for sample formats to assist you in the preparation of your Technical Proposal, Official Resolution, Funding Plan, Budget Proposal, and Budget Narrative. You are not required to use these formats; however, these formats will help ensure that you have correctly submitted all portions of your funding application.

## SECTION V -- APPLICATION REVIEW INFORMATION

### V.A. EVALUATION CRITERIA

The relative importance to be placed on the evaluation criteria is shown below. Proposals will be evaluated by a technical panel in accordance with these criteria and the corresponding weights assigned to each criterion.

#### V. A.1 Conservation, Efficiency, Markets (35 points)

This criterion evaluates projects which would improve water conservation, increase water use efficiency, and/or enhance management through measurement or automation. It is expected that the first steps in the program may be relatively simple improvements to allow the improved measurement of water and the automation of facilities.

Additional credit will be given to projects which would provide for and promote the development of water marketing opportunities for the voluntary movement of water that is either conserved or better managed. "Water marketing" shall include the following, as allowed under state law:

- (a) The creation of a water market or bank that allows water users to sell, lease or otherwise exchange water on a willing buyer, willing seller basis;
- (b) The contribution of conserved water to an existing water market or bank, as such markets and banks are described in (a); or
- (c) The sale, lease or exchange of conserved water to another water user.

"Water marketing" shall not include the construction of new water storage facilities, unless the proposal includes a plan to sell, lease or exchange the stored water to water users. Nor shall "water marketing" include the act of generally making more water available inside a district or water basin through conservation or efficiency measures, unless the proposal includes firm plans to lease, sell or exchange the conserved water to a specific water user or users. Applicants may present arguments that activities not described in examples (a)-(c) constitute "water marketing," and such arguments will be considered in the evaluation process.

**Proposals will be evaluated on the following sub-criteria: (Sub-criteria are listed in order of decreasing value):**

(1) Water marketing or banking elements are included in the proposal. Less ambitious proposals might suggest marketing within district boundaries. More comprehensive proposals might involve marketing water to other entities. In either case, the proponent must carefully address legal issues such as Reclamation law, individual project authorities, water spreading, and applicable state water laws.

(2) The degree to which conserved water contributes toward established or new water markets or banks. This criterion evaluates the amount of water, in acre-feet, contributed to water marketing.

(3) Amount of water conserved as a percentage of average annual water supply. This criterion evaluates the degree to which the proposal increases conservation and/or efficiency of the applicant overall, and the degree to which it increases the conservation or efficiency of any individual facilities (e.g., headgate or ditch) improved. In responding to this criterion, the applicant should specify:

- (a) The applicant's total average annual water supply, in acre-feet per year;
- (b) For proposals which conserve water, the amount of water conserved, in acre-feet per year;
- (c) For proposals involving improvements to individual facilities (e.g. headgates, canals, measuring devices, etc.), state the average annual water supply and the estimated water savings, in acre-feet per year, for each of the facilities improved; and,
- (d) For proposals that improve water management through measurement, automation, or irrigation management, etc., state the estimated amount of water expected to be better managed, in acre-feet per year.

(4) The proposal is in a basin with connections to Reclamation project activities. For example, the applicant receives Reclamation project water, the proposal involves Reclamation facilities, the proposal is on Reclamation project lands, or, the proposal is in the same basin as a Reclamation project or activity, particularly where the proposed work will contribute water to a basin where a Reclamation project is located.

### **V.A.2 Demonstrated Results (10 points)**

Proposals will be evaluated based on whether the applicant provided supporting information for the estimated benefits of the proposal, and how the applicant will verify and document the actual results in terms of the actual amount of water conserved, marketed, or better managed.

**Proposals will be evaluated on the following sub-criteria: (Sub-criteria are of equal value)**

(1) The proposal provides the following information regarding the benefits of the proposed work:

- (a) Identifies the direct benefits of the proposed work, including acre-feet of water conserved, better managed and/or marketed, and any indirect benefits, such as increased carryover storage or increased reliability of water supply;
- (b) Identifies the estimated period of time during which direct and indirect benefits will be derived (i.e., life of the project in number of years and whether benefits would occur year-round, or only during the irrigation season);
- (c) Provides support for how estimates of the benefits were made (calculations, measurements and references); and
- (d) Describes how the actual benefits will be verified and documented once the project is completed.

### **V.A.3 Project Financing and Cost-Sharing (25 points)**

This criterion evaluates whether the costs are reasonable for the work proposed, whether the budget is sufficiently detailed to support the estimated costs, and whether the cost share funds are secure.

**Proposals will be evaluated on the following sub-criteria: (Sub-criteria are listed in order of decreasing value)**

(1) The applicant demonstrates the financial ability to pay for the estimated project costs and any increase in operation and maintenance costs associated with the proposed work. The proposal should include:

- (a) A funding plan identifying the source of funding (e.g. reserve account, tax revenue and/or assessments, in-kind services and/or third party contributors);
- (b) Supporting documentation showing that funds are available (e.g., operating budget, or a financial analysis or report);
- (c) An estimate of any changes to operation and maintenance costs as a result of the proposed work (increase or decrease); and
- (d) Letters of commitment from any cost-sharing partners.

(2) The budget is sufficiently detailed to support the estimated costs and identifies direct, indirect, environmental compliance and contingency costs.

(3) The costs are reasonable and appropriate for the work proposed.

(4) 50% or more non-Federal funding or in-kind services are provided.

#### **V.A.4 Relevance to Water 2025 (30 points)**

This criterion evaluates how well proposals fit the broader concepts of Water 2025 (helping to stretch water supplies, promote collaboration, and minimize crisis). Although some additional weight is given to areas highlighted by the red, orange, and yellow areas on the *Potential Water Supply Crises by 2025, May 2003*, available at <http://www.doi.gov/water2025/supply.html>, applicants with proposals in other geographic areas may present arguments as to why their proposal would work to prevent water-related crises in their areas.

#### **Proposals will be evaluated on the following sub-criteria: (Sub-criteria are of equal value)**

(1) Demonstrates stakeholder involvement by:

- (a) Including non-Reclamation funding partners (e.g., state, city, other water user(s), interest group(s), or other entities);
- (b) Including letters of support from non-funding partners (partners involved in the proposed work but not providing funds), or stakeholders (any water user directly benefiting from the proposed work); and/or,
- (c) Describing how stakeholders are otherwise involved in, or will benefit from, the proposed work.

(2) Implementation of the proposed work is likely to result in reduced conflict by:

- (a) Providing water to address a specific conflict or environmental issue;
- (b) Marketing water to other water user(s);
- (c) Generally making more water available in the water basin where the proposed work is located (e.g., through reduced diversions by the applicant).

In responding to this sub-criterion, applicants should describe how their proposal is likely to reduce tension or conflict regarding water in their area. Proposals should also address where the water conserved or marketed as a result of the proposed work is

currently going (e.g., back to the stream, spilled at the end of the ditch, or seeping into the ground, etc.)

(3) The proposed work is located in a “hot spot” area (Red, Orange, or Yellow) as described in the illustration: *Potential Water Supply Crises by 2025, May 2003*. Or, if the proposed work is not in a hot spot, it is in another area that is experiencing conflict over water (the proposal should describe the nature of any existing conflict or tension surrounding water use in the project area).

## V.B. OTHER FACTORS

Prior to award of an assistance agreement, the Grant and Cooperative Agreement Officer (GCAO) will consider several factors in the selection process which are important, but not quantified, such as:

**V.B.1** Agreement with the general and special agreement provisions included in Section VIII.

**V.B.2** Preaward clearances, determinations, reviews, and approvals, which may include, but are not limited to, allowability and allocability of proposed costs; financial strength and stability of the organization; past performance; and adequacy of personnel practices, procurement procedures, and accounting policies and procedures, as established by applicable OMB Circulars.

## V.C. REVIEW AND SELECTION PROCESS

The Government reserves the right to reject any and all proposals which do not meet the requirements of this solicitation and which are determined to be outside the scope of the *Water 2025* program. Awards will be made to the responsible applicants submitting proposals which conform to the solicitation and are most advantageous to the Government considering the factors and any significant subfactors listed above. Award selection may be made to maintain balance among the program tasks listed in Section I.

The evaluation process will be comprised of three levels as follows:

### V.C.1 First Level Screening

All proposals will be screened to ensure that:

- The proposal meets the requirements of the solicitation package, including submission of technical and budget proposals, a funding plan, and related forms that are prepared in accordance with the instructions stated in Sections IV.B, IV.C, IV.D, and IV.F of this document;
- The proposal includes an **official resolution**, prepared in accordance with Section IV.E of this document, adopted by the applicant’s Board of Directors or governing body verifying that the board or governing body has reviewed and supports the proposal submitted, the applicant is capable of providing the amount of funding or in-kind contributions specified in the funding plan, and that, if selected for a Challenge Grant under the Fiscal Year 2005 program, they will work with Reclamation to meet established deadlines for entering into a cooperative agreement. **A suggested format for the resolution is included in Section IX of this document.**
- The applicant meets the eligibility requirements stated in Section III of this document;
- At least 50% of the cost of the project is being cost shared by the applicant;
- The project can be accomplished within 24 months. For multi-year proposals, the project will accomplish measurable on-the-ground improvements annually; and

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

**V.C.2 Second Level Evaluation (Technical Review)**

Technical factors will comprise 100 points of the total evaluation weight. Individual technical factors, and significant sub-factors, are described in Section V.A, above, with their respective evaluation weights.

**V.C.3 Third Level Evaluation (Managerial Review)**

Management will conduct a final review to prioritize projects based on availability of funds and to ensure balance among the program tasks listed in Section I.

After completion of the Third Level Evaluation, Reclamation will notify applicants of its initial selections. All proposals initially selected will then be forwarded to the appropriate Reclamation Regional or Area Office to complete environmental compliance, and to draft a cooperative agreement. Before a cooperative agreement is finalized, the local Reclamation office will also complete a business evaluation and determination of responsibility for all applicants recommended for award.

## **SECTION VI -- AWARD ADMINISTRATION INFORMATION**

### **VI.A. AWARD NOTICES**

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

### **VI.B. AWARD DOCUMENT**

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

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

If your organization is awarded an agreement as a result of this request for proposals, you will be required to submit the following types of reports during the term of the agreement. Detailed information on the type, frequency, and distribution of these reports is included in Section VIII.B.4, titled Reporting Requirements and Distribution, of this document.

#### **VI.C.1 Financial Reports**

- SF-269 or SF-269a, Financial Status Report
- SF-272, Report of Federal Cash

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

- Interim Reports
- Annual Reports
- Final Report

#### **VI.C.3 Significant Developments Reports**

## **SECTION VII -- AGENCY CONTACTS**

There will be no pre-proposal conference. Organizations or individuals interested in submitting proposals in response to this solicitation may direct questions to Reclamation in writing. Questions may be submitted to the attention of Randy Jackson, Grant and Cooperative Agreement Officer, as follows:

**By mail:**

Bureau of Reclamation  
Attn: Randy Jackson  
Mail Code: D-7810  
P. O. Box 25007  
Denver CO 80225

**By fax:**

(303) 445-6344

**By E-mail:**

[Water2025RFP@do.usbr.gov](mailto:Water2025RFP@do.usbr.gov)

## **SECTION VIII -- OTHER INFORMATION**

If you are awarded a Cooperative Agreement as a result of this request for proposals, the following General Provisions and Special Provisions will be included in your agreement.

### **VIII.A. GENERAL PROVISIONS**

#### **VIII.A.1. Regulations and Guidance**

The regulations at 43 CFR, Part 12, Subparts A, C, E, and F, are hereby incorporated by reference as though set forth in full text. The following Office of Management and Budget (OMB) Circulars, as applicable, and as implemented by 43 CFR Part 12, are also incorporated by reference and made a part of this agreement. Failure of a recipient to comply with any applicable regulation or circular may be the basis for withholding payments for proper charges made by the recipient and/or for termination of support. Copies of OMB Circulars are available 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.gpoaccess.gov/ecfr/> .

##### **VIII.A.1.1 COLLEGES AND UNIVERSITIES that are recipients or subrecipients shall use the following:**

Circular A-21, revised May 10, 2004, "Cost Principles for Educational Institutions"

Circular A-110, as amended September 30, 1999, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" (Codification by Department of Interior, 43 CFR 12, Subpart F)

Circular A-133, revised June 27, 2003, "Audits of States, Local Governments, and Non-Profit Organizations"

##### **VIII.A.1.2 STATE, LOCAL AND TRIBAL GOVERNMENTS that are recipients or subrecipients shall use the following:**

Circular A-87, as amended May 10, 2004, "Cost Principles for State, Local, and Indian Tribal Governments"

Circular A-102, as amended August 29, 1997, "Grants and Cooperative Agreements with State and Local Governments" (Grants Management Common Rule, Codification by Department of Interior, 43 CFR 12, Subpart C)

Circular A-133, revised June 27, 2003, "Audits of States, Local Governments, and Non-Profit Organizations"

##### **VIII.A.1.3 NONPROFIT ORGANIZATIONS that are recipients or subrecipients shall use the following:**

Circular A-110, as amended September 30, 1999, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" (Codification by Department of Interior, 43 CFR 12, Subpart F)

Circular A-122, revised May 10, 2004, "Cost Principles for Non-Profit Organizations"

Circular A-133, revised June 27, 2003, "Audits of States, Local Governments, and Non-Profit Organizations"□

**VIII.A.1.4 ORGANIZATIONS OTHER THAN THOSE INDICATED ABOVE** that are recipients or subrecipients shall use the basic principles of OMB Circular A-110 (Codification by Department of Interior, 43 CFR 12, Subpart F), and cost principles shall be in accordance with 48 CFR Subpart 31.2, titled "Contracts with Commercial Organizations," which is available at <http://www.gpoaccess.gov/ecfr/> .

**VIII.A.1.5** Additionally, please reference 43 CFR 12.77 for further regulations that cover the award and administration of subawards by State governments.

### **VIII.A.2 Debarment and Suspension**

The Department of the Interior regulations at 43 CFR 42—Governmentwide Debarment and Suspension (Nonprocurement), which adopt the common rule for the governmentwide system of debarment and suspension for nonprocurement activities, are hereby incorporated by reference and made a part of this agreement. By entering into this grant or cooperative agreement with the Bureau of Reclamation, the recipient agrees to comply with 43 CFR 42, Subpart C, and agrees to include a similar term or condition in all lower-tier covered transactions. These regulations are available at <http://www.gpoaccess.gov/ecfr/> .

### **VIII.A.3 Drug-Free Workplace**

The Department of the Interior regulations at 43 CFR 43—Governmentwide Requirements for Drug-Free Workplace (Financial Assistance), which adopt the portion of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq, as amended) applicable to grants and cooperative agreements, are hereby incorporated by reference and made a part of this agreement. By entering into this grant or cooperative agreement with the Bureau of Reclamation, the recipient agrees to comply with 43 CFR 43, Subpart B, if the recipient is not an individual, or with 43 CFR 43, Subpart C, if the recipient is an individual. These regulations are available at <http://www.gpoaccess.gov/ecfr/> .

### **VIII.A.4 Assurances and Certifications Incorporated by Reference**

**VIII.A.4.1.** The provisions of the Assurances, SF 424B or SF 424D as applicable, executed by the Recipient in connection with this agreement shall apply with full force and effect to this agreement as if fully set forth in these General Provisions. Such Assurances include, but are not limited to, the promise to comply with all applicable Federal statutes and orders relating to nondiscrimination in employment, assistance, and housing; the Hatch Act; Federal wage and hour laws and regulations and work place safety standards; Federal environmental laws and regulations and the Endangered Species Act; and Federal protection of rivers and waterways and historic and archeological preservation.

**VIII.A.4.2** When required by 43 CFR 18—New Restrictions on Lobbying, recipients shall complete a Certification Regarding Lobbying form. This certification is incorporated by reference and made a part of this agreement. These regulations are available at <http://www.gpoaccess.gov/ecfr/> .

### **VIII.A.5 Covenant Against Contingent Fees**

The recipient warrants that no person or agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide offices established and maintained by the recipient for the purpose of securing agreements or business. For breach or violation of this

warranty, the Government shall have the right to annul this agreement without liability or, in its discretion, to deduct from the agreement amount, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

### **VIII.A.6 Contracting with Small and Minority Firms, and Women's Business Enterprises**

It is a national policy to award a fair share of contracts to small and minority business firms. The Department of the Interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness.

**VIII.A.6.1** The grantee and subgrantee shall take all necessary affirmative steps to assure that minority firms, and women's business enterprises are used when possible.

**VIII.A.6.2** Affirmative steps shall include:

**VIII.A.6.2.1** Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

**VIII.A.6.2.2** Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

**VIII.A.6.2.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

**VIII.A.6.2.4** Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

**VIII.A.6.2.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce as appropriate, and

**VIII.A.6.2.6** Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in A.6.2.1 through A.6.2.5, above.

### **VIII.A.7 Notice Regarding Buy American Act**

In accordance with the annual Energy and Water Development Appropriations Act, please be advised that it is and has been the sense of Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made. This provision shall remain in effect unless revoked by a future specific act of Congress.

### **VIII.A.8 Resolving Disagreements**

When entering into a cooperative agreement with a recipient, Reclamation commits itself to working with the recipient in a harmonious manner to achieve the objectives of the project successfully. When disagreements arise between the parties, they must be resolved according to the procedures discussed below:

**VIII.A.8.1** Reclamation shall attempt first to resolve disagreements with the recipient through informal discussion among the Grant and Cooperative Agreement Officer (GCAO), the Program Officer, and the recipient's Project Director.

**VIII.A.8.2** If the disagreement cannot be resolved through informal discussion between these parties, the GCAO and the Program Officer shall document the nature of the disagreement and bring it to the attention of the Grant Office Manager.

**VIII.A.8.3** After reviewing the facts of the disagreement, as presented by the Grants and Program Offices, the Grant Officer Manager will arrange a formal meeting. If agreement still cannot be reached, the parties will collectively decide on any varied approaches which might be used to resolve the disagreement. The parties shall be responsible for their individual expenses related to any approach utilized to resolve the disagreement. If attempts at resolving the disagreement fail, the Chief, Acquisition and Assistance Management Division, or the Regional Director, whichever is applicable, shall make a decision which shall be final and conclusive.

**VIII.A.8.4** Nothing herein shall be construed to delay or limit Reclamation's right to take immediate and appropriate action, as set forth at 43 CFR Subpart 12.83 or 12.962, as applicable, in the event of material noncompliance by the recipient, and no attempts at informal resolution shall be necessary.

Any post award issue will be open for resolution in accordance with the above procedures, with the exception of disagreements regarding continuation of the agreement (termination must be in accordance with 43 CFR 12), or other matters specifically addressed by the agreement itself.

### **VIII.A.9 Lobbying Restrictions**

In accordance with the annual Energy and Water Development Appropriations Act, please be advised that it is and has been the sense of Congress that none of the funds appropriated by this Act may be used in any way, directly or indirectly, to influence Congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. 1913. This provision shall remain in effect unless revoked by a future specific act of Congress.

### **VIII.A.10 Electronic Funds Transfer (EFT)**

In accordance with the Debt Collection Improvement Act of 1996, 31 CFR 208, effective January 2, 1999, all Federal payments to recipients must be made by EFT unless a waiver has been granted in accordance with 31 CFR 208.4. Upon award of a financial assistance agreement, Reclamation will provide the recipient with further instructions for implementation of EFT payments or a certification form to request exemption from EFT.

### **VIII.A.11 Endorsement of Commercial Products and Services**

In accordance with 43 CFR 12.2(d), this provision applies to grants and cooperative agreements whose principal purpose is a partnership where the recipient contributes resources to promote agency programs, publicize agency activities, assists in fund-raising, or provides assistance to the agency. If the agreement is awarded to a recipient, other than a State government, a local government, or a federally-recognized Indian tribal government, and the agreement authorizes joint dissemination of information and promotion of activities being supported, the following provision shall be made a term and condition of the award:

Recipient shall not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a product, service or position which the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient's work products, or considers the recipient's work product to be superior to other products or services.

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer:

"The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government."

Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc., of the proposed release must be submitted with the request for approval.

A recipient further agrees to include this provision in a subaward to any subrecipient, except for a subaward to a State government, a local government, or to a federally-recognized Indian tribal government.

## **VIII.B. SPECIAL PROVISIONS**

### **VIII.B.1 Grant and Cooperative Agreement Officer's Representative (GCAOR) (Reclamation 08/03)**

The GCAOR for this agreement will be:

Bureau of Reclamation  
Attn: (To be completed at time of award)  
Address:  
Telephone:

The GCAOR is authorized to act only on technical matters during the term of this Agreement. The GCAOR and the Recipient's Project Manager shall work closely to insure that all requirements of the Agreement are being met. The GCAOR's responsibilities include, but are not limited to, the following:

- (a) Assist the Recipient concerning the accomplishment of the tasks described in the Agreement;
- (b) Provide information to the Recipient which assists in the interpretation of the tasks; and
- (c) Review, and where required, approve reports and information to be delivered to the Government.

Technical assistance must be within the general scope of the Agreement. The GCAOR does not have the authority to and may not issue any technical assistance which:

- (a) Constitutes an assignment of additional work outside the general scope of the Agreement;
- (b) In any manner causes an increase or decrease in the total estimated cost or the time required for performance; or
- (c) Changes any of the expressed terms, conditions, or specifications.

### **VIII.B.2 Payment Policy (Reclamation 11/03)**

Acceptance of a financial assistance agreement from Reclamation creates a legal responsibility on the part of the recipient organization to use the funds and property provided in accordance with the terms and conditions of the agreement. Reclamation has a reversionary interest in the unused balance of funding and in any funds improperly applied.

Payments to recipients are made in accordance with the basic standards and methods stated in the payment regulations at 43 CFR 12.61 or 43 CFR 12.922, as applicable to this agreement. These requirements are intended to minimize the time elapsing between the transfer of funds from the Federal government and the disbursement of these funds by the recipient.

Payment will be made in advance or by reimbursement as follows:

**(1) Advance Payment** -- Recipients shall be paid in advance provided (1) they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and their disbursement by the recipient, (2) they comply with reporting requirements for timely submission of financial status reports, and (3) they impose these same standards on subrecipients.

Advances to recipients shall be limited to the minimum amounts needed and shall be timed to be in accordance with the actual, immediate cash requirements of the recipient in carrying out the purpose of the agreement. The timing and amount of cash advances shall be as close as administratively feasible (generally no more than 3 days) to actual disbursements for direct program costs and the proportionate share of allowable indirect costs.

**(2) Reimbursement** -- Reimbursement shall be the preferred method of payment when a recipient (1) does not meet the requirements for advance payment stated above; (2) does not have financial management systems that meet the standards in 43 CFR 12.60 or 43 CFR 12.921, as applicable; or (3) has been converted to payment restrictions for non-compliance with the terms and conditions of the agreement. Reimbursement is also the preferred method of payment for agreements involving construction.

### **VIII.B.3 Payment Method (Reclamation 11/03)**

**Electronic Funds Transfer** -- Payments under this agreement will be made to recipients by electronic funds transfer (EFT) unless the recipient qualifies for exemption from this payment method. Reclamation utilizes the Automated Clearinghouse (ACH) Vendor Express payment system for EFT. Whether funds are paid in advance or as a reimbursement, the actual payment will be made through Vendor Express. Vendor Express allows the Government to transfer funds to a recipient's financial institution along with explanatory information regarding the payment.

**Enrollment** -- Upon award, recipients will receive a copy of the SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form. This form is required to implement the Vendor Express system and to notify Reclamation of any change or corrections to financial institution information.

**Requesting Payments** ¶ Requests for advance or reimbursement may be made by the following methods:

**(1) SF-270, Request for Advance or Reimbursement** - On a monthly basis, recipients may submit an original and two copies of a properly certified SF-270 form to the address identified in Block [ # 6], page 1, of this agreement. For advance payments, this form may be submitted on a monthly basis, at least two weeks prior to the date on which funds are required, and on the basis of expected disbursements for the succeeding month and the amount of Federal funds already on hand. Requests for reimbursement may be submitted on a monthly basis, or more

frequently if authorized by the Grant and Cooperative Agreement Officer (GCAO). Requested funds are delivered to the recipient via ACH Vendor Express. This form is available on the Internet at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html) .

**(2) SF-271, Outlay Report and Request for Reimbursement for Construction Programs -**

The SF-271 shall be used for construction agreements paid by the reimbursement method, letter of credit, electronic funds transfer, or Treasury check advance, except where the advance is based on periodic requests from the recipient, in which case the SF-270 shall be used. This request may be submitted on a quarterly basis, but no less frequently than on an annual basis. Recipients may submit an original and two copies of a properly certified SF-271 form to the address identified in Block [ # 6], page 1, of this agreement. This form is available on the Internet at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html) .

**(3) Automated Standard Application for Payments (ASAP) -** Recipients may utilize the Department of Treasury ASAP payment system to request advances or reimbursements. ASAP is a recipient-initiated payment and information system designed to provide a single point of contact for the request and delivery of Federal funds. Once a request is made through ASAP, funds are provided to the recipient either through ACH or Fedwire. Further information regarding ASAP may be obtained from the ASAP website at <http://www.fms.treas.gov/asap> . Upon award, you will be provided with information regarding enrollment in the ASAP system.

#### **VIII.B.4 Reporting Requirements and Distribution (Reclamation 11/03)**

Failure to comply with the reporting requirements contained in this agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in withholding of payments pending receipt of required reports, denying both the use of funds and matching credit for all or part of the cost of the activity or action not in compliance, whole or partial suspension or termination of the agreement, recovery of funds paid under the agreement, withholding of future awards, or other legal remedies.

**(1) Financial Reports -** All financial reports shall be signed by an Authorized Certifying Official for the recipient's organization. The following forms are available at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html) .

**(a) SF-269 or SF-269a, Financial Status Report -** This form is utilized to report total expenditures for the reporting period. The SF-269 must be used if the recipient is accountable for the use of program income; otherwise, the SF-269a may be used.

An original and two copies of this form shall be submitted quarterly within 30 days following the end of each reporting period.

A final SF-269 or SF-269a shall be submitted within 90 days following completion of the agreement.

**(b) SF-272, Report of Federal Cash Transactions -** This report shall be submitted by recipients that draw down cash advances by means of electronic funds transfer or Treasury check. Recipients shall identify in the "Remarks" section the amount of cash advances received in excess of 3 days prior to disbursement and explain actions taken to reduce excess balances.

An original and two copies of this form shall be submitted on a quarterly basis within 15 days following the end of the reporting period

**(2) Program Performance Reports**

**(a) Interim Reports** - Recipients shall submit an original and two copies of program performance reports on a quarterly basis within 30 days following the end of each reporting period. Program performance reports shall contain the following:

- (i) A comparison of actual accomplishments with the goals and objectives established for the reporting period;
- (ii) Where project output can be quantified, a computation of the cost per unit of output;
- (iii) When appropriate, reasons why goals and objectives were not met; and
- (iv) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

**(b) Annual Reports** - An original and two copies of an annual program performance report shall be submitted within 90 days following the end of each year of the agreement. Copies of this report may be required to be included with any application for continuing support of the agreement.

**(c) Final Report** - An original and two copies of the final program performance report shall be submitted no later than 90 days following the expiration or termination of the agreement.

**(3) Significant Developments**

During the term of the agreement, the recipient must immediately notify the GCAO if any of the following conditions become known:

- (a) Problems, delays or adverse conditions which will materially impair their ability to meet the objectives of the agreement;
- (b) Favorable developments which enable the recipient to meet time schedules and objectives sooner than or at less cost than projected or to produce more beneficial results than originally planned.

This notification is to include information on the actions taken or contemplated to resolve problems, delays, or adverse conditions, and any assistance needed from Reclamation to help resolve the problem.

**(4) Report Distribution**

Copies of reports shall be distributed as follows:

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

### **VIII.B.5 Modifications (Reclamation 08/03)**

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

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

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

### **VIII.B.6 Recipient's Project Manager (Reclamation 08/03)**

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

### **VIII.B.7 Funds Available for Payment (Reclamation 08/03)**

The Government's obligation under this Agreement is contingent upon the availability of appropriated funds from which payment for Agreement purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the GCAO for this Agreement, and until the Recipient receives notice of such availability, to be confirmed in writing to the Recipient by the GCAO.

Pursuant to the Act of Congress of June 17, 1902 (32 Stat. 388), and acts amendatory thereof or supplementary thereto, all commonly known as Reclamation Law, funds for payment under the first year of this agreement are included in the fiscal year 2005 Energy and Water Development Appropriation Act, Public Law [to be determined]. Funding for any optional year of the agreement is contingent upon subsequent Congressional funding.

### **VIII.B.9 Reimbursable Costs and Limitations (Reclamation 08/03)**

**VIII.B.9.1** The Recipient shall provide all personnel, services, facilities, equipment, materials and supplies, and perform all travel which may be necessary and appropriate for the proper performance of this Agreement. Costs so incurred will be paid for as provided herein. Reclamation's obligation to provide funding to the Recipient for costs incurred in these connections shall be limited to the Recipient's direct and indirect costs associated with this Agreement. All such direct and indirect costs must be determined to be allowable under the regulations contained in 48 CFR Subpart 31.2 or an OMB Cost Principle Circular, as applicable, which are incorporated herein through the General Provisions of this agreement.

**VIII.B.9.2** The recipient shall not incur costs or obligate funds for any purpose pertaining to operation of the program or activities beyond the expiration date stated in the agreement. The only costs which are authorized for a period of up to 90 days following the award expiration date are those strictly associated with closeout activities for preparation of the final report.

**VIII.B.9.3** Reclamation's financial participation is limited. Reclamation will only fund up to its share of those amounts requested in the project proposal and as are subsequently approved and funded in the agreement. The recipient shall not be obligated to continue performance under the agreement or to incur costs in excess of the costs set forth in the proposal and subsequent agreement. However, if the recipient chooses to expend funds in excess of the approved project budget, the recipient will be responsible to fund the excess without funding participation by Reclamation.

**VIII.B.10 Budget Revisions (Reclamation 08/03)**

The Recipient shall follow the requirements at 43 CFR 12.70(c) or 43 CFR 12.925, as applicable, when making revisions to budget and program plans. Additionally, approval shall be requested for transfers of amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa.

**VIII.B.11 Procurement Standards (Reclamation 08/03)**

When utilizing Federal funds for the procurement of supplies and other expendable property, equipment, real property, and other services under this agreement, the Recipient shall utilize the Procurement Standards set forth at 43 CFR 12.76 or 43 CFR 12.940 -12.948, as applicable. The Recipient may be required to submit evidence that its procurement procedures are in compliance with the standards stated therein. Additional guidance for contracting with small and minority firms, and women's business enterprises is included in the General Provisions section of this agreement.

**VIII.B.12 Property Standards (Reclamation 08/03)**

All property, equipment and supplies acquired by the Recipient with Federal funds shall be subject to usage, management, and disposal in accordance with the Property Standards at 43 CFR 12.72 - 12.73, or 43 CFR 12.930 - 12.937, as applicable.

**VIII.B.13 Inspection (Reclamation 08/03)**

Reclamation has the right to inspect and evaluate the work performed or being performed under this agreement, and the premises where the work is being performed, at all reasonable times and in a manner that will not unduly delay the work. If Reclamation performs inspection or evaluation on the premises of the Recipient or a subrecipient, the Recipient shall furnish and shall require subrecipients to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties.

**VIII.B.14 Audit (Reclamation 01/04)**

Non-Federal entities that expend \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, which is available at [http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html) . Federal awards are defined as Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. They do not include procurement contracts, under grants or contracts, used to buy goods or services from vendors. Non-Federal entities that expend less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in A-133, §\_\_\_\_.215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Additional audit requirements applicable to this

agreement are found at 43 CFR 12.66 or 43 CFR 12.926, as applicable. General guidance on the single audit process is included in a pamphlet titled, "Highlights of the Single Audit Process" which is available on the internet at <http://www.dot.gov/ost/m60/grant/sincontact.htm> . Additional information on single audits is available from the Federal Audit Clearinghouse at <http://harvester.census.gov/sac/> .

#### **VIII.B.15 Enforcement (Reclamation 08/03)**

In accordance with 43 CFR 12.83 or 43 CFR 12.962, as applicable, if the recipient materially fails to comply with any term of this agreement, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, Reclamation may take one or more of the following actions as appropriate:

**VIII.B.15.1** Temporarily withhold cash payments pending correction of the deficiency by the recipient or subrecipient or more severe enforcement action by the awarding agency;

**VIII.B.15.2** Disallow (deny both use of funds and any matching credit for) all or part of the cost of the activity or action not in compliance;

**VIII.B.15.3** Wholly or partly suspend or terminate the current award for the recipient's or subrecipient's program;

**VIII.B.15.4** Withhold further awards for the program; or

**VIII.B.15.5** Take other remedies that may be legally available.

#### **VIII.B.16 Termination (Reclamation 08/03)**

In accordance with 43 CFR 12.84 or 43 CFR 12.961, as applicable, and except as provided for in the Enforcement Provision, above, this agreement may be terminated in whole or part only as follows:

**VIII.B.16.1** By the awarding agency with the consent of the recipient or subrecipient in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated, or

**VIII.B.16.2** By the recipient or subrecipient upon written notification to Reclamation, setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of a partial termination, the awarding agency determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the awarding agency may terminate the award in its entirety under either the Enforcement Provision or paragraph 1 of this Provision.

#### **VIII.B.17 Copyrights (Reclamation 08/03)**

**VIII.B.17.1** For recipients subject to the administrative standards set forth in OMB Circular A-110, the following copyright provision, as implemented by 43 CFR 12.936(a), shall apply:

“The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The Federal awarding agency(ies) reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.”

**VIII.B.17.2** For recipients subject to the administrative standards set forth in OMB Circular A-102 and the Grants Management Common Rule, the following copyright provision, as implemented by 43 CFR 12.74, shall apply:

“The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

(a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and

(b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.”

#### **VIII.B.18 RIGHTS TO DATA (Reclamation 08/03)**

For recipients subject to the administrative standards set forth in OMB Circular A-110, the following provision, as implemented by 43 CFR 12.936(c), shall apply:

"The Federal Government has the right to:

- (1) Obtain, reproduce, publish or otherwise use the data first produced under an award; and
- (2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.”

#### **VIII.B.19 Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) Requirement (Reclamation 07/04)**

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

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

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

## **SECTION IX -- FORMS and SUGGESTED FORMATS**

This section contains suggested forms and formats that are intended to assist your organization in the preparation of a proposal that will meet the proposal submission requirements stated in this Request for Proposals.

**IX.1** Cover Page -- SF-424 Application for Financial Assistance form

**IX.2** SF-424B, Assurances - Nonconstruction Programs, or SF-424D, Assurances – Construction Programs, form

**IX.3** Title Page

**IX.4** Table of Contents

**IX.5** Executive Summary

**IX.6** Technical Proposal

**IX.7** Funding Plan

**IX.8** Official Resolution

**IX.9** Budget Proposal

**IX.10** Budget Narrative

**IX.11** Budget Form -- SF-424A, Budget Information – Nonconstruction Programs, or SF424C, Budget Information - Construction Programs

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

Include an SF-424 Application for Financial Assistance

Request for Proposal No. 05SF811067

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

Include an SF-424B, Assurances - Nonconstruction Programs, or SF-424D, Assurances – Construction Programs, form

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

**WATER 2025 PROJECT NAME**

**PROJECT LOCATION**

**Applicant Name**

**Applicant Address**

**Date**

**TABLE OF CONTENTS** (See RFP Section IV.C.2.4)

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**Budget Proposal . . . . .**

**Budget Narrative . . . . .**

**Budget Form . . . . .**

<b>PART I -- EXECUTIVE SUMMARY</b> (SEE RFP SECTION IV.C.2.5) (PLEASE LIMIT EXECUTIVE SUMMARY RESPONSES TO A MAXIMUM OF SIX PAGES)																							
<b>A. General Project Information</b>																							
A.1	Date: Applicant Name: City, County, State:																						
A.2	Project Name:																						
A.3	2005 Funding Request Summary <i>[Use * to denote an in-kind contribution]</i> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>FUNDING SOURCE</th> <th>FUNDING AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Non-Federal Entities:</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>Non-Federal Subtotal:</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Reclamation Funding:</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	Non-Federal Entities:										Non-Federal Subtotal:				Reclamation Funding:				<b>TOTAL PROJECT FUNDING:</b>	
FUNDING SOURCE	FUNDING AMOUNT																						
Non-Federal Entities:																							
Non-Federal Subtotal:																							
Reclamation Funding:																							
<b>TOTAL PROJECT FUNDING:</b>																							
A.4	An Official Resolution has been approved by the Applicant's governing board and a copy has been included as a part of the proposal. Yes ____																						
A.5	One paragraph project summary:																						
A.6	This project is being submitted under Task Area _____. Identify how this project contributes to accomplishment of the goals of this task area.																						
A.7	Contact for Further Information:  Name: Title: Telephone: E-mail:																						
<b>B. Summary of Project Criteria.</b> Provide a brief narrative for each of the following elements that apply to your proposed project (please review the evaluation criteria, located in Section V of this document, in preparing your responses).																							
B.1	<b>Conservation, Efficiency, Markets</b>																						
B.1.1	Briefly describe any water marketing elements included in the proposal:																						
B.1.2	State the number of acre-feet contributed to water marketing:																						
B.1.3	Describe the degree to which the proposal increases conservation and/or efficiency overall, and the degree to which it increases conservation or efficiency with regard to any individual facilities (e.g., headgate or canal) improved. In your response, please include the following information:																						

	<p>(a) The applicant's total average annual water supply in acre-feet;</p> <p>(b) For proposals which conserve water, the amount of water conserved in acre-feet per year;</p> <p>(c) For projects involving improvements to individual facilities (e.g., a head gate, canal or ditch), state the average annual water supply and the estimated water savings, in acre-feet, for the facility or facilities improved;</p> <p>(d) For proposals that improve water management through measurement, automation, or irrigation management, etc., state the amount of water expected to be better managed, in acre-feet per year.</p>
<p><b>B.1.4</b></p>	<p>State how the project is connected to Reclamation project activities. For example, whether the applicant receives Reclamation project water, or if project is on Reclamation project lands, involves Reclamation facilities, or is in the same basin as a Reclamation project or activity, and if the proposed work will contribute water to a basin where a Reclamation project is located:</p>
<p><b>B.2</b></p>	<p><b>Demonstrated Results</b></p>
<p><b>B.2.1</b></p>	<p>Provide the following information regarding project benefits:</p> <p>(a) Identify all direct project benefits (i.e, amount of water conserved, better managed and/or marketed); indicate the number of years such benefits will continue (e.g, the life of any physical improvements, and/or the term of any contractual arrangements); and, whether such benefits will occur year-round, or only during certain months of the year (if so, state how many months per year):</p> <p>(b) Identify any indirect benefits such as increased carryover storage, increased irrigation season during drought, improved reliability of water supply. (If the time period that such benefits will continue is different from the time period indicated above in response to (a), please explain):</p> <p>(c) Provide support for how estimates of direct project benefits (water saved, better managed or marketed) and any indirect project benefits (e.g., increased carryover, increased reliability of water supply) were made (calculations, measurements and references):</p> <p>(d) Describe how actual project benefits will be verified and documented once the project is completed:</p>
<p><b>B.3</b></p>	<p><b>Project Financing and Cost-Sharing</b></p>
<p><b>B.3.1</b></p>	<p>Provide the following information demonstrating that the applicant has the financial ability to pay for estimated construction costs and any increase in operation and maintenance costs associated with the project:</p> <p>(a) Is a funding plan identifying all sources of non-Reclamation funding included in the proposal? Yes ___</p> <p>(b) Describe any documentation supporting the funding plan that demonstrates that the cost-share funds are available (operating budget or excerpts from a financial analysis or report):</p> <p>(c) Provide an estimate of any change in operation and maintenance costs (increase</p>

	<p>or decrease) as a result of the proposed work:</p> <p>(d) Are letters of commitment from all cost sharing partners included with the proposal? Yes ___</p>
B.3.2	<p>Does the budget identify direct, indirect, environmental and contingency costs? Yes ___ No ___ . If not, explain why.</p>
B.3.3	<p>Is 50% or more non-Federal funding provided? Yes ___ No ___</p> <p>If more than 50%, state the percentage of non-Federal funding provided: ____%</p>
<b>B.4</b>	<b>Relevance to Water 2025</b>
B.4.1	<p>Please describe how your proposal demonstrates stakeholder involvement and acceptance and include the following information in your response:</p> <p>(a) General description of how your proposal demonstrates stakeholder involvement;</p> <p>(b) Identify any non-Reclamation funding partners (e.g., state, city or other water user(s), or interest groups) contributing funds to your project;</p> <p>(c) State whether any letters of support from non-funding partners or stakeholders (those benefiting from the project) are included with your application;</p> <p>(d) Describe who will benefit from the proposed work and how.</p>
B.4.2	<p>Explain how the proposed work is likely to result in decreased conflict or tension over water and include the following information in your response:</p> <p>(a) Whether your proposal will make water available to address a specific conflict or issue; market water to other users; or generally make more water available in the water basin where the proposed work is located;</p> <p>(b) Where the water that will be conserved, managed or marketed as a result of the proposed work is currently going today (i.e. back to the stream, spilled at the end of the ditch, seeping into the ground, etc.).</p>
B.4.3	<p>Is the proposed work located in a “hot spot” area (Red, Orange, or Yellow) as described in the Water 2025 illustration “Potential Water Supply Crises by 2025”? Yes ___ No ___</p> <p>(a) If the proposed work is in a hot spot, please describe the location:</p> <p>(b) If the proposed work is not in a hot spot, please briefly discuss why it should be considered (for example, even if not in a hot spot, is the project in an area experiencing tension over water?):</p>

<b>PART II -- TECHNICAL PROPOSAL</b> (SEE RFP SECTION IV.C.2)	
<b>A</b>	<b>Background Data</b> Include the following information about the applicant.
A.1	<b>Location (state, county, and direction from nearest town):</b>
A.2	<b>Applicant's average annual water supply (in acre feet):</b>
A.3	<b>Describe water use (i.e. municipal, irrigation, etc.):</b>
A.4	<b>If water is primarily used for irrigation, describe major crops, total acres served:</b>
A.5	<b>Describe the applicant's water supply facilities, including miles of canals, miles of laterals, existing irrigation improvements (type, miles, acres), canal and lateral seepage losses and on-farm efficiency, etc.:</b>
A.6	<b>Describe any other relevant background information:</b>
<b>B</b>	<b>Consistency with State or Local Water Plan</b>
B.1	<p>State whether the proposed project is consistent with the state or local water plan. Yes ___ No ___</p> <p>If yes, identify the applicable plan:</p> <p>If no, state why the project should be considered:</p>
<b>C</b>	<b>Project Description</b>
C.1	<b>Describe in detail the work and approach to be used to carry out the proposed work. This description shall be in sufficient detail to permit a comprehensive evaluation of the proposal.</b>
C.2	<b>Provide an estimated project schedule demonstrating the stages and duration of the proposed work, including major milestones and dates.</b>
C.3	<b>Discuss any deviations from the proposed August 1, 2005, start date and 24-month project duration.</b>
C.4	<b>Briefly describe any engineering plans, designs and analyses prepared in connection with the proposed work. All such plans, designs and analyses must be certified by a registered professional engineer, and should be in the Appendix of the proposal:</b>
C.5	<b>Describe water conservation measures to be taken pursuant to the proposed action. This description should also explain and define any water marketing/banking elements of the proposal:</b>
<b>D</b>	<b>Environmental and Regulatory Compliance</b> 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.
D.1	<p><b>Will the proposed work impact the surrounding environment (i.e. soil (dust), air, water (quality and quantity), animal habitat, etc.)?</b></p> <p>If so, please explain the impacts and any steps that could be taken to minimize the impacts.</p>

D.2	Are you aware of any endangered or threatened species in the project area?
D.3	Are there wetlands in the project area?  If so, please estimate how many acres of wetlands there are, and any impact the proposed work will have on the wetlands.
D.4	When was your irrigation system constructed?
D.5	If your project will affect individual features of the irrigation system (e.g., headgates, canals or flumes), state when those features were constructed and describe any extensive alterations or modifications to those features, including when such alterations or modifications took place.
D.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.
D.7	Are there any known archeological sites in the proposed project area?
D.8	State whether any permits or approvals are required, and explain the applicant's plan for obtaining such permits or approvals.
<b>E</b>	<b>Environmental Compliance Costs</b>
E.1	State whether a line item for environmental compliance costs in an amount equal to at least 2% of the total project costs has been included in the budget. Yes ___ No ___  If no, please explain why.

<b>PART III – FUNDING PLAN</b> (SEE RFP SECTION IV.D)	
<b>A</b>	<b>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):</b>
<b>B</b>	<b>Describe any in-kind costs incurred between October 1, 2004, and the anticipated project start date of August 1, 2005, that the applicant seeks to include as project costs:</b>
<b>C</b>	<p><b>If project funding is being provided by funding partners, not including the applicant or Reclamation, please provide the following information:</b></p> <p><b>(a) Identify the funding partners and state the amount of funding to be provided by each:</b></p> <p><b>(b) Specify whether the required letters of commitment are attached to the proposal:</b></p>
<b>D</b>	<b>If your request for Federal funding is greater than \$300,000, 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.</b>
<b>E</b>	<b>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.</b>
<b>F</b>	<b>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 denied.</b>

**Part IV** (See RFP Section IV.E)

**RESOLUTION NO. 2004 - \_\_\_\_\_**

**APPLICANT'S NAME:** \_\_\_\_\_

**WHEREAS,**

**WHEREAS,**

**NOW THEREFORE, BE IT RESOLVED that the [Board of Directors, or appropriate governing body] agrees and authorizes that:**

**(Please address the following items in your narrative)**

- 1. The Board or governing body has reviewed and supports the proposal submitted;**
- 2. The applicant is capable of providing the amount of funding and/or in-kind contributions, specified in the funding plan; and**
- 3. If selected for a Challenge Grant, the applicant will work with Reclamation to meet established deadlines for entering into a cooperative agreement.**

**DATED:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature(s)**

**ATTEST:**

\_\_\_\_\_

**SAMPLE BUDGET PROPOSAL FORMAT** (See RFP Section IV.F)

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					
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 RFP Section IV.F.2)

Applicants shall include a Budget Narrative with the application. The Budget Narrative provides a discussion of or explanation for items included in the Budget Proposal. Listed below are some examples of the types of information that would be included in a Narrative:

**Salaries and Wages** – Discuss type of personnel needed for the project, their qualifications, and the rationale for the number of hours proposed for various personnel.

**Fringe Benefits** – Discuss type of benefits and how they apply to various categories of personnel. Indicate whether your organization has a Federally-approved benefit agreement.

**Travel** – Discuss the types of trips that are needed and the purpose, the number of personnel traveling, and travel arrangements.

**Equipment** – Discuss why certain types of equipment are needed for the project. If equipment purchase is recommended, discuss why the equipment cannot be leased or rented for the term of the project.

**Supplies** – Discuss the major types of supplies that are to be purchased and why they are needed for the project.

**Contractual/Construction** – Discuss any contracts or subagreements that will be awarded and why they are needed for the project. Discuss contractor qualifications and how the contractor will be selected. Discuss major categories of construction activities/expenses.

**Environmental and Regulatory Compliance Costs** – Discuss what costs have been included, why they are needed, and how the costs were determined.

**Other Costs** – Discuss other miscellaneous items needed for the project.

**Indirect Costs** – Discuss whether you have a Federally-approved Indirect Cost Rate Agreement or the basis for determination of any proposed indirect rate that has not been previously approved by the Federal Government.

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**BUDGET FORM** (See Section IV.F.2.11)

Include either an SF-424A, Budget Information – Nonconstruction Programs, or an SF424C, Budget Information - Construction Programs, form.