

The public comment period for this draft funding opportunity closed on December 5, 2011.
Comments received by that date are currently being reviewed and a collective response to all comments will be posted at
<http://www.usbr.gov/WaterSMART/cwmp/index.html> in January 2012.

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. R12SF80035

WaterSMART: Cooperative Watershed Management Program Grants for FY 2012



U.S. Department of the Interior
Policy and Administration
Bureau of Reclamation
Denver, Colorado

October 2011



Mission Statements

The U.S. Department of the Interior protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future.

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

Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Policy and Administration
Funding Opportunity Title:	WaterSMART: Cooperative Watershed Management Program (CWMP) for FY 2012
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity Number:	R12SF80035
Catalog of Federal Domestic Assistance (CFDA) Number:	15.517
Dates: (See FOA Sec. IV.B)	Application due date: February 27, 2012, 4:00 p.m. Mountain Daylight Time
Eligible Applicants: (See FOA Sec. III.A)	Applicants eligible to receive financial assistance to fund activities under this FOA include: Task A: States, Indian tribes, irrigation districts, water districts, or other organizations with water or power delivery authority located in the western United States or United States Territories as identified in the Reclamation Act of June 17, 1902, as amended Task B: Grassroots, non-regulatory entities that are legally incorporated within the state in which they operate and otherwise meet the definition of a watershed group as described in Section I.B. Objective of Funding Opportunity Announcement and Section III.A. Eligible Applicants.
Recipient Cost Share: (See FOA Sec. III.E)	A non-Federal cost share contribution is not required for Phase I CWMP activities funded under this FOA. Reclamation will provide up to 100 percent of the total cost for Phase I Cooperative Watershed Management Program activities.
Federal Funding Amount: (See FOA Sec. II.B)	Up to \$50,000 in Federal funds may be awarded to an applicant per award, per year, under this FOA, for a period of up to two years. The maximum amount of funding available per award may change based on final FY 2012 appropriations. Funding will be available under two Task Areas: Task A (to establish a watershed group) and Task B Program activities (to expand existing watershed group).
Estimated Number of Agreements to be Awarded: (See FOA Sec. II.B)	It is expected that an equal number of awards will be made available for Task A and Task B Program activities.. The number of agreements that will be funded under this FOA will be contingent upon final FY 2012 appropriations.
Estimated Amount of Funding Available for Award: (See FOA Sec. II.A)	The President's Fiscal Year 2012 budget request includes \$250,000 for the CWMP. The amount of funding available for this award will be determined once final Fiscal Year 2012 appropriations are approved. This FOA will be cancelled if FY 2012 appropriations are insufficient to support new awards. Applications submitted under this FOA may also be considered if additional funding becomes available in FY 2012. Please refer to http://www.usbr.gov/WaterSMART/grants.html for updated funding information.

Application Checklist

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

√	What to submit	Required content	Form or format	When to submit
	Cover page	See Sec. IV.D.2.a.	Form SF 424, available at: < http://apply07.grants.gov/apply/FormLinks?family=15 > Page 16	*
	Assurances	See Sec. IV.D.2.b.	Form SF 424B, available at: < http://apply07.grants.gov/apply/FormLinks?family=15 > Page 16	*
	Title page	See Sec. IV.D.2.c.	Page 16	*
	Table of contents	See Sec. IV.D.2.d.	Page 16	*
	Technical proposal: • Technical proposal	See Sec. IV.D.2.e.	Page 16	*
	• Background data	See Sec. IV.D.2.e.(1)	Page 17	*
		See Sec. IV.D.2.e.(2)	Page 17	*
	Description of potential environmental impacts	See Sec. IV.D.2.g.	Page 24	*
	Required permits and approvals	See Sec. IV.D.2.h.	Page 25	*
	Funding plan	See Sec. IV.D.2.i.	Page 25	*
	Project budget proposal: • General requirements	See Sec. IV.D.2.k.	Pages 27-30	*
	• Budget format	See Sec. IV.D.2.k.(1)	Page 27	*
	• Budget narrative	See Sec. IV.D.2.k.(2)	Page 27	*
	• Budget form	See Sec. IV.D.2.k.(3)	Page 27	*
		See Sec. IV.D.2.k.(4)	Form SF 424A, available at: < http://apply07.grants.gov/apply/FormLinks?family=15 > Page 30	*

* Submit materials with your application on February 26, 2012

** Documents should be submitted with your application; however, please refer to the applicable Section of the FOA for extended submission dates.

Acronyms and Abbreviations

AOR	Authorized Organization Representatives
ARC	Application Review Committee
BLM	Bureau of Land Management
CCR	Central Contractor Registration
CE	Categorical Exclusion
CEC	Categorical Exclusion Checklist
CWMP	Cooperative Watershed Management Program
Department	U.S. Department of the Interior
DU	Distribution Uniformity
DUNS	Data Universal Number System
EA	Environmental Assessment
E-Biz POC	E-Business Point of Contact
EIN	Employer Identification Number
EIS	Environmental Impact Statement
ESA	Endangered Species Act
ET	Evapo-transpiration
FAQ	Frequently Asked Question
FOA	Funding Opportunity Announcement
FONSI	Finding of No Significant Impact
GO	Grants Officer
IRS	Internal Revenue Service
LCC	Landscape Conservation Cooperatives
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
O&M	Operation and Maintenance
OMB	Office of Management and Budget
OM&R	Operations, Maintenance, and Replacement
TIN	Taxpayer Identification Number
USFWS	U.S. Fish and Wildlife Service
WaterSMART	Sustain and Manage America's Resources for Tomorrow

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Section I—Funding Opportunity Description

I.A. WaterSMART: Cooperative Watershed Management Program Grants

The Nation faces an increasing set of water resource challenges. Aging infrastructure, rapid population growth, depletion of groundwater resources, impaired water quality associated with particular land uses and land covers, water needed for human and environmental uses, and climate variability and change all play a role in determining the amount of fresh water available at any given place and time. Water shortage and water-use conflicts have become more commonplace in many areas of the United States, even in normal water years. As competition for water resources grows-- for irrigation of crops, growing cities and communities, energy production, and the environment- the need for information and tools to aid water resource managers also grows.

These water issues are exacerbating the challenges facing traditional water management approaches which by themselves no longer meet today's needs. The U.S. Department of Interior's (Department) WaterSMART (Sustain and Manage America's Resources for Tomorrow) Program establishes a framework to provide federal leadership and assistance on the efficient use of water; integrating water and energy policies to support the sustainable use of all natural resources; forming strong diverse partnerships with States, tribes and local entities; and coordinating with other Department bureaus and offices on water conservation activities.

The Cooperative Watershed Management Program (CWMP) contributes to the WaterSMART strategy by providing funding to watershed groups to encourage diverse stakeholders to form local solutions to address their water management needs. The CWMP will be implemented in three phases. **This funding opportunity announcement (FOA) will implement Phase I by providing funding to establish or expand a watershed group.** The purpose of the CWMP is to improve water quality and ecological resilience, and to reduce conflicts over water through collaborative conservation efforts in the management of local watersheds.

A second FOA to implement Phase II and Phase III of the CWMP will be posted on <<http://www.grants.gov>> in FY 2013, contingent on the availability of appropriations. In Phase II of the CWMP, existing watershed groups that have completed Phase I or have otherwise satisfied the requirements of Phase I, may apply for funding to implement watershed management projects. Watershed management projects include projects that enhance water conservation; improve water quality and ecological resilience; and reduce conflicts over water. In

Phase III, a watershed group may apply for larger grants to plan and carry out large-scale watershed management projects.

For further information on the Cooperative Watershed Management Program *See*: <http://www.usbr.gov/watersmart/cwmp/>

I.B. Objective of Funding Opportunity Announcement

The objective of this Funding Opportunity Announcement (FOA) is to invite States, Indian tribes, irrigation districts, water districts, local governmental entities, local and special districts (e.g., irrigation and water districts, county soil conservation districts, etc.), local governmental entities, non-profit organizations, and, existing watershed groups, as defined in Section 6001 of the Cooperative Watershed Management Act (Subtitle A of Title IX of the Omnibus Public Land Management Act of 2009, P.L. 111-11) to submit proposals **to establish or expand a watershed group**. Funding under this FOA shall be used to develop a mission statement; develop project concepts; and to develop a restoration plan.

A **watershed group** is defined in the Act (*See*: Section 6001 of the Cooperative Watershed Management Act, Subtitle A of Title IX of the Omnibus Public Land Management Act of 2009, P.L. 111-11 (42 USC 10364)) as:

A self-sustaining, cooperative watershed-wide group that:

1. Is comprised of representatives of the affected stakeholders of the relevant watershed;
2. Incorporates the perspectives of a diverse array of stakeholders, including, to the maximum extent practicable,

A. Representatives of:

- hydroelectric production;
- livestock grazing;
- timber production;
- land development;
- recreation or tourism;
- irrigated agricultural production;
- the environment;
- potable water purveyors and industrial water users;
- and
- private property owners

- B. Any Federal agency that has authority with respect to the watershed;
 - C. Any State agency that has authority with respect to the watershed;
 - D. Any local agency that has authority with respect to the watershed; and
 - E. Any Indian tribe that
 - owns land within the watershed,
 - or has land in the watershed that is held in trust;
3. Is a grassroots, non-regulatory entity that addresses water availability and quality issues within the relevant watershed; and
 4. Is capable of promoting the sustainable use of the water resources of the relevant watershed and improving the functioning condition of rivers and streams through: water conservation, improved water quality, ecological resiliency, and the reduction of water conflicts; and
 5. Makes decisions on a consensus basis, as defined by the bylaws of the watershed group.

I.C. Program Authority

This FOA is issued under the authority of Section 6002 of the Cooperative Watershed Management Act, Subtitle A of Title IX of the Omnibus Public Land Management Act of 2009, P.L. 111-11 (42 USC 10364).

I.D. Frequently Asked Questions

A list of Frequently Asked Questions (FAQs) about WaterSMART and this FOA can be found on-line at <<http://www.usbr.gov/WaterSMART>>. The list of FAQs will be updated periodically during the application period.

Section II—Award Information

II.A. Total Project Funding

The President's Fiscal Year (FY) 2012 budget requests \$250,000 for the implementation of the CWMP. The actual amount of funding available under this Phase I FOA will be determined once final FY 2012 appropriations are approved by Congress. Please refer to <<http://www.usbr.gov/WaterSMART/grants.html>> for updated funding information.

Through this FOA, Reclamation plans to award funds to Phase I applicants under two Task areas: (1) Task A – Establishment of a Watershed Group; and (2) Task B – Expansion of an Existing Watershed Group.

II.B. Project Funding Limitations and Cost-Sharing

We anticipate that available funding will be divided equally between the two Task areas, unless the demand for funding is significantly higher for one of the two Task areas. Up to \$50,000 in Federal funds may be awarded to an applicant per award, per year, under this FOA, for a period of up to two years. The maximum amount of funding per award may change based on final FY 2012 appropriations. Applicants awarded funding the first year must demonstrate sufficient progress throughout the year to be eligible for a second year funding. Second year funding is also contingent on the availability of appropriations. Within nine months from the initial date of award, Reclamation shall determine whether a recipient has made sufficient progress in the first year to justify additional second year funding.

A non-Federal cost share contribution is not required for Phase I activities funded under this FOA. Reclamation will provide up to 100 percent of the total cost for Phase I Cooperative Watershed Management Program activities.

II.C. Reclamation Responsibilities

Project awards will be made through grants or cooperative agreements, as applicable, for Phase I activities, including forming or expanding a watershed group. If a cooperative agreement is awarded, the recipient should expect Reclamation to have substantial involvement in all activities funded under the CWMP. Substantial involvement by Reclamation may include:

- **Collaboration and participation** with the recipient in the management of Phase I activities and close oversight of the recipient's activities to ensure that the program objectives are being achieved.
- **Oversight** may include review, input, and approval at key interim stages of Phase I activities.

II.D. Award Date

Reclamation expects to contact potential award recipients and unsuccessful applicants May 2012, or slightly later if necessary based on the enactment of FY 2012 appropriations. Within one to three months after this date, assistance agreements will be awarded to applicants that successfully pass all pre-award reviews and clearances.

Section III—Eligibility Information

III.A. Eligible Applicants

III.A.1. Applicant Eligibility for Task A (Establishment of a Watershed Group):

Applicants eligible to receive a financial assistance agreement to fund activities under Task A include: States, Indian tribes, local and special districts (e.g., irrigation and water districts, county soil conservation districts, etc.), local governmental entities, and non-profit organizations. To be eligible, applicants must also:

- Significantly affect or be affected by the quality or quantity of water in a watershed;
- Be capable of promoting the sustainable use of water resources; and
- Applicants must also be located in the western United States or Territories 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, Wyoming, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands.

III.A.2. Applicant Eligibility for Task B (Expansion of a Watershed Group)

In order to be eligible to receive a financial assistance agreement to fund activities under Task B the applicant must: be a grassroots, non-regulatory entity that is legally incorporated within the state in which it operates, it must address water availability and quality issues within the relevant watershed, and otherwise meet the definition of a “watershed group” as described above in Section I.B. *Objective of Funding Opportunity Announcement*.

III.B Ineligible Applicants

Those not eligible for funding under Task A or B include:

- Federal government entities;

- Institutions of higher education;
- For-profit organizations or companies; and,
- Individuals.

III.C. Eligible Activities

All activities must be completed by September 30, 2013. Activities should seek to establish or expand a watershed group.

Note: Please specify in your application whether you are applying for funding to establish (Task A) or expand (Task B) an existing watershed group.

An applicant that receives funding under this FOA must use the funding to complete all of the following mandatory activities (1-4):

1. Establishment or Expansion of a watershed group; and
2. Development of a mission statement for the watershed group; and
3. Development of watershed management project concepts; and
4. Development of a watershed restoration plan

Other activities that are substantially similar to (1-4) above, may be submitted for consideration and will be allowed to the extent consistent with program authorization and goals. Additionally, if you have already completed one or more of the above-listed mandatory activities and, therefore, do not require funding for that activity, please include an explanation in your proposal, along with copies of any relevant documents (e.g., copies of an existing mission statement or project concepts, etc) in support.

The following is a narrative description of the eligible activities that may contribute to the successful completion of mandatory activities (1-4), listed above (Note: As explained above, we recognize that some applicants may have already accomplished one or more of the following activities):

- 1) **Establishment (Task A) or Expansion (Task B) of a Watershed Group:** The establishment of a watershed group must include the creation of a grassroots, non-regulatory legal entity incorporated in the state in which they expect to operate. In addition, the establishment or expansion of a watershed group may include, but is not limited to, the following activities:

- The development of bylaws, articles of incorporation, and/or holding regular meetings (Note: Applicants applying for Task B funding must already be legally incorporated within the state in which they operate, as described in Section III.A.2. *Applicant Eligibility for Task B*).
- Hiring a watershed group coordinator.
- Hiring a facilitator to assist with outreach to stakeholders.
- Outreach activities, such as the creation of an outreach plan or information materials (e.g., brochures, advertisements, etc.) to establish broad-based membership.

2) Development of a mission statement: Activities that result in the adoption of a watershed group mission statement may include, but are not limited to:

- Hiring a consultant to assist with the development of a mission statement.
- Administrative actions, such as holding meetings with stakeholders to develop a group mission statement.

3) Development of watershed management project concepts: Activities that result in the development of watershed management project concepts may include, but are not limited to:

- Hiring a consultant to develop project concepts or to perform an analysis of the watershed to identify and prioritize watershed management projects.

“Watershed management projects” are defined in Section 6001(6) of the Act as any project (including a demonstration project) that:

- Enhances water conservation, including alternative water uses (e.g., lining or piping canals, implementing water treatment technologies, or changing water facility operations to optimize water use or make water available for instream flows);
- Improves water quality (e.g., restoring wetlands);
- Improves ecological resiliency of a river or stream (e.g., projects to address federally listed species or critical habitat concerns, such as habitat restoration, making additional water available, and vegetation management).

- Reduces the potential for water conflicts (e.g., development of water markets to make water available to meet existing water supply needs or uses); or
 - Advances any other goals associated with water quality or quantity.
- 4) Development of a watershed restoration plan:** Activities that result in the development of a watershed restoration plan may include, but are not limited to:
- Hiring a consultant to develop the restoration plan or improve on existing restoration plans, or to conduct water quality or quantity studies needed to provide baseline information about the watershed;
 - Obtaining mapping and other technical services, including obtaining data, performing modeling, or developing goals and benchmarks for the restoration plan.
 - Obtaining project management services or software technology required to formulate the watershed restoration plan

III.D. Ineligible Activities

The implementation of watershed management projects, as defined above in Section III.B. *Eligible Activities*, will be funded under a separate FOA for Phase II and III activities and is not eligible for funding under this FOA.

III.E. Length of Activities

Proposed activities should be completed within 2 years from the project start date. Applicants seeking funding for activities requiring more than 2 years will be considered if you can demonstrate that there will be measureable accomplishments each year.

III.F. Cost Sharing

There is no requirement for a non-Federal cost share contribution for Phase I activities. If the applicant is voluntarily providing a non-federal cost-share this must be noted in the funding plan (See: Section IV.D. Funding Plan).

III.F.1. Cost Share Regulations

If the applicant is voluntarily providing a non-federal cost-share, all cost share contributions must meet the criteria established in the Office of Management and Budget's (OMB) administrative and cost principles circulars that apply to the applicant. These circulars are available at <<http://www.whitehouse.gov/omb/circulars/>>.

III.F.2 In-Kind Contributions

In-kind contributions may be included as part of a non-federal cost share if the applicant chooses to include such information in its application for funding. In-kind contributions constitute the value of noncash contributions that benefit a federally assisted project. These contributions may be in the form of real property, equipment, supplies and other expendable property, as well as 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 non-Federal cost-sharing or matching contribution for another Federal financial assistance agreement, a Federal procurement contract, or any other award of Federal funds will be counted towards the Federal cost share contribution for CWMP Grant applications.

III.F.3. Indirect Costs

Indirect costs that will be incurred during the establishment or expansion of a watershed group, which will not otherwise be recovered, may be included as part of the applicant's cost share (i.e., in-kind services). Indirect costs are those: (1) incurred for a common or joint purpose benefiting more than one cost objective, and (2) not readily assignable to any one cost objective. If the applicant proposes indirect costs in the budget, then the applicant must either supply a copy of a current federally negotiated indirect cost rate agreement or obtain an agreement within one year of award. For further information on indirect costs, refer to the applicable OMB cost principles circular <<http://www.whitehouse.gov/omb/circulars/>>.

III.G. Other Requirements

III.G.1. Laws, Permits and Approvals

Applicants shall adhere to Federal, State, Territorial, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Applicants must state in the application whether any permits or approvals are required and explain the plan for obtaining such permits or approvals.

III.G.2. Central Contractor Registration

All applicants must be registered in the Central Contractor Registration (CCR) prior to the award of funds under this FOA. The CCR and instructions for registration are located at <<http://www.bpn.gov/ccr>>. All applicants must maintain an active CCR registration with current information at all times during which it has an active Federal award or an application under consideration.

Section IV—Application and 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 an application.

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

By mail: Bureau of Reclamation
Financial Assistance Services
Attn: Michelle Maher
Mail Code: 84-27850
P.O. Box 25007
Denver CO 80225

E-mail: mmaher@usbr.gov

Phone: 303-445-2025

IV.B. Application Submission Date and Time

Application submission date deadline:

February 27, 2012, 4:00 p.m. Mountain Daylight Time

Proposals received after the application deadline will not be considered unless it can be determined that the delay was caused by Federal government mishandling or by the Grants.gov application system.

*Please note that any application submitted to Reclamation for Cooperative Watershed Management Program funding may be subjected to a Freedom of Information Act request (5 U.S.C. § 552, as amended by Public Law No. 110-175), and as a result, may be made publicly available. In addition, **successful applications may be made publicly available** (following consultation with the applicant and redactions) and may be posted on the Reclamation website.*

IV.C. Application Delivery Instructions

Applications may be submitted electronically through <<http://www.grants.gov>> or hard copies may be submitted as follows. Under no circumstances will applications received through any other method (such as email or fax) be considered eligible for award.

By mail:

Bureau of Reclamation
Financial Assistance Services
Attn: Michelle Maher
Mail Code: 84-27850
P.O. Box 25007
Denver CO 80225

Express delivery/mail services:

Bureau of Reclamation
Attn: Michelle Maher, Mail Code: 84-27810
Denver Federal Center
6th Avenue and Kipling Street
Denver CO 80225

Telephone: 303-445-2025

IV.D. Instructions for Submission of Project Application

Each applicant shall submit an application in accordance with the instructions contained in this section.

IV.D.1. Applications Submitted by Mail

- Applicants shall submit an original and one copy of all application documents for hardcopy submissions. Each document should be clearly identified as the “ORIGINAL” or as a “COPY.”
- In addition to hard copy documents, it is suggested that the applicant submits a copy of the application on a CD in Microsoft Word format.
- Please staple or binder clip documents submitted. Do not use “comb,” “spiral,” or adhesive methods to bind the documents.

- Hard copy applications may be submitted by mail or express methods to the addresses listed in Section IV.C, above.
- Materials arriving separately will not be included in the application package and may result in the application being rejected or not funded. This provision does not apply to letters of support or official resolutions.
- Faxed and emailed copies of application documents will not be accepted.
- Do not include a cover letter or company literature/brochure with the application. All pertinent information must be included in the application package.

IV.D.2. Applications Submitted Electronically

If the applicant chooses to submit an electronic application it must be submitted through Grants.gov at <http://www.grants.gov>.

- Please note that submission of an application electronically requires prior registration through Grants.gov, which may take 7-21 days. Please see registration instructions at http://www.grants.gov/applicants/get_registered.jsp.
- Applicants have sometimes experienced significant delays when attempting to submit applications through Grants.gov. If you plan to submit your application through Grants.gov, you are encouraged to submit your application several days prior to the application deadline. If you are a properly registered Grants.gov applicant and encounter problems with the Grants.gov application submission process, you must contact the Grants.gov Help desk to obtain a “Case Number.” This Number will provide evidence of your attempt to submit an application prior to the submission deadline.

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

IV.D.3. Applying for Funds Online at Grants.gov

Reclamation is participating in the Grants.gov initiative that provides the grant community with a single website to find and apply for grant funding opportunities. Reclamation encourages applicants to submit their applications for funding electronically through http://www.grants.gov/applicants/apply_for_grants.jsp. Applicant resource documents, and a full set of instructions for registering with Grants.gov and completing and submitting

applications online are available at: <<http://www.grants.gov/applicants/resources.jsp>>.

Assistance with Grants.gov

If you need assistance with Grants.gov, the Contact Center is open 24 hours a day, 7 days a week. You may reach the Grants.gov Contact Center by email at <support@grants.gov> or by calling 1-800-518-4726.

If you are an individual applying for a grant on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to the Individual Registration: <http://www.grants.gov/applicants/individual_registration.jsp>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Registering to Use Grants.gov (1-3 week process)

The following checklist is provided to give you a summary of the steps that are required to register with Grants.gov. ***This registration process must be completed prior to submitting an electronic application through Grants.gov.***

Additionally, see Table 1, Step 2 below for completing the annual Central Contractor Registration (CCR) renewal process.

Note: (The following checklist information is available electronically at <http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf>.) The registration is a one-time process, which is required before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take three to five business days or one to three weeks—depending on your organization and if all steps are met in a timely manner. The checklist in Table 1 provides registration guidance for a company, academic or research institution, State, local or tribal government, not-for-profit, or other type of organization.

Section IV—Application and Submission Information

Table 1. Checklist for Registering Your Organization in Grants.gov

√	Step	Actions to take	Purpose	Time required
	1: Obtain Data Universal Number System (DUNS) Number	<p>Has my organization identified its DUNS number?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.</p> <p>If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do</p>	<p>The Federal government has adopted the use of DUNS numbers to track how Federal grant money is allocated. DUNS numbers identify your organization.</p>	<p>Same Day. You will receive DUNS number information online.</p>
	2: Register With Central Contractor Registration	<p>Has my organization registered with the CCR?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.</p> <p>If your organization is not registered, you can apply online by going to http://www.ccr.gov. CCR has developed a handbook https://www.bpn.gov/ccr/doc/UserAccount.pdf to help you with the process. If AFTER having registered in CCR, you experience any registration problems, you can get help by going to the Federal Service Desk https://www.fsd.gov.</p> <p>When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will identify a special password called an "M-PIN."</p>	<p>Registering with the CCR is required for organizations to use Grants.gov.</p>	<p>If your organization already has an Employer Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow one – three business days to complete the entire CCR registration. The EIN and TIN will come from the Internal Revenue Service (IRS)</p> <p>If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from the IRS when requesting the EIN or TIN via phone or Internet. The additional number of days needed is a result of security information that needs to be mailed to the organization.</p>
	2: continued	<p>This M-PIN gives the E-Biz POC authority to designate which staff member(s) from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AOR).</p>		

√ Step	Actions to take	Purpose	Time required
<p>*Note: Your organization needs to renew your CCR registration once a year. You will not be able to move on to Step 3 until you have renewed your CCR registration. This renewal may take up to 5 business days.</p>			
<p>3: Username and Password</p>	<p>Have the AORs who officially submit applications on behalf of your organization completed their profile with Grants.gov to create their username and password?</p> <p>To create a username and password, AORs must complete their profile on Grants.gov. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete the process.</p> <p>After your organization registers with the CCR, AORs must wait one business day before they can complete a profile and create their usernames and passwords on Grants.gov.</p>	<p>An AOR username and password serves as an "electronic signature" when submitting a Grants.gov application.</p>	<p>Same Day. After the AOR has completed their profile they will be prompted to create a username and password that will allow the user to login and check their approval status immediately.</p>
<p>4: AOR Authorization</p>	<p>Has the E-Business Point of Contact (E-Biz POC) approved AORs to submit applications on behalf of the organization?</p> <p>When an AOR registers with Grants.gov to submit applications on behalf of an organization, that organization's E-Biz POC will receive an email notification. The email the AOR submitted in the profile will be the email used when sending the automatic notification from Grants.gov to the E-Biz POC with the AOR copied on the correspondence.</p> <p>The E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the "M-PIN" password (obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications.</p> <p>When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email.</p>	<p>Only the E-Biz POC can approve AORs. This allows the organization to authorize specific staff members or consultants/grant writers to submit grants. Only those who have been authorized by the E-Biz POC can submit applications on behalf of the organization.</p>	<p>This depends on how long it takes the E-Biz POC to login and approve the AOR; once the approval is completed the AOR can immediately submit an application.</p>

Section IV—Application and Submission Information

√ Step	Actions to take	Purpose	Time required
Step 5: Track AOR Status	What is your AOR status? AORs can also login to track their AOR status using their username and password (obtained in Step 3) to check if they have been approved by the E-Biz POC.	To verify that the organization's E-Biz POC has approved the AOR.	Logging in to check your AOR status is instantaneous. The approval process to become an AOR depends on how long it takes the E-Biz POC to login and approve the AOR.

NOTE: Some applicants have experienced difficulties when attempting to submit their applications electronically through Grants.gov. If you encounter problems with the Grants.gov application submission process, you must contact the Grants.gov Help Desk to obtain a “Case Number.” This will provide evidence of your attempt to submit an application prior to the submission deadline.

IV.D.4. Application Format and Length

The total application package shall be no more than **50** (fifty) pages. If an application exceeds 50 pages, only the first 50 pages will be evaluated. The font shall be at least 12 points in size and easily readable. Page size shall be 8 ½” x 11,” except for an occasional larger size for charts, maps, or drawings. The Technical Proposal section shall be limited to a maximum of **25** (twenty five) pages.

It is suggested that applicants who submit their application via the mail also include a digital version of the technical proposal on a CD in Microsoft Word format.

Applications will be prescreened for compliance to the page number limitations.

IV.D.5. Application Content

The application must include the following elements in order to be considered complete:

- SF-424 Core Form – Application cover page
- SF-424 B Form- Assurances - Non-Construction Programs
- Technical Proposal (limited to 25 pages)
 - Title Page (Identify Task A or Task B)
 - Table of Contents
 - Executive Summary
 - Background Data
 - Technical Project Description
 - Evaluation Criteria
- Potential environmental impacts
- Required permits and approvals
- Letters of Support for Establishing or Expanding an Existing Watershed Group

- Funding plan (if applicable to the inclusion of non-federal cost-share in the budget)
- Project budget application
 - Budget Proposal
 - Budget Narrative
 - SF-424 A Form- Non-Construction Programs

SF-424, SF-424A, and SF-424B forms may be obtained at <http://apply07.grants.gov/apply/FormLinks?family=15> >.

SF-424 Application Cover Page

This fully completed form must be signed by a person legally authorized to commit the applicant to performance of the project. **Failure to submit a properly signed SF-424 may result in the elimination of the application from further consideration.**

SF-424 Assurances

A SF-424B – Assurances – Non-Construction Programs, signed by a person legally authorized to commit the applicant to performance of the project shall be included. **Failure to submit a properly signed SF-424B may result in the elimination of the application from further consideration.**

Title Page

Provide a brief, informative, and descriptive title for the proposed work that indicates whether the applicant is *establishing* or *expanding* a watershed group. Please, include the name and address of the applicant, and the name and address, e-mail address, telephone, and facsimile numbers of the project manager.

Table of Contents

List all major sections of the technical proposal in the table of contents.

IV.D.6. Technical Proposal and Evaluation Criteria

The Technical Proposal (25 pages maximum) includes: (1) the Technical Project Description, (2) Background Data, (3) Letters of Support for Establishing or Expanding a Watershed Group and (4) Phase I CWMP Evaluation Criteria. To ensure accurate and complete scoring of your application, your proposal should address each subcriterion in the order presented here. Where applicable, the point value is indicated.

Technical Proposal

The technical proposal description should describe the work in detail. This description shall have sufficient detail to permit a comprehensive evaluation of the proposal.

Please, provide an overview of the goals and approach of establishing or expanding an existing watershed group.

- Eligibility of Applicant: Please write a narrative summary indicating how the proposed watershed group meets the eligibility requirements, as described in Section III.A. Eligible Applicants.
- Goals: Discuss the preliminary goals and objectives of the proposed or existing watershed group.
- Approach: Describe, in sufficient detail to permit a comprehensive evaluation of the proposal, your planned approach to establishing or expanding a watershed group, including the following steps:
 - Information gathering.
 - Developing a mission statement, forming articles of incorporation, and hiring a coordinator;
 - Conducting outreach to establish or expand membership of the watershed group, including efforts to ensure the diversity of the group.
 - Identifying problems and needs within the given watershed.
 - Developing a watershed restoration plan, including establishing goals and identifying and evaluating potential watershed management projects.
 - Creating a plan of action for the timing of implementing the mandatory activities as defined in Section III.B.1. Task A- Establishment of a Watershed Group or Section III.B.2. Task B- Expansion of an Existing Watershed Group.
 - Developing a final report.

Technical Proposal: Background Data

Provide a map of the area showing the geographic location (include the State, county, and direction from nearest town).

As applicable, describe the watershed, including the source of water supply, the water rights involved, current water uses (i.e., agricultural, municipal, domestic, instream uses or industrial), and the types of water issues faced in the affected watershed (e.g., shortfalls in water supply, endangered species concerns, environmental issues, or other issues that the planned watershed group would like to address). For each of the major water uses, describe the current and projected water demands, if known, and whether shortfalls have occurred or are projected.

If the above background information is included in a current planning or engineering document (such as a water conservation plan, system optimization review, or other relevant planning efforts), the applicant may reference that document and attach the relevant pages of the plan or document as an appendix (please do not attach the entire document).

Technical Proposal: Letters of Support for Establishing or Expanding an Existing Watershed Group

- To demonstrate the diversity and geographic scope of the proposed or existing watershed group, please include letters supporting the establishment or expansion the watershed group with this application. For existing watershed groups, letters of commitment or an official resolution, verifying the capability of the applicant to meet established deadlines for entering into a cooperative agreement may also be included.

Letters of support will not be counted towards the 20 page limit within the Technical Proposal; however, they will be counted towards the 50 page proposal limit. *To ensure your proposal is accurately reviewed please attach all letters of support/ partnership letters, as an appendix to the Technical Proposal.*

Technical Proposal: Evaluation Criteria

The Evaluation Criteria portion of your application should thoroughly address each of the following criterion and subcriterion in the order presented to assist in the complete and accurate evaluation of your proposal (*Note: it is suggested that applicants copy and paste the below criterion and subcriterion into their application to ensure that all necessary information is adequately addressed*).

The Evaluation Criteria compromise 100 points of the total evaluation weight. *Please note that proposals submitted under Task A and Task B will be independently evaluated using the same funding criteria. Activities may be prioritized to ensure balance among the program Task Areas and to ensure that the proposed activities address the goals of the WaterSMART program.*

Evaluation Criteria A: Watershed Group Diversity and Geographic Scope (30 points).

Up to 30 points shall be awarded for the establishment/ expansion of a watershed group that represents maximum diversity of interests and/or serves a sub-basin-sized watershed with an eight digit hydrologic unit code, as defined by the U.S. Geological Survey (USGS) <<http://water.usgs.gov/GIS/huc.html>>.

Subcriterion No. 1-- Watershed Group Diversity:

Points shall be awarded to proposals that encourage collaboration with a diverse array of stakeholders across the watershed.

A watershed group should incorporate a diverse array of stakeholders, to the extent possible, including representatives of the different sectors and interests identified in the definition (e.g., hydropower production, livestock grazing, state and tribal governments, etc...). In order to allow Reclamation to assess the extent of the watershed groups' diversity, please include letters supporting the establishment or expansion the watershed group and describe the affected stakeholders that are/ will be involved in the watershed group's activities and whether there is widespread support for the group within the watershed.

Subcriterion No. 2 –Geographic Scope:

Please provide a map illustrating the geographic boundaries of the existing or proposed watershed group. In addition, please indicate whether your watershed group serves/ will serve a sub-basin sized watershed within an eight digit hydrological unit code (HUC). For more information on HUCs, downloadable boundary descriptions, and the names of the eight digit cataloging units please see: <http://water.usgs.gov/GIS/huc.html>

If a map cannot be provided, please describe the geographic scope to the best of your knowledge.

Subcriterion No. 3- Increasing/Establishing Diversity or Geographic Scope:

Existing Watershed Groups: For existing watershed groups, please describe any efforts that you will undertake to increase the diversity or expand the geographic scope of the watershed group, such as engaging in outreach to include new members or collaborating with different groups or partners. Please provide details on how the watershed group will inform affected stakeholders about their efforts (i.e., outreach activities, marketing materials, or recruitment of new members, etc).

New Watershed Groups: For new watershed groups, please describe the efforts that you will undertake to ensure that the new watershed group will include a diverse array of stakeholders, or to establish a broad geographic scope, including outreach to stakeholders or collaborating with other groups or partners. Please provide details on how the watershed group will inform affected stakeholders about their efforts (i.e., outreach activities, marketing materials, and recruitment of new members).

Evaluation Criteria B: Addressing Critical Watershed Needs (30 points).

Up to 30 points may be awarded to those watershed groups that have developed/ will develop strategies to address critical issues or needs within the watershed.

Subcriterion No. 1 – Critical Watershed Needs or Issues

Please describe the critical issues or needs occurring within the watershed including, for example, addressing potential water shortages, water quality issues, endangered species issues, conflicts over water, and other related issues faced by affected stakeholders.

Subcriterion No. 2 – Contributions that Address Watershed Needs or Issues:

Please describe in detail how the watershed group will/plans to positively contribute to the management of the watershed needs issues or needs. For example, how will the watershed group: Address/enhance water conservation; improve water quality; improve ecological resiliency of a water source; reduce the potential for water conflicts; and/or advance any other goals associated with water quality and quantity?

Evaluation Criteria C: Implementation and Results (30 Points).

Points shall be awarded to proposals based on the level of planning that supports the proposal and, on the extent to which the applicant is capable of proceeding with the establishment or expansion of a watershed group upon entering into a financial assistance agreement.

Subcriterion No. 1-- Project Planning:

Does the project have a nexus to a State or regional watershed plan?

Please describe how the existing or proposed watershed group, or the proposed activities of the watershed group, conform to or meet the goals of any applicable State or regional water plans. Such plans could include a water conservation plan, System Optimization Review (SOR), or other relevant planning efforts. Relevant water plans, or excerpts from them, may be attached to your proposal, if appropriate.

If the establishment/ expansion of the proposed watershed group is contributing to a watershed plan, please reference the watershed plan but, do not include it as part of this application.

Subcriterion No. 2-- Readiness to Proceed:

Please describe the implementation plan for the proposed project. Please include an estimated project schedule that shows the stages and duration of the proposed work, including major tasks, milestones, and dates (e.g., major milestones could include the development of a mission statement, restoration plan, bylaws and articles of incorporation, and the development of project concepts)..

Please provide a specific discussion of any problems or major difficulties anticipated in performing or accomplishing the work.

Describe any *previous* work or activities (e.g., collaborative efforts, studies, or projects) that relate to the establishment or enlargement of a watershed group, which will support the establishment or expansion of the watershed group.

Please keep in mind, that a grant recipient shall not be eligible to receive second year funding unless it is determined that the watershed group is making significant progress towards completing all mandatory activities as defined in *Section III.B. Eligible Activities*, including, developing a mission statement, developing watershed management project concepts, and developing a restoration plan.

Likewise, an applicant will not be eligible to receive funding for Phase II Program activities until the watershed group has completed all mandatory Phase I activities, as indicated in *Section III.B. Eligible Activities*.

Evaluation Criteria D: Watershed Group/Landscape Conservation Cooperatives (LCC) Nexus (10 points).

Up to 10 points may be awarded based on the extent to which there is a nexus between the proposed or existing watershed group (or any of its' members) and the local LCC(s). A nexus to the LCC(s) could include participation in the LCC(s); involvement in LCC activities; or that the goals of the proposed or existing watershed group are complementary to the goals of the LCC(s).

Subcriterion No. 1 – Active Participation in an LCC

If you (or other members of the existing or proposed watershed group) are participating in a LCC, please identify the LCC and describe your role in the LCC (i.e., Steering Committee Member, Sub-Committee Member, Working Group, interested party, etc). If the watershed group's geographic extent lies within more than one LCC, please address the role you have in each LCC within your response.

Please provide a map illustrating where the watershed group's activities are/will be focused in relation to LCCs. If a map cannot be provided, please provide a narrative response.

Subcriterion No. 2 – Direct Relationship to LCC Activities:

Please describe any activities, including activities related to the formation or establishment of the watershed group *and/or* other activities of the watershed group, that relate directly to goals of the LCC(s) within the geographic area of the watershed.

Subcriterion No. 3– Goals of Watershed Group Complementary to LCC Goals or Activities:

If you are not participating in a LCC because the local LCC(s) has not yet become active or you were not previously aware of the LCCs, please describe how the goals of the proposed or existing watershed group are complementary to the goals of the local LCC(s), or the goals of LCCs in general. Applicants are strongly encouraged to establish a relationship with their local LCC(s).

For more information about LCC's within the geographic area of the watershed, please refer to the following websites:

- <<http://www.usbr.gov/WaterSMART/lcc.html>>
- <<http://www.fws.gov/science/SHC/lcc.html>>

If you have any questions about LCC activities, you may contact Avra Morgan at <aomorgan@usbr.gov> or 303-445-2906 for further information.

IV.D.7. Environmental and Regulatory Compliance

In most cases, little or no environmental compliance will be associated with Phase I CWMP Grants because they generally will involve only administrative actions, such as drafting a mission statement and watershed restoration plan. However, some environmental compliance may be required if any of the proposed work related to the development of concepts for watershed management projects or a watershed management plan involves any surface-disturbing activities that could affect the surrounding environment, such as clearing brush to perform a survey, non-destructive data collection, inventory, study, and monitoring activities. For activities that would have such disturbances, a one-percent budget line item is required to cover costs associated with environmental compliance.

Before approving expenditures for the implementation of a WaterSMART CWMP Grant activity, Reclamation is required to comply with applicable environmental laws. Such compliance requires the participation and cooperation of both Reclamation and CWMP Grant recipients. This information is intended to inform applicants about the environmental compliance process associated with CWMP Grant projects and to summarize the requirements of certain Federal environmental laws.

Reclamation addresses environmental compliance issues for WaterSMART Grant applications as 1) an initial review within the application evaluation process and 2) a more detailed view of projects initially recommended for award. First, as part of the initial recommendation process, Reclamation evaluates the appropriateness of the amount budgeted for environmental compliance. Reclamation also examines the proposal to determine whether any significant

Section IV—Application and Submission Information

environmental issues are involved in the project. Second, once a proposal has been initially recommended for funding, Reclamation undertakes a more detailed examination of environmental issues associated with the proposed project to comply with applicable law.

Reclamation will assess the probable level of environmental compliance that would be required for each application by considering the applicant's responses to the following list of questions focusing on the requirements of the National Environmental Policy Act (NEPA), the Endangered Species Act (ESA), and the National Historic Preservation Act (NHPA). 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, you may contact Avra Morgan at aomorgan@usbr.gov or 303-445-2906 for further information.

- 1) Will the proposed activities impact the surrounding environment (e.g., soil [dust], air, water [quality and quantity], animal habitat)? Please briefly describe all earth-disturbing work and any work that will affect the air, water, or animal habitat in the project area. Please also explain the impacts of such work on the surrounding environment and any steps that could be taken to minimize the impacts.
- 2) Are you aware of any endangered or threatened species in the work area? If so, would they be affected by any activities associated with the proposed work?
- 3) Are there wetlands inside the project boundaries? If so, please estimate how many acres of wetlands there are and describe any impact the proposed activities will have on the wetlands.
- 4) Are there any known archeological sites in the proposed work area?
- 5) Will the proposed activities result in any modification of, or effects to, individual features of a water delivery system (e.g., headgates, canals)?
- 6) If you answered yes to the previous question:
 - (a) State when those features were constructed and describe the nature and timing of any alterations or modifications to those features.
 - (b) Are any buildings, structures, or features in the area of the proposed listed or eligible for listing on the National Register of Historic Places? The local State Historic Preservation Office can assist in answering this question.
 - (c) Are there any known archeological sites in the area of the proposed project? Would they be affected by any activities associated with the

planned work? The State Historic Preservation Office can assist in answering this question.

Under no circumstances may an applicant begin any ground-disturbing activities (including grading, clearing, and other preliminary activities) on a project before environmental compliance is complete and Reclamation explicitly authorizes work to proceed. This pertains to all components of the proposed project, including any that are part of the applicant's non-Federal cost share. Reclamation will provide a successful applicant with information once environmental compliance is complete. An applicant that proceeds before environmental compliance is complete may risk forfeiting Reclamation funding under this FOA.

IV.D.8. Required Permits or Approvals

Applicants must state in the application whether any permits or approvals are required and explain the plan for obtaining such permits or approvals.

IV.D.9. Funding Plan

Applicants proposing non-federal cost-share must submit a funding plan that includes all project costs, as follows:

- (1) Describe any funding requested or received from other Federal partners.
Note: Other sources of Federal funding must be accounted for.
- (2) How you will make your contribution to the cost share requirement, such as monetary and/or in-kind contributions and source funds contributed by the applicant (e.g., reserve account, tax revenue, and/or assessments).
- (3) Describe any in-kind costs incurred before the anticipated project start date that you seek to include as project costs. Include:
 - (a) What project expenses have been incurred
 - (b) How they benefitted the project
 - (c) The amount of the expense
 - (d) The date of cost incurrence
- (4) Provide the identity and amount of funding to be provided by funding partners, as well as the required letters of commitment.

Please include the following chart (Table 2) to summarize your non-federal and other Federal funding sources. Denote in-kind contributions with an asterisk (*).

Table 2. Summary of Non-Federal and Federal Funding Sources.

Funding Sources	Funding Amount
Non-Federal Entities	
1.	
2.	
3.	
4.	
5.	
<i>Non-Federal Subtotal:</i>	
Other Federal Entities	
1.	
2.	
3.	
<i>Other Federal Subtotal:</i>	
<i>Requested Reclamation Funding:</i>	
<i>Total Project Funding:</i>	

IV.D.10. Budget Proposal

General Requirements

Include a budget that estimates all costs (not just costs to be borne by Reclamation) anticipated to establish or expand your existing watershed group (*See*: Table 3. Sample Budget Proposal Format). Include the value of in-kind contributions of goods and services and sources of funds provided to complete the project. The proposal must clearly delineate between any Reclamation and applicant contributions.

Budget Proposal Format

The project budget shall include detailed information on the categories listed below and must clearly identify all project costs and the funding source(s) (i.e., Reclamation or other funding sources). Unit costs shall be provided for all budget items including the cost of work to be provided by contractors. Each contractual estimate must be listed separately noting the name of the contractor or task title. . Additionally, applicants shall include a narrative description of the items included in the project budget. It is strongly advised that applicants use the budget format shown on table 1 at the end of this section or a similar format that provides this information.

Budget Narrative Format

Submission of a budget narrative is mandatory. An award will not be made to any applicant who fails to fully disclose this information. The Budget Narrative provides a discussion of, or explanation for, items included in the budget proposal. Listed below are examples of the types of information to include in the narrative.

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. The labor rates should identify the direct labor rate separate from the fringe rate or fringe cost for each category. All labor estimates, including any proposed subcontractors, shall be allocated to specific tasks as outlined in the recipient's technical project description. 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 will be included as a portion of the stated indirect costs. If these salaries can be adequately documented as direct costs, they should be included in this section; however, a justification should be included in the budget narrative.

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 application purposes only or whether they are fixed or provisional rates for billing purposes. Federally approved rate agreements are acceptable for compliance with this item.

Travel

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

Equipment

Itemize costs of all equipment having a value of over \$500 and include information as to the need for this equipment, as well as how the equipment was priced if being purchased for the agreement. If equipment is being rented, specify the number of hours and the hourly rate. Local rental rates are only accepted for equipment actually being rented or leased for the project. If equipment currently owned by the applicant is proposed for use under the proposed project, and the cost to use that equipment is being included in the budget as in-kind cost share, provide the rates and hours for each piece of equipment owned and budgeted. These should be ownership rates developed by the recipient for each piece of equipment. If these rates are not available, the U.S. Army Corp of Engineer's recommended equipment rates for the region are acceptable. Blue book, Federal Emergency Management Agency (FEMA), and other data bases should not be used.

Materials and Supplies

Itemize supplies by major category, unit price, quantity, and purpose, such as whether the items are needed for office use, research, or construction. Identify how these costs were estimated (i.e. quotes, past experience, engineering estimates or other methodology).

Contractual

Identify all work that will be accomplished by subrecipients, consultants, or contractors, including a breakdown of all tasks to be completed, and a detailed budget estimate of time, rates, supplies, and materials that will be required for each 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. Identify how the budgeted costs for sub-recipients, consultants or contractors were determined to be fair and reasonable.

Environmental and Regulatory Compliance Costs

In most cases, little or no environmental compliance will be associated with Phase I CWMP Grants because they generally will involve only administrative actions, such as drafting a mission statement and watershed restoration plan. If no environmental compliance is anticipated, then the applicant is not required to include a line item in their budget for environmental compliance activities. In these cases, the minimal cost for Reclamation staff to confirm and document the absence of environmental issues will be considered an administrative cost paid for by Reclamation.

However, if you believe that the research project will require some environmental compliance—however small—then you must include a line item in your budget for environmental compliance activities. For example, some environmental compliance may be required if the applicant intends to clear brush to perform a survey, or installing monitoring equipment on an existing structure while developing concepts for watershed management projects or a watershed management plan. In the application review and selection process, Reclamation will consider whether the applicant has budgeted appropriately for environmental compliance, taking into consideration the amount budgeted and the applicants responses to the questions set forth above, in Section IV.D- *Application Content*, subsection *Environmental and Regulatory Compliance*.

How environmental compliance activities will be performed (e.g., by Reclamation, the applicant, or a consultant), and how the 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.

Reporting

Recipients are required to report on the status of their project on a regular basis. Include a line item for reporting costs (including final project and evaluation costs). Please see Section VI.C for information on types and frequency of reports required.

Other

Any other expenses 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.

Indirect Costs

Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable OMB circular cost principles (see Section III E., “Cost Sharing Requirement”) 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 a federally approved indirect rate agreement is not available, provide supporting documentation for the rate. This can include a recent recommendation by a qualified Certified Public Accountant (CPA) along with support for the rate calculation.

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 Interior, the National Business Center, and Indirect Cost Section, at <http://www.aqd.nbc.gov/services/ICS.aspx>.

Total Cost

Indicate total amount of costs associated with proposed activities, including the Federal and non-Federal cost share amounts.

Budget Form

In addition to the above-described budget information, the applicant must complete an SF-424A, Budget Information – Non-construction Programs. These forms are available at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Table 3. Sample Budget Proposal Format

BUDGET ITEM DESCRIPTION	COMPUTATION		RECIPIENT FUNDING	RECLAMATION FUNDING	OTHER FEDERAL FUNDING	TOTAL COST
	\$/Unit and Unit	Quantity				
SALARIES AND WAGES						
Employee 1						
Employee 2						
Employee 3						
FRINGE BENEFITS						
Full-time employees						
Part-time employees						
TRAVEL						
Trip 1						
Trip 2						
Trip 3						
EQUIPMENT						
Item A						
Item B						
Item C						
SUPPLIES/MATERIALS						
Office supplies						
Item 1						
Item 2						
ENVIRONMENTAL AND REGULATORY COMPLIANCE ¹						
OTHER						
Reporting						
TOTAL DIRECT COSTS						
INDIRECT COSTS - __%						
TOTAL PROJECT COSTS						

¹Environmental and regulatory compliance should be at least 1percent unless a justification is provided for a lesser amount.

You may use this format or submit the information in a different format which provides a detailed break-down of costs and need justification for budgets presented in the 424A, 424

IV.E. Funding Restrictions

See Section III.E.3 for restrictions on incurrence and allowability of pre-award costs.

Section V—Application Review Information

V.A. Review and Selection Process

The Government reserves the right to reject any and all applications which do not meet the requirements of this FOA, or are outside the scope of WaterSMART Grants. Awards will be made for activities most advantageous to the Government. Award selection may be made to maintain balance among the program tasks listed in Section III.B. The evaluation process will be comprised of three steps described in the following subsections.

V.A.1. First-Level Screening

All applications will be screened to ensure that:

- The application meets the requirements of the FOA package, including submission of technical and budget proposals, a funding plan, letter(s) of commitment, and related forms.
- The application contains a properly executed SF-424 Application for Financial Assistance and a form SF-424B, Assurances–Non-Construction Programs.
- The applicant meets the eligibility requirements stated in this document.
- The application meets the description of eligible activities in Section III.B., “Eligible Activities,” of this document (Task A or B) and is within the scope of the Cooperative Watershed Management Program.
- The project can be completed by September 30, 2013.

An application must pass all First-Level Screening criteria in order for it to be forwarded for further consideration at the Second-Level Evaluation phase.

V.A.2. Second-Level Evaluation (Technical Review)

Evaluation criteria will comprise 100 points of the total evaluation weight as stated in Section IV.D. - *Technical Proposal and Evaluation Criteria*.

Applications will be scored against the evaluation criteria by an Application Review Committee (ARC), made up of experts in relevant disciplines selected from across Reclamation.

V.A.3. Third-Level Evaluation (Managerial Review)

Management will prioritize projects to ensure the total amount of all awards does not exceed available funding levels, to ensure balance among the program tasks, and to ensure that the projects meet the scope and priorities of the WaterSMART program. Positive or negative past performance by the applicant and any partners in previous working relationships with Reclamation may be considered.

V.B. Pre-Award Clearances and Approvals

After completion of the third-level evaluation, Reclamation will notify applicants whose proposals have been selected for award consideration.

Reclamation will also complete a business evaluation and determination of responsibility. During these evaluations, the Grants Officer (GO) will also consider several factors which are important, but not quantified, such as:

- Pre-award clearances, determinations, reviews, and approvals
- Allowability and allocability of proposed costs
- Financial strength and stability of the organization
- Past performance, including satisfactory compliance with all terms and conditions of previous awards, such as environmental compliance issues, reporting requirements, proper procurement of supplies and services, and audit compliance
- Adequacy of personnel practices; procurement procedures; and accounting policies and procedures, as established by applicable OMB circulars

If the results of all pre-award reviews and clearances are satisfactory, an award of funding will be made once the agreement is finalized (approximately one to three months from date of initial selection). If the results of pre-award reviews and clearances are unsatisfactory, consideration of funding for the project may be withdrawn.

Section VI—Award Administration Information

VI.A. Award Notices

Successful applicants will receive, by electronic or regular mail, a notice of award.

VI.B. Award Document

If the applicant is awarded a financial assistance agreement as a result of this FOA, the proposed project and other relevant information (i.e. expected water savings) from the application will be referenced in the agreement. The agreement document must be signed by a Reclamation GO before it becomes effective.

VI.C. Reporting Requirements and Distribution

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

VI.C.1. Financial Reports

- SF-425, Federal Financial Report, on a semiannual basis

VI.C.2. Program Performance Reports

- Semi-annual reports
- Final report (please note final reports are public documents and will be made available on Reclamation’s website)
- Final reports must demonstrate the applicants successful completion of the following mandatory activities:
 - Establishment or expansion of a watershed group
 - Development of a mission statement for the watershed group

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- Development of project concepts; and
- Development of a restoration plan

Section VII—Agency Contacts

There will be no pre-application conference. Organizations or individuals interested in submitting applications in response to this FOA may *direct questions to Reclamation in writing*. Questions may be submitted to the attention of Michelle Maher, GO, as follows:

By mail:

Bureau of Reclamation
Financial Assistance Services
Attn: Michelle Maher
Mail Code: 84-27850
P.O. Box 25007
Denver CO 80225

Overnight delivery:

Bureau of Reclamation
Attn: Michelle Maher
Mail Code: 84-27810
Denver Federal Center, Bldg. 67 Rm. 152
6th Avenue and Kipling Street
Denver CO 80225

By e-mail:

mmaher@usbr.gov