

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. R11SF80311

WaterSMART: Title XVI Water Reclamation and Reuse Program Construction Activities for Fiscal Year 2011



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

December 2010

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:	U.S. Department of the Interior, Bureau of Reclamation, Policy and Administration
Funding Opportunity Title:	WaterSMART: Title XVI Water Reclamation and Reuse Program Construction Activities for Fiscal Year (FY) 2011
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity Number:	R11SF80311
Catalog of Federal Domestic Assistance (CFDA) Number:	15.504
Dates: (See FOA Sec. IV.B)	Application due date: February 11, 2011 4:00 p.m. Mountain Standard Time (MST)
Eligible Applicants: (See FOA Sec. III.A)	Sponsors of water reclamation and reuse projects specifically authorized for funding under Title XVI of Public Law 102-575, as amended (43 U.S.C. 390h through 390h-39)
Recipient Cost Share: (See FOA Sec. III.E)	75 percent or more of total project costs.
Federal Funding Amount: (See FOA Sec. II.B)	Up to \$2,000,000 per applicant, or the amount remaining under the appropriations ceiling for the applicant's authorized project if less than \$2,000,000.
Estimated Number of Agreements to be Awarded: (See FOA Sec. II.B)	Approximately 10-15 awards, depending on available funding and the amount requested by each applicant.
Estimated Amount of Funding Available for Award: (See FOA Sec. II.A)	<p>The President's FY 2011 budget request includes \$20 million proposed for this Title XVI funding opportunity. The amount of funding available for award is dependent on final FY 2011 appropriations. This FOA will be canceled if FY 2011 appropriations are insufficient to support new awards. Applications submitted under this FOA may also be considered if other funding becomes available for the Title XVI Program in FY 2011 or thereafter. Please refer to http://www.usbr.gov/WaterSMART/ for updated funding information.</p> <p>A portion of available funding will be used to fund project phases that can be commenced in FY 2011 and completed within 24 months; a portion of available funding will be used to fund activities previously completed without Federal funding.</p>

Application Checklist

The following table contains a summary of the information that you are required to submit with a Title XVI Water Reclamation and Reuse application.

√	What to submit	Required content	Form or format	When to submit
	Cover page	See Page 15	Form SF 424, available at: < http://apply07.grants.gov/apply/FormLinks?family=15 > Page 15	*
	Assurances	See Page 15	Form SF 424B or SF 424D, as applicable, available at: < http://apply07.grants.gov/apply/FormLinks?family=15 > Page 15	*
	Title page	See Page 16	Page 16	*
	Table of contents	See Page 16	Page 16	*
	Technical proposal:	See Page 16	Page 16	*
	• Executive Summary	See Page 16	Page 16	*
	• Background data	See Page 16	Page 16	*
	• Technical project description	See Page 16	Pages 16	*
	Environmental Compliance	See Page 21-22	Page 21-22	*
	Required permits and approvals	See Page 22	Page 22	*
	Funding plan	See Page 22-23	Page 22-23	*
	Project budget proposal:	See Page 23-26	Pages 23-26	*
	• General requirements	See Page 23	Page 23	*
	• Budget format	See Page 23 & 27	Page 23 & 27	*
	• Budget narrative	See Page 23	Page 23	*
	• Budget form	See Page 26	Form SF 424A or SF 424C, as applicable, available at: < http://apply07.grants.gov/apply/FormLinks?family=15 > Page 26	*

* Submit materials with your application on February 11, 2010

Acronyms and Abbreviations

AOR	Authorized Organization Representatives
ARC	Application Review Committee
CCR	Central Contractor Registration
CFDA	Catalog of Federal Domestic Assistance
CPA	certified public accountant
DOI	Department of the Interior
DUNS	Data Universal Number System
E-Biz POC	E-Business Point of Contact
EIN	Employer Identification Number
ESA	Endangered Species Act
FAQ	Frequently Asked Question
FEMA	Federal Emergency Management Agency
FOA	Funding Opportunity Announcement
FY	fiscal year
GO	Grants Officer
IRS	Internal Revenue Service
MST	Mountain Standard Time
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
OMB	Office of Management and Budget
TIN	Taxpayer Identification Number
USACE	U.S. Army Corps of Engineers
USFWS	U.S. Fish and Wildlife Service
WaterSMART	<i>Sustain and Manage America's Resources for Tomorrow</i>

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Section I. Funding Opportunity Description

I.A. WaterSMART: Title XVI Water Reclamation and Reuse Program Construction Activities

The U.S. Department of the Interior's (DOI) 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, and coordinating the water conservation activities of various DOI bureaus and offices. Through the program, DOI is working to achieve a sustainable water strategy to meet the Nation's water needs.

The Bureau of Reclamation's Title XVI Water Reclamation and Reuse program (Title XVI) is an important part of WaterSMART. For purposes of the Title XVI program, a water reuse project is a project that reclaims and reuses municipal, industrial, domestic, or agricultural wastewater and naturally impaired groundwater and/or surface waters. Reclaimed water can be used for a variety of purposes, such as environmental restoration, fish and wildlife, groundwater recharge, municipal, domestic, industrial, agricultural, power generation, or recreation. Water reuse is an essential tool in stretching the limited water supplies in the Western United States.

Title XVI projects develop and supplement urban and irrigation water supplies through water reuse, thereby improving efficiency, providing flexibility during water shortages, and diversifying the water supply. Title XVI projects provide growing communities with new sources of clean water while promoting water and energy efficiency and environmental stewardship.

For further information on the WaterSMART Program and Title XVI, see <http://www.usbr.gov/WaterSMART/>.

I.B. Objective of Funding Opportunity Announcement

The objective of this Funding Opportunity Announcement (FOA) is to invite sponsors of authorized Title XVI projects to propose (1) construction activities that can be commenced in FY 2011 and completed within 24 months or (2) construction activities that have been completed previously without Federal funding and that comply with all program requirements.

Under Title XVI of P.L. 102-575, Reclamation works to identify and investigate opportunities to reclaim and reuse wastewaters and naturally impaired ground and surface water in the 17 Western States and Hawaii. Title XVI also provides authority for Reclamation to provide up to the lesser of 25 percent of, or the Federal appropriations ceiling (typically \$20 million) for the cost of planning, design, and construction of specific water recycling projects.

I.C. Program Authority

This FOA is issued under the authority of Title XVI of P.L. 102-575, as amended (43 USC 390h through 390h-39).

I.D. Frequently Asked Questions

A list of Frequently Asked Questions (FAQ) 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 Funding

The President's fiscal year (FY) 2011 budget request includes \$20 million proposed for this Title XVI funding opportunity. The amount of funding available for award is dependent on final FY 2011 appropriations. This FOA will be canceled if FY 2011 appropriations are insufficient to support new awards. Applications submitted under this FOA may also be considered if other funding becomes available in FY 2011 or thereafter. Please refer to <http://www.usbr.gov/WaterSMART/grants.html> for updated funding information.

II.B. Project Funding Limitations

The amount of funding available for award is dependent on final FY 2011 appropriations.

The Federal share (Reclamation's share plus any other sources of Federal funding) of any proposed project phase shall not exceed 25 percent of the total cost of the project phase. If the amount of Federal funding previously allocated to the applicant's authorized project (including obligated funds) is less than 25 percent of overall expenses, the applicant may request Federal funding of more than 25 percent for the project phase to be completed under this FOA as long as the overall Federal cost share does not exceed 25 percent of incurred expenses.

A portion of available funding will be used to fund project phases that can be commenced in FY 2011 and completed within 24 months; a portion of available funding will be used to fund activities previously completed without Federal funding.

Multiple applications for funding may be submitted for consideration. ***However, no more than \$2,000,000 in Federal funding will be awarded to any one applicant under the Title XVI Program in FY 2011.***

II.C. Reclamation Responsibilities

Project awards will be made through grants or cooperative agreements as applicable to each project. If a cooperative agreement is awarded, the recipient should expect Reclamation to have substantial involvement in the project. Substantial involvement by Reclamation may include the following:

- **Collaboration and participation** with the recipient in the management of the project 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 the project.

At the request of the recipient, Reclamation can provide technical assistance after award of the project. If you receive Reclamation's assistance, you must account for such costs in your budget. To discuss assistance available and these costs, contact your local Reclamation office, which can be identified at <http://www.usbr.gov/main/regions.html>.

II.D. Award Date

Reclamation expects to contact potential award recipients and unsuccessful applicants in April, 2011, or slightly later depending upon the date of final FY 2011 appropriations. Within one to three months after that 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

Sponsors of water reclamation and reuse projects specifically authorized for funding under Title XVI of Public Law 102-575, as amended (43 U.S.C. 390h through 390h-39) are eligible to apply for funding under this FOA.

III.B. Eligible Projects

Phases of water reclamation and reuse projects specifically authorized for funding under Title XVI of Public Law 102-575, as amended (43 U.S.C. 390h through 390h-39) are eligible for funding under this FOA. To date, 53 projects have been specifically authorized under Title XVI and two other projects have been undertaken through the general authority of section 1605(a) of P.L. 102-575. Other projects that are the subject of pending authorizing legislation are eligible funding if such legislation is signed into law by February 11, 2011 (the application deadline for this FOA).

Sponsors of authorized Title XVI projects are invited to propose (1) construction activities that can commence in FY 2011 and be completed within 24 months or (2) construction activities that have been completed previously without Federal funding. Construction activities and pre-construction activities such as environmental compliance will be considered for funding. Proposals to develop Title XVI feasibility studies will not be considered under this FOA. (A separate FOA will make funding available for such activities.)

Funds for construction activities will not be disbursed until all Title XVI pre-construction activities have been met for that project including: (1) a determination that a feasibility study for the project meets the requirements of Title XVI; (2) complete compliance with the National Environmental Policy Act (NEPA) and other environmental clearances; (3) an approved determination of the project sponsor's financial capability to provide the necessary non-Federal cost share; and (4) an executed financial assistance agreement between Reclamation and the applicant.

If a project is not part of a feasibility study previously determined to by Reclamation to meet the requirements of Title XVI, a feasibility study must be submitted for Reclamation review by February 11, 2011 (the application deadline for this FOA) and a determination that the feasibility study meets Title XVI requirements must be possible by April 30, 2011.

III.C. Length of Projects

Applicants should propose a project phase that can be completed within a 24-month period or describe construction activities that have previously been completed without Federal funding. *All project phases funded under this FOA must be completed by September 30, 2013.*

III.D. Cost-Sharing Requirement

Applicants must be willing to cost share 75 percent or more of the total project costs. Prior to any construction funding, Reclamation must make a determination that the applicant has the financial capability to provide necessary non-Federal cost share for the project.

III.D.1. Cost Share Regulations

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.D.2. In-Kind Contributions

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 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 Title XVI projects.

III.D.3. Pre-Award Costs

Project pre-award costs that have been incurred prior to the date of award may be submitted for consideration as an allowable portion of the recipient's cost share for the project.

III.D.4. Indirect Costs

Indirect costs that will be incurred during the development or construction of a project, which will not otherwise be recovered, may be included as part of the applicant's cost share. 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 referenced above and available at <http://www.whitehouse.gov/omb/circulars>.

III.E. Environmental Compliance

All projects being considered for award funding will require compliance with the NEPA before any ground disturbing activity may begin. Compliance with all applicable state, Federal and local environmental, cultural, and paleontological resource protection laws and regulations is also required. These may include, but are not limited to, the Clean Water Act, the Endangered Species Act (ESA), the National Historic Preservation Act (NHPA), consultation with potentially affected tribes, and consultation with the State Historic Preservation Office.

Reclamation will be the lead Federal agency for NEPA compliance and will be responsible for evaluating technical information and ensuring that natural resources, cultural, and socioeconomic concerns are appropriately addressed. As the lead agency, Reclamation is solely responsible for determining the appropriate level of NEPA compliance. Further, Reclamation is responsible to ensure findings under NEPA, and consultations, as appropriate, will support Reclamation's decision on whether to fund a project. Environmental compliance costs are part of an applicant's cost share. These costs will be considered in the ranking of applications.

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 those 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.

III.F. Other Requirements

III.F.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 shall also coordinate and obtain approvals from site owners and operators.

III.F.2. Central Contractor Registration

All applicants must be registered in the Central Contractor Registration (CCR) prior to submitting an application for 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
Acquisition Operations Group
Attn: Michelle Maher
Mail Code: 84-27810
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 11, 2011, 4:00 p.m. Mountain Standard 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 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 with redactions as needed) and may be posted on Reclamation's 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
Acquisition Operations Group
Attn: Michelle Maher
Mail Code: 84-27810
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, please submit a copy of your application on a CD in Microsoft Word format.
- Please do not use “comb,” “spiral,” or adhesive methods to bind the documents.

Section IV. Application and Submission Information

- 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.
- 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 Case 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
<p>√ 1: Obtain Data Universal Number System (DUNS) Number</p>	<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>
<p>2: Register With Central Contractor Registration (CCR)</p>	<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 < http://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>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>	<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>

***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.**

Step	Actions to take	Purpose	Time required
3: Username and Password	<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>	An AOR username and password serves as an "electronic signature" when submitting a Grants.gov application.	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.
4: AOR Authorization	<p>Has 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>	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.	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.
Step 5: Track AOR Status	<p>What is your AOR status?</p> <p>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.</p>	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 (1-800-518-4726 or support@grants.gov) 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 **100 consecutively numbered** pages and shall be **single spaced** and printed **double-sided**. If an application exceeds 100 pages, only the first 100 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 **40** (forty) pages.

All application sent via the mail must also include a digital version of the application and all supporting material 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 to be considered complete:

- SF-424 Core Form–Application cover page
- SF-424 D Form–Assurances–Construction Programs
- Title page
- Table of contents
- Technical proposal (limited to 40 pages)
 - Executive summary
 - Background data
 - Technical project description
 - Evaluation Criteria
- Post-project benefits (performance measures)
- Potential environmental impacts
- Required permits and approvals
- Project budget application
 - Budget proposal
 - Budget Narrative
 - SF-424 C Form

SF-424, SF-424C, and SF-424D 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 form may result in the elimination of the application from further consideration.**

SF-424 Assurances

A SF-424D–Assurances–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-424D form 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 the nature of the project. Include the name and address of the applicant, and the name and address, e-mail address, telephone, and fax numbers of the project manager. If the authorized Title XVI project has previously been funded by Reclamation, indicate the financial assistance agreement number.

Table of Contents

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

Technical Proposal and Evaluation Criteria

The technical proposal (40 pages maximum) includes: (1) the Executive Summary, (2) Technical Project Description and (3) Evaluation Criteria. To ensure accurate and complete scoring of your application, your proposal should address each evaluation subcriterion in the order presented here. Where applicable, the point value is indicated.

Technical Proposal: Executive Summary

The executive summary should include:

- The date, applicant name, city, county, and state.
- The amount of water that will be reclaimed or reused by the project phase proposed for funding.
- A one paragraph project summary
- State the length of time and estimated completion date for the project.

Technical Proposal: Technical Project Description.

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

Technical Proposal: Evaluation Criteria.

The Evaluation Criteria portion of your application should thoroughly address each of the following criteria and subcriteria 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 criteria and subcriteria into their applications to ensure that all necessary information is adequately addressed). The Evaluation Criteria comprise 200 points of the total evaluation weight.

Evaluation Criterion 1: Water Supply

Subcriterion No. 1a. Stretching Water Supplies — 35 points

Points will be awarded based on the extent to which the project phase is expected to secure and stretch water supplies. Consideration will be given to the amount of water expected to be made available by the project phase and the extent to which the project phase will reduce demands on existing facilities and otherwise reduce water diversions.

1. How many acre-feet of water are expected to be made available each year upon completion of the project or phase?
2. Will the project reduce, postpone, or eliminate the development of new or expanded non-recycled water supplies?
3. How significantly will the demand on existing Federal water supplies be reduced? List the expected reduction to Federal water supply demand (in acre-feet) and the amount of water currently supplied directly or indirectly by a Federal facility to the project sponsor. Provide calculations.
4. How will the project reduce diversions from natural watercourses or withdrawals from aquifers? Responses should be specific (including number of acre-feet) and should include the percentage by which diversions or withdrawals will be reduced.
5. What performance measures will be used to quantify actual benefits upon completion of the project phase?

Subcriterion No.1b. Contributions to Water Supply Sustainability — 20 points

Points will be awarded for projects phases that contribute to a more sustainable water supply.

1. Will the project make water available to address a specific concern (e.g., water supply shortages due to climate variability, and/or heightened competition for limited water supplies)? Consider the number of acre-feet of water to be made available and explain the specific concern and the role of the project in addressing that concern.
2. Will water made available by this project phase continue to be available during periods of drought? To what extent is the water made available by this project phase more drought-resistant than alternative water supply options? Explain.

Evaluation Criterion 2: Status of Project

Subcriterion No. 2a. Progress Toward Completion of an Authorized Title XVI Project – 20 points

Points will be awarded for project phases that will bring an authorized Title XVI project to completion (i.e., to full Federal funding levels) or close to completion.

1. How much Federal funding has been provided for the authorized Title XVI project to date?
2. How much Federal funding is necessary to fully satisfy the authorized Federal cost-share?

Subcriterion No. 2b. Readiness to Proceed — 10 Points

Points will be awarded based on the extent to which the project phase is ready to proceed, including consideration of the following:

1. What is the status of necessary environmental compliance measures?
 - When is environmental compliance expected to be complete?
 - Provide a detailed schedule of all environmental compliance activities and a schedule that indicates when construction is expected to begin.
2. What is the status of required State and Federal permits for the project phase?
 - When are all required permits expected to be obtained?

Evaluation Criterion 3: Environment and Water Quality – 30 Points

Points will be awarded based on the extent to which the project phase will improve surface, groundwater, or effluent discharge quality; will restore or enhance habitat for non-listed species; or will provide water or critical habitat for Federally-listed threatened or endangered species:

1. Will the project phase improve the quality of surface or groundwater? To what extent will the project phase improve effluent quality beyond levels necessary to meet state or Federal discharge requirements?

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2. Will the project phase improve flow conditions in a natural stream channel? Will the project phase restore or enhance habitat for non-listed species? If so, how?
3. Will the project phase provide water or habitat for Federally listed threatened or endangered species? If so, how?

Evaluation Criterion 4: Renewable Energy and Energy Efficiency – 25 Points

Points will be awarded based on the extent to which the project phase incorporates the use of renewable energy and/or addresses energy efficiency:

1. Will the project phase include installation of low-impact hydroelectric, solar-electric, wind energy, or geothermal power systems, or other facilities that enable use of these or other renewable energy sources to provide power to components of the project phase? Are any energy recovery devices or processes included in the project phase? Provide the amount of energy expected to be generated through renewable energy sources (in kilowatt hours). What percentage of the project's total energy consumption will be provided through the installation of renewable energy components?
2. If the project phase does not itself include renewable energy, will the project phase facilitate power generation in the water delivery system by making more water available? If so, explain the relationship between this project phase and any potential renewable energy improvements in the water delivery system.
3. Will completion of the project phase lead to a reduction in energy consumption as compared to current water supply options?
 - Provide calculations and describe assumptions and methodology.
 - Will the project phase include any innovative components to reduce energy consumption or to recover energy?
4. How does the project phase's energy consumption compare to other water supply options that would satisfy the same demand as the project phase?

Evaluation Criterion 5: Cost per Acre-Foot of Water and Other Project Benefits – 25 Points

Points will be awarded based on the cost per acre-foot of water expected to be delivered upon completion of the project phase and other benefits of the project phase.

1. Calculate the cost per acre-foot of the project phase using the following formula: Annualized Life Cycle Cost (\$) of this project phase/Average annual volume of water (acre-feet) that will be made available upon completion of the project phase.
2. Compare the cost per acre-foot of the project phase to the cost per acre-foot of one alternative (i.e., non-recycled water option) that would satisfy the same demand as the proposed project phase.
3. Some Title XVI project benefits may be difficult to quantify. Describe any economic benefits of the project phase that are not captured by the cost per acre-foot analysis, or that are difficult to quantify.

Evaluation Criterion 6: Reclamation's Obligations and Benefits to Rural or Economically Disadvantaged Communities

Subcriterion No. 6a. Legal and Contractual Water Supply Obligations — 10 Points

Points will be awarded for project phases that help to meet Reclamation's legal and contractual obligations.

1. Does the project phase help fulfill any of Reclamation's legal or contractual obligations such as providing water for Indian tribes, water right settlements, river restoration, minimum flows, legal court orders, or other obligations? Explain.

Subcriterion No. 6b. Benefits to Rural or Economically Disadvantaged Communities — 10 Points

Points will be awarded based on the extent to which the project phase serves rural communities or economically disadvantaged communities in rural or urban areas.

1. Does the project phase serve a rural or economically-disadvantaged community? (A rural community is defined as a community with fewer than 50,000 people.)
2. Are any economically-disadvantaged communities within the project sponsor's service area?

3. Will any such communities be served by this project phase? Explain.

Evaluation Criterion 7: Watershed Perspective — 15 points

Points will be awarded based on the extent to which the project phase promotes or applies a watershed perspective by implementing an integrated resources management approach, implementing a regional planning effort, or forming a collaborative partnership with other entities.

A watershed perspective generally means an approach to planning directed at meeting the needs of geographically dispersed localities across a region or a watershed that will take advantage of economies of scale and foster opportunities for partnerships. This approach also takes into account the interconnectedness of water and land resources, encourages the active participation of all interested groups, and uses the full spectrum of technical disciplines in activities and decision-making.

1. Does the project phase implement a regional or state water plan or an integrated resource management plan?
2. Does the project phase promote collaborative partnerships to address water-related issues? Explain.

Environmental Compliance

To allow Reclamation to assess the probable environmental impacts and costs associated with each application, all applicants must respond to the following list of questions focusing on the requirements of the NEPA, ESA, and NHPA. Please answer the following questions to the best of your knowledge. If any question is not applicable to the project phase, or if necessary environmental compliance has been completed, please explain.

If you have any questions, please contact your regional or area Reclamation office (see <<http://www.usbr.gov/main/regions.html>>) with questions regarding ESA compliance issues.

1. Will the project impact the surrounding environment (i.e., soil [dust], air, water [quality and quantity], animal habitat, etc.)?
 - o Please briefly describe all earth-disturbing work and any work that will affect the air, water, or animal habitat in the project area.
 - o 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 species listed or proposed to be listed as a Federal endangered or threatened species, or designated Critical Habitat in the project area? If so, would they be affected by any activities associated with the proposed project?
3. Are there wetlands or other surface waters inside the project boundaries that potentially fall under Federal Clean Water Act jurisdiction as “waters of the United States?” If so, please describe and estimate any impacts the project may have.
4. Are there any known archeological sites in the proposed project area?
5. Will the project have a disproportionately high and adverse effect on low income or minority populations?
6. Will the project limit access to and ceremonial use of Indian sacred sites or result in other impacts on tribal lands?
7. Will the project contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area?

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 those 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.

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.

Funding Plan

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.	
<i>Non-Federal Subtotal:</i>	

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Other Federal Entities	
1.	
2.	
3.	
<i>Other Federal Subtotal:</i>	
<i>Requested Reclamation Funding:</i>	
<i>Total Project Funding:</i>	

Budget Proposal

General Requirements

Include a project budget that estimates all costs (not just costs to be borne by Reclamation). 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 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. **Lump sum costs are not acceptable.** 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 3 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. The types of information to describe in the narrative include, but are not limited, to those listed in the following subsections.

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 Corps of Engineer's (USACE) 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 subrecipients, consultants, or contractors were determined to be fair and reasonable.

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Environmental and Regulatory Compliance Costs

If necessary environmental compliance measures have not yet been completed, the applicant must include a line item in its budget to cover environmental compliance costs. “Environmental compliance costs” refer to costs incurred by Reclamation or the recipient in complying with applicable environmental regulations, including costs associated with any required documentation of environmental compliance, analyses, permits, or approvals. Applicable Federal environmental laws could include NEPA, ESA, NHPA, and the Clean Water Act, as well as other regulations, depending on the project. 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
- The cost incurred by the recipient in acquiring any required approvals or permits, or in implementing any required mitigation measures

The amount of the line item should be based on the actual expected environmental compliance costs for the project. However, the minimum amount budgeted for environmental compliance should be equal to at least 1-2 percent of the total project costs. If the amount budgeted is less than 1-2 percent of the total project costs, you must include a compelling explanation of why less than 1-2 percent was budgeted.

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>.

Contingency Costs

All proposed contingency line-items must be supported by a rationale. Further, in most cases, contingency cost estimates are limited to 10 percent of projected construction costs.

Total Cost

Indicate total amount of project costs, 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-424C, Budget Information—Construction Programs. This form is available at <http://apply07.grants.gov/apply/FormLinks?family=15>.

IV.E. Funding Restrictions

See Section III.E.3 for restrictions on incurrence and allowability of pre-award costs. The applicant 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 SF-424C.

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Table 3. Sample Budget Proposal Format

Budget Item Description	Computation		Recipient Funding	Reclamation 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					
Construction					
Contractual/¹Construction					
Item 1					
Item 2					
Environmental and Regulatory Compliance²					
Other					
Reporting					
Total Direct Costs					
Indirect Costs - ___%					
Total Project Costs					

¹Contracts should be broken out into specific line items. **Lump sum estimates are not acceptable.** Applicants may attach a separate, detailed budget for each contract to adequately address all contractor budget items.

²Environmental and regulatory compliance should be at least 1-2 percent unless a justification is provided for a lesser amount.

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 which are outside the scope of the Title XVI Program. Awards will be made for projects most advantageous to the Government. 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, a SF-424C, Budget Information—Construction Programs, and a SF-424D, Assurances—Construction Programs.
- The applicant meets the eligibility requirements stated in this document.
- The proposed project phase 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 200 points of the total evaluation weight as stated in Section IV.D.5.

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 and to ensure that the projects meet the scope and priorities of the WaterSMART program and Title XVI. 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 and will forward their applications to the appropriate Reclamation regional or area office for completion of environmental compliance.

The local Reclamation office 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
- 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 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).
- If mitigation is required to lessen environmental impacts, the applicant may, at Reclamation's discretion, be required to report on progress and completion of these commitments. Reclamation will coordinate with the applicant to establish reporting requirements and intervals accordingly.

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
Acquisition Operations Group
Attn: Michelle Maher
Mail Code: 84-27810
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