



# Agenda

CITY CLERK'S OFFICE

DATE 9-27-12 TIME 2:57pm

SERVED BY Stephanie Lopez

RECEIVED BY [Signature]

**AMENDED  
PUBLIC UTILITIES COMMITTEE  
MEETING  
CITY COUNCIL CHAMBERS  
WEDNESDAY, OCTOBER 3, 2012  
REGULAR MEETING – 5:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM THE SEPTEMBER 5, 2012 PUC MEETING

**INFORMATIONAL ITEMS**

6. Northwest Well Re-Permitting Update. (Claudia Borchert and Marcos Martinez)
7. Santa Fe Lakes and Rivers Classification Update. (Alex Puglisi)

**CONSENT – INFORMATION ITEMS**

8. Status Report on the Environmental Services Division. (Cindy Padilla)
9. Update on Current Water Supply Status. (Victor Archuleta)
10. Drought, Monsoon and Water Resource Management Update. (Rick Carpenter)
11. Update on AMR Pilot Project. (Richard Chavez and Peter Ortega)

**CONSENT – ACTION CALENDAR**

None

## **DISCUSSION ITEMS AND ACTION ITEMS**

12. Request for approval of Grant Award and budget Increase for \$100,000.00 for FY 2012 EMNRD Clean Fuels CNG. (David Chapman and Cindy Padilla)

PUC – 10/3/12

FC – 10/22/12

CC – 10/30/12

13. Request for approval of Bill No. 2012-\_\_\_\_\_. An ordinance amending section 25-1.8 SFCC 1987; Reducing the level of fluoride in the city water supply; ceasing the supplementation of fluoride in the city water supply and ensuring that the natural fluoride levels in the city water supply are below the current maximum and secondary contaminant levels recommended by the United States Environmental Protection Agency. (Councilors Dimas, Bushee, Dominguez, Rivera and Trujillo) (Alex Puglisi)

PUC – 10/3/12

CC – 10/10/12 - Request to Publish (scheduled)

BDDDB – 10/11/12

FC – 10/22/12

CC – 11/14/12 - Public Hearing (scheduled)

14. Request for approval of US Bureau of Relamation Grant Agreement No. R12AP40036 Award for the amount of \$50,000.00 for Implementation and Installation of Automatic Meter Reading Devices to City of Santa Fe Residential Water Utility Meters and a Budget Adjustment Request in the amount of \$50,000.00. (Laurie Trevizo)

PUC – 10/3/12

FC – 10/22/12

CC – 10/30/12

## **MATTERS FROM THE PUBLIC**

## **MATTERS FROM THE CITY ATTORNEY**

## **ITEMS FROM STAFF**

## **MATTERS FROM THE COMMITTEE**

**NEXT MEETING: WEDNESDAY, NOVEMBER 7, 2012**

**ADJOURN**

**PERSONS WITH DISABILITIES IN NEED OF ACCOMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 505-955-6520, FIVE (5) WORKING DAYS PRIOR TO THE MEETING DATE.**



# Agenda

CITY CLERK'S OFFICE

DATE 9-26-12 TIME 10:00 am

SERVED BY [Signature]

RECEIVED BY [Signature]

## PUBLIC UTILITIES COMMITTEE

### MEETING

CITY COUNCIL CHAMBERS

WEDNESDAY, OCTOBER 3, 2012

REGULAR MEETING – 5:00 P.M.

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### CONSENT – ACTION CALENDAR

None

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## **MATTERS FROM THE PUBLIC**

## **MATTERS FROM THE CITY ATTORNEY**

## **ITEMS FROM STAFF**

## **MATTERS FROM THE COMMITTEE**

**NEXT MEETING: WEDNESDAY, NOVEMBER 7, 2012**

## **ADJOURN**

**PERSONS WITH DISABILITIES IN NEED OF ACCOMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 505-955-6520, FIVE (5) WORKING DAYS PRIOR TO THE MEETING DATE.**

SUMMARY INDEX  
PUBLIC UTILITIES COMMITTEE MEETING  
Wednesday, October 3, 2012

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APPROVAL OF CONSENT AGENDA	Approved	2
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APPROVAL OF MINUTES FOR THE SEPTEMBER 5, 2012 MEETING	Approved	3
<u>INFORMATIONAL ITEMS</u>		
NORTHWEST WELL RE-PERMITTING UPDATE	Information/discussion	3
SANTA FE LAKES AND RIVERS CLASSIFICATION UPDATE	Information/discussion	3-4
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REQUEST FOR APPROVAL OF GRANT AWARD AND BUDGET INCREASE FOR \$100,000 FOR FY 2012 ENMRD CLEAN FUELS CNG	Approved	4-5
REQUEST FOR APPROVAL OF BILL NO. 2012- ____. AN ORDINANCE AMENDING SECTION 25-1.8 SFCC 1987; REDUCING THE LEVEL OF FLUORIDE IN THE CITY WATER SUPPLY; CEASING THE SUPPLEMENTATION OF FLUORIDE IN THE CITY WATER SUPPLY AND ENSURING THAT THE NATURAL FLUORIDE LEVELS IN THE CITY WATER SUPPLY ARE BELOW THE CURRENT MAXIMUM AND SECONDARY CONTAMINANT LEVELS RECOMMENDED BY THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY	Postponed to 11/07/12	5

**ITEM****ACTION****PAGE**

REQUEST FOR APPROVAL OF U.S. BUREAU  
OF RECLAMATION GRANT AGREEMENT NO.  
R12AP40036 AWARD FOR THE AMOUNT OF  
\$40,000.00 FOR IMPLEMENTATION AND  
INSTALLATION OF AUTOMATIC METER  
READING DEVICES TO THE CITY OF SANTA  
FE RESIDENTIAL WATER UTILITY METERS  
AND A BUDGET ADJUSTMENT REQUEST IN  
THE AMOUNT OF \$50,000.00

Approved [amended]

5-7

MATTERS FROM THE PUBLIC

None

7

MATTERS FROM THE CITY ATTORNEY

None

7

ITEMS FROM STAFF

Information/discussion

7

MATTERS FROM THE COMMITTEE

Information/discussion

8-9

NEXT MEETING: WEDNESDAY, NOVEMBER 7, 2012

9

ADJOURN

9

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC UTILITIES COMMITTEE  
Wednesday, October 3, 2012**

**1. CALL TO ORDER**

A meeting of the Public Utilities Committee was called to order by Councilor Christopher N. Calvert, Chair, at approximately 5:00 p.m., on Wednesday, October 3, 2012, in the Council Chambers, City Hall, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT:**

Councilor Calvert, Chair  
Councilor Bill Dimas  
Councilor Christopher M. Rivera  
Councilor Ronald S. Trujillo

**MEMBERS EXCUSED:**

Councilor Carmichael A. Dominguez

**OTHERS PRESENT:**

Brian Snyder, Public Utilities Director  
Stephanie Lopez, Public Utilities  
Marcus Martinez, Assistant City Attorney  
Melessia Helberg, Stenographer

There was a quorum of the membership present for conducting official business.

**NOTE: All items in the Committee packet for all agenda items are incorporated herewith to these minutes by reference. The original Committee packet is on file in the Public Utilities Department.**

**3. APPROVAL OF AGENDA**

Councilor Dimas said he would like to postpone Item #13 on the Discussion Agenda until the BDD meets and decides what it wants to do on the issue of fluoridation of the BDD water.

Chair Calvert said it also could be approved and moved forward, and have the public hearing at the City Council.

**MOTION:** Councilor Dimas moved, seconded by Councilor Trujillo, to postpone Item #13 on the Discussion Agenda to the PUC meeting of November 7, 2012, and to approve the Agenda as amended.

**DISCUSSION:** Chair Calvert asked Councilor Dimas if he would like this item to be withheld from the other committees in the interim, and Councilor Dimas said yes.

Chair Calvert asked him to coordinate with Melissa Byers on that.

**VOTE:** The motion was approved unanimously on a voice vote.

#### **4. APPROVAL OF CONSENT AGENDA**

**MOTION:** Councilor Rivera moved, seconded by Councilor Trujillo, to approve the following Consent Informational Calendar as presented.

**VOTE:** The motion was approved unanimously on a voice vote.

#### **CONSENT – INFORMATIONAL CALENDAR**

- 8. STATUS REPORT ON THE ENVIRONMENTAL SERVICES DIVISION. (CINDY PADILLA)**
- 9. UPDATE ON CURRENT WATER SUPPLY STATUS. (VICTOR ARCHULETA)**
- 10. DROUGHT, MONSOON AND WATER RESOURCE MANAGEMENT UPDATE. (RICK CARPENTER)**
- 11. UPDATE ON THE AMR PILOT PROJECT. (RICHARD CHAVEZ AND PETER ORTEGA)**

#### **CONSENT – ACTION CALENDAR**

There were no items on the Consent Action Calendar.



**5. APPROVAL OF MINUTES FOR THE SEPTEMBER 5, 2012 MEETING**

**MOTION:** Councilor Trujillo moved, seconded by Councilor Dimas, to approve the minutes of the meeting of September 5, 2012, as submitted.

**VOTE:** The motion was approved unanimously on a voice vote.

**INFORMATIONAL ITEMS**

**6. NORTHWEST WELL RE-PERMITTING UPDATE. (CLAUDIA BORCHERT AND MARCOS MARTINEZ)**

Claudia Borchert noted that there is a Memo in the packet in this regard from Marcos Martinez and herself, and asked if the Committee has questions.

Chair Calvert asked if the Committee has questions, noting the Memo was self-explanatory.

The Committee had no comments or requests for information.

Chair Calvert said, "We'll just stay tuned." He thanked Ms. Borchert and Mr. Marcos for their work on this update.

**7. SANTA FE LAKES AND RIVERS CLASSIFICATION UPDATE. (ALEX PUGLISI)**

Mr. Puglisi reviewed the information in his Memo of September 25, 2012, which is in the Committee packet. Please see this document for specifics of this presentation.

Chair Calvert noted the hearing will not happen until later this year. He invited Mr. Michael, of NMED to respond to staff's input and the status of this item.

Tim Michael, New Mexico Environmental Department, said as Mr. Puglisi indicated, they have worked with the City since the beginning of the project, almost two years. He said NMED will be going before the Water Quality Control Commission with its proposal in December 2012. He said it is NMED's plan to submit their final proposal to the Commission by November 5, 2012. He said they have received written input on their proposal from only 3 sources, one of which was from the City. He said the City's suggestions are in line with what they think would be appropriate. He said the City's suggestion to extend primary contact throughout the length of the water course through the City is reasonable and in line with the goals of the Clean Water act. He said he intends to include that in his final proposal to the Water Quality Control Commission. The City's suggestion to change the line between the upper part of the River through the City and the lower part, Guadalupe Street, is fine. Those lines are hard to draw in any technical sense and will change with time in real sense. He said Guadalupe Street is a good location to

draw that line. He said one thing that helps to draw that line is the separation of the primary contact from the aquatic life use. And, if the entire stretch of the stream course is primary contact, then the decision is based on only one thing, and then that is the appropriate aquatic life use which makes Guadalupe Street an every more appropriate place to draw that line.

Mr. Michael said, "In summary, the suggestions of the City are reasonable, and I expect them to be incorporated in NMED's final testimony to the Water Quality Control Commission."

Chair Calvert asked about staff's suggestion to change the temperature issue.

Mr. Michael said the proposal is to have the temperature left as it was, which is 30 degrees, so they have no changes to that.

Chair Calvert thanked Mr. Puglisi and Mr. Michael.

### **CONSENT DISCUSSION**

No items were removed for discussion.

### **DISCUSSION AND ACTION ITEMS**

- 12. REQUEST FOR APPROVAL OF GRANT AWARD AND BUDGET INCREASE FOR \$100,000 FOR FY 2012 ENMRD CLEAN FUELS CNG. (DAVID CHAPMAN AND CINDY PADILLA. PUC 10/03/12; FC 10/22/12; and CC 10/30/12.**

Brian Snyder presented the staff report, which is contained in David Chapman's Memorandum of October 2, 2012, to the Public Works and Public Utilities Committees, noting this is a \$100,000 budget savings for these vehicles.

Chair Calvert said then they are going to give us \$100,000 toward something we're already going to do.

Mr. Snyder said this is correct, noting a little more than \$1 million was budgeted for these replacement vehicles and we're getting \$100,000 to assist in that.

Councilor Trujillo asked what kind of vehicles these are.

Mr. Snyder said these are CNG front loading trash vehicles.

**MOTION:** Councilor Dimas moved, seconded by Councilor Rivera, to approve this request.

**VOTE:** The motion was approved unanimously on a voice vote.

13. **REQUEST FOR APPROVAL OF BILL NO. 2012- \_\_\_\_\_. AN ORDINANCE AMENDING SECTION 25-1.8 SFCC 1987; REDUCING THE LEVEL OF FLUORIDE IN THE CITY WATER SUPPLY; CEASING THE SUPPLEMENTATION OF FLUORIDE IN THE CITY WATER SUPPLY AND ENSURING THAT THE NATURAL FLUORIDE LEVELS IN THE CITY WATER SUPPLY ARE BELOW THE CURRENT MAXIMUM AND SECONDARY CONTAMINANT LEVELS RECOMMENDED BY THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (COUNCILORS DIMAS, BUSHEE, DOMINGUEZ, RIVERA AND TRUJILLO). (ALEX PUGLISI) PUC 10/03/12; CC 10/10/12 (Request to Publish scheduled); BDDB 10/11/12; FC 10/22/12; and CC 11/14/12 (Public Hearing scheduled)**

This item is postponed to the PUC meeting of November 7, 2012.

14. **REQUEST FOR APPROVAL OF U.S. BUREAU OF RECLAMATION GRANT AGREEMENT NO. R12AP40036 AWARD FOR THE AMOUNT OF \$40,000.00 FOR IMPLEMENTATION AND INSTALLATION OF AUTOMATIC METER READING DEVICES TO THE CITY OF SANTA FE RESIDENTIAL WATER UTILITY METERS AND A BUDGET ADJUSTMENT REQUEST IN THE AMOUNT OF \$50,000.00. (LAURIE TREVIZO)**

A Memorandum dated September 25, 2012, with attachments, to the Public Utilities Committee from Laurie Trevizo, Water Conservation Manager and Peter Ortega, Utility Billing Division Director, is incorporated herewith to these minutes as Exhibit "1."

Peter Ortega presented information from Exhibit "1." Please see Exhibit "1" for specifics of this presentation.

**MOTION:** Councilor Trujillo moved, seconded by Councilor Dimas, to approve this request.

**DISCUSSION:** Councilor Rivera asked if we are using the same meters.

Mr. Ortega asked if he is speaking of the automatic meter reading devices or the meter itself.

Councilor Rivera said he doesn't remember the devices we have out in certain parts of town right now, part of the pilot project.

Mr. Ortega said this will be in support of the pilot project. He said \$50,000 doesn't buy much, so they will be using those funds to purchase in-home devices in January 2013, so the customers on the two routes on the pilot program can test the in-home devices which can be read without getting into the meter can.

Councilor Rivera asked Mr. Ortega if he is happy with the pilot.

Mr. Ortega said yes.

Chair Calvert quoted from page 1, paragraph 1 of the Memo, "...\$50,000 for the purchase of meters and AMR devices and the City of Santa Fe is contributing \$138,555 for installation of the AMR devices, this is in the form of in-kind contribution as staff salaries." He said this doesn't sound like what Mr. Ortega just said. He said Mr. Ortega just said we would do the in-home devices which is neither meters nor the AMR devices, and asked where is the City's in-kind contribution.

Mr. Ortega said the in-kind matching will be the salaries of the meter reading staff, and we do have some meters left from the purchase of 500+ 5/8 meters, out of which a little more than 500 were installed, and the remaining meters in the pilot are 1 inch, 1 ½ inch meters and such. So we still have some 5/8 meters were we could expand, and our thought was to expand that pilot with the existing meters to the Water Conservation Committee, and the Governing Body for testing.

Chair Calvert said he thinks we need to be specific, commenting the grant probably has certain requirements and those are some sort of matching. He said if it is used for in-home devices, he doesn't see how the matching comes from that. He asked if it will be a combination of the in-home devices and some of the AMR devices.

Mr. Snyder said it is part of the overall pilot program, and the existing meters we purchased from our budget are applied toward the \$138,555 of in-kind, the existing pilot program as a whole, as well as the meter reading staff. He said we already have implemented that and installed a lot of those meters, so the additional \$50,000 is to supplement that pilot program. He said this language is taken from the grant application, which we've tried to keep general from the standpoint of meters, AMRs, whatever devices are necessary to support the program. One of those devices is the in-home device and we have not budgeted for that amount, noting they cost \$100 each, and a good portion of the money will be used to get people to test that to be sure it is a workable product before we move forward.

Councilor Calvert asked if they are comfortable with using already spent money as matching.

Mr. Martinez said he hasn't reviewed this grant application, but he will do so before the next Committee meeting and make sure it is consistent with what the application said.

Chair Calvert said it is okay with him if they are okay with the City using this money we already spent as matching for something they are now giving us, although it doesn't sound logical to him. He doesn't want the City to get in trouble on the grant and that we use it appropriate and fulfill our obligations under the grant.

Councilor Rivera asked if the City is under time constraints with regard to the grant.

Mr. Ortega said at this point, we already met our obligation. He said we applied for it in January and this is left-over funding, and we just needed to provide them with our budget. He said they approved the grant and we just need to do a BAR.

Chair Calvert said Councilor Rivera is asking if the City is under the gun to approve and accept this by a certain deadline.

Mr. Ortega said they already have submitted our requirements for the budget to the BOR and they approved it, so there no time constraints to the best of his knowledge.

Chair Calvert said then Council's approval is needed to complete this whole process, or is this just internal budgeting.

Mr. Snyder said the threshold for the City Manager's approval is \$50,000, but we're bringing this through the Governing Body approval process because we're committing in-kind services exceeding the \$50,000. It is his understanding that Laurie Trevizo has been working with BOR and their goal is to get the agreement signed as soon as possible. There is no specific time frame, but once the agreement is signed, they will release the money and we can make the purchases.

**FRIENDLY AMENDMENT:** Chair Calvert would like to amend the motion to approve this request, subject to review by Legal prior to a hearing by the Finance Committee. **THE AMENDMENT WAS FRIENDLY TO THE MAKER AND SECOND, AND THERE WERE NO OBJECTIONS BY THE OTHER MEMBERS OF THE COMMITTEE.**

**VOTE:** The motion, as amended, was approved unanimously on a voice vote.

#### **MATTERS FROM THE PUBLIC**

There were no matters from the public.

#### **MATTERS FROM THE CITY ATTORNEY**

There were no matters from the City Attorney.

#### **ITEMS FROM STAFF**

Mr. Snyder provided a brochure to the Committee regarding the Hazardous Household Waste facility which just opened. He said the facility is open Friday and Saturday from 9:00 a.m. to 5:00 p.m., noting the information is posted on the website.

## MATTERS FROM THE COMMITTEE

Councilor Dimas asked, with regard to the BDD, who pays for the fluoride to be added to the wells in the Buckman Diversion.

Mr. Snyder said the fluoride for the BDD facility is split between the City and the County, based on volumetric flows going through the facility, so the City pays the largest portion because we are treating

more water through that facility. It is shared between the City and the County. He said all of the other sources, the Buckman wellfield, the City wellfield and the Canyon Road Water Treatment Plant, are paid by the City through the operations and maintenance budget.

Councilor Rivera asked if the City decided not to fluoridate, how would that work at the BDD.

Chair Calvert said it wouldn't affect the Buckman, and our vote at the City Council wouldn't be binding on a joint board like that.

Mr. Martinez said he agrees with the Chair's remarks.

Councilor Rivera asked how much of the water we currently use in the City comes from the BDD.

Mr. Snyder said it fluctuates, depending on the sources available. He said this year, there was a lower than normal snowpack in the mountains and the monsoons were lower. He said this is a dryer year than normal, so we'll probably get 50% of the water that use through our Canyon Road Water Treatment Plant. He said that means we need to use additional sources, so this year, it would be more heavily weighted toward the BDD than in future water years.

Councilor Rivera said even if we decided not to fluoridate, the end user would never know whether or not they were getting fluoridated water.

Chair Calvert said it depends where they live and how things get mixed.

Mr. Snyder said, even if the Governing Body were to decide to cease supplementing fluoride to the water, there is naturally forming fluoride in the water and that varies and ranges by source. He said we would do some sort of public outreach campaign to let them know that the supplemental fluoridation had ceased, but there is fluoride in the water. He said we are required to report the amount of fluoride added to each of our sources in our CCR on an annual basis, which we do through bill stuffers and on websites. We also would be required to sample on regular basis, and we would post that information as well, so it would be available to the public.

Chair Calvert said if the City ceased fluoridation, but the Buckman didn't, then how much fluoride someone was getting would depend on where they live in the City.

Mr. Snyder said this is correct, depending on the sources we're using at any time, and the water that's in the system. He said, for example, if we were 100% Buckman, during certain times of the year, in the winter, that would be a possibility and it would be spread evenly throughout the City distribution system. He said in higher demand periods, such in the summer, where we may be 50% from a City source and 50% from the BDD, to meet the demands, there would be a spread throughout the system, although not necessarily distributed evenly.

Councilor Trujillo said when he first came on Council, they took a trip to the Reservoir, and he believes the new Councilors would enjoy that, so they can see the way that works. He said he would like to take a tour of the BDD, as soon as it can be set up.

Mr. Snyder said fall is a nice time, but right now they are doing controlled burns.

Councilor Rivera asked if they are still burning slash piles or parts of the living forest.

Mr. Snyder said he understands it is the slash piles they've cut over the years. Responding to Councilor Rivera, he said he doesn't know how many piles remain, but he can look into that and get the information to him.

Councilor Trujillo said he has a new computer, and asked Ms. Lopez to set him up to get his packet on a flash drive, instead of on a CD.

Chair Calvert said behind the Santa Fe Spa there is an open space area and the homeless population had been accumulating there steadily for quite a while. He said, with a combination of Police, Parks, Streets and Environmental Services staff, under the direction and coordination of Gilda Montano, a team was formed and they cleaned that area up. He said he would like to thank all of the staff involved, commenting the neighbors living in that area are very thankful for that effort.

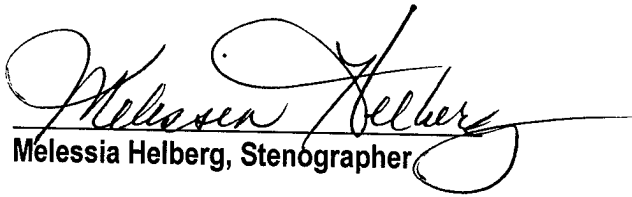
**NEXT MEETING: WEDNESDAY, NOVEMBER 7, 2012**

**ADJOURN**

There was no further business to come before the Committee, and the meeting was adjourned at approximately 5:45 p.m.

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**Christopher Calvert, Chair**

  
Melessia Helberg, Stenographer



*Item #14*

# City of Santa Fe, New Mexico

# memo

**Date:** September 25, 2012

**To:** Public Utilities Committee

**From:** Laurie Trevizo, Water Conservation Manager *JS for Po*  
Peter Ortega, Utility Billing Division Director

**Via:** Brian K. Snyder, Public Utilities and Water Division Director *BKS*  
Rick Carpenter, Water Resources and Conservation Manager *BKS for RC*

**RE:** US Bureau of Reclamation Grant Agreement No. R12AP40036 Implementation and Installation of Automatic Meter Reading Devices to City of Santa Fe Residential Water Utility Meters

## Background:

The Water Conservation Office and Utility Billing Division have been awarded a grant from the US Bureau of Reclamation (BOR) to install Automatic Meter Reading (AMR) devices on those service connections which currently do not have these types of devices and to purchase equipment to help implement this project. The BOR awarded \$50,000 for the purchase of meters and AMR devices and the City of Santa Fe is contributing \$138,555 for installation of the AMR devices, this is in the form of in-kind contribution as staff salaries.

With the attached Grant Agreement No. R12AP40036 the City hopes to accomplish:

1. Improved water efficiency and delivery by installation of AMR's on the service connections currently without these devices.
2. Replacement and upgrade a portion of the City of Santa Fe water utility to the AMR system.

Staff is requesting a budget increase of in revenue fund business unit 51205.490590 and expenditure business unit # 5205.52209. The matching funds for this grant are under the current expenditures of the Utility Billing and Meter Reading staff.

## Recommendation:

Staff recommends that the \$50,000 US Bureau of Reclamation grant (Agreement No. R12AP40036) and the Budget Adjustment Request be approved and forwarded to Finance and then City Council for approval.

Please contact Laurie Trevizo at 955-4223 or Peter Ortega 955-4364 if you have any questions.

## Attachments:

Budget Adjustment Request  
BOR Grant Agreement No. R12AP40036  
Resolution 2012-2

*CLM*

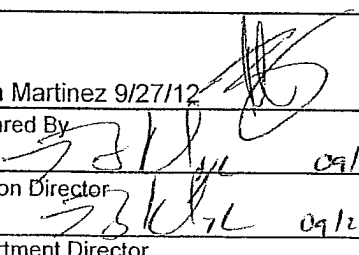
# City of Santa Fe, New Mexico

## BUDGET ADJUSTMENT REQUEST (BAR)

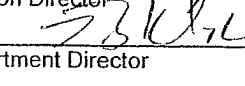
DEPARTMENT / DIVISION / SECTION / UNIT NAME PUD/Water/Conservation - Utility Billing				DATE 09/27/2012	
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER (Finance Dpt. Use Only)	INCREASE	DECREASE	
Utility Customer Service	51205.490590		50,000		
Utility Customer Service	5205.522090		50,000		
<b>JUSTIFICATION: (use additional page if needed)</b>			<b>TOTAL</b>	\$ 100,000	

Increase to Revenue Budget and Expenditure Budget for BOR grant of \$50000

Maya Martinez 9/27/12

Prepared By  Date 09/27/2012

Division Director  Date 09/27/2012

Department Director  Date 09/27/2012

### CITY COUNCIL APPROVAL

City Council ☐  
Approval Required

City Council ☐  
Approval Date

Agenda Item #: ☐

Budget Officer \_\_\_\_\_ Date \_\_\_\_\_

Finance Director \_\_\_\_\_ Date \_\_\_\_\_

City Manager \_\_\_\_\_ Date \_\_\_\_\_



# United States Department of the Interior

BUREAU OF RECLAMATION  
Upper Colorado Regional Office  
125 South State Street, Room 6107  
Salt Lake City, Utah 84138-1102

IN REPLY REFER TO:

September 24, 2012

UC-824  
ADM-13.00

Sent via e-mail

Ms. Laurie Trevizo  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe NM 87508

Subject: Proposed Grant Agreement No. R12AP40036 for Water Conservation Implementation and Installation of Automatic Meter Reading (AMR) Devices to City of Santa Fe Residential Water Utility Customer Meters

Dear Ms. Trevizo:

Please print one copy of the subject proposed Agreement. If you agree, please complete, sign and return the following:

- One copy of form 7-2279, "Assistance Agreement" (with attachments)

Please return to the Bureau of Reclamation, Attention: UC-824, at 125 South State Street Room 6107, Salt Lake City, UT 84138-1147 as soon as possible. A signed original will be sent to you upon execution by this office.

If you have any questions, please contact me at 801-524-3716.

Please note this must be returned prior to September 13, 2012 in order to make award this fiscal year.

Sincerely,

/s/

Carla Pickering  
Grants Management Specialist

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF RECLAMATION  
ASSISTANCE AGREEMENT

1A. AGREEMENT NUMBER R12AP40036		1B. MOD NUMBER na		2. TYPE OF AGREEMENT <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT		3. CLASS OF RECIPIENT Local Government	
4. ISSUING OFFICE Bureau of Reclamation 125 South State Street Room 6107 Salt Lake City UT 84138-1147				5. RECIPIENT City of Santa Fe 200 Lincoln Avenue Santa Fe NM 87508  EIN #: 85-6000168 County: 049 DUNS #: 06942818 Congress. Dist: 03			
6. ADMINISTRATIVE POINT OF CONTACT Tim Wagoner Bureau of Reclamation 125 South State Street Room 6107 Salt Lake City UT 84138-1147 (801) 524-3704 twagoner@usbr.gov				7. RECIPIENT PROJECT MANAGER Laurie Trevizo City of Santa Fe 200 Lincoln Avenue Santa Fe NM 87508 (505) 955-4223 Cell: (505) 231-5260 ltrevizo@ci.santa-fe.nm.us			
8. GRANTS OFFICER TECHNICAL REPRESENTATIVE Todd W. Kirkpatrick 555 Broadway Blvd NE Suite 100 Albuquerque NM 87102 (505) 462-3621 tkirkpatrick@usbr.gov				9A. INITIAL AGREEMENT EFFECTIVE DATE: See block 17a		9B. MODIFICATION EFFECTIVE DATE: na	
				10. COMPLETION DATE September 30, 2014			
11A. PROGRAM STATUTORY AUTHORITY PL111-11 Section 9504 WATER MANAGEMENT IMPROVEMENT (a)						11B. CFDA Number 15.530	
12. FUNDING INFORMATION	RECIPIENT/OTHER	RECLAMATION	13. REQUISITION NUMBER 124316000065				
Total Estimated Amount of Agreement	138,555	50,000	14A. ACCOUNTING AND APPROPRIATION DATA A10 1971 5001 002 00 0 0 4316100				
This Obligation	138,555	50,000					
Previous Obligation	-0-	-0-	14B. TREASURY ACCOUNT FUNDING SYMBOL 14X0680				
Total Obligation	138,555	50,000					
Cost-Share %	74%	26%					
15. PROJECT TITLE AND BRIEF SUMMARY OF PURPOSE AND OBJECTIVES OF PROJECT Water Conservation Implementation and Installation of Automatic Meter Reading (AMR) Devices to City of Santa Fe Residential Water Utility Customer Meter's The purpose of this agreement is to install automatic meter reading devices which will save money and water for the City							
16a. Acceptance of this Assistance Agreement in accordance with the terms and conditions contained herein is hereby made on behalf of the above-named recipient BY: <u>Robert Romero</u> DATE: <u>9.25.12</u>				17a. Award of this Assistance Agreement in accordance with the terms and conditions contained herein is hereby made on behalf of the United States of America, Department of the Interior, Bureau of Reclamation BY: _____ DATE: _____			
16b. NAME, TITLE, AND TELEPHONE NUMBER OF SIGNER   <input type="checkbox"/> Additional signatures are attached				17b. NAME OF GRANTS OFFICER			

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**Grant Agreement  
Between  
Bureau of Reclamation  
And  
City of Santa Fe  
For  
Water Conservation Implementation and Installation of Automatic Meter Reading (AMR)  
Devices to City of Santa Fe Residential Water Utility Customer Meters**

## **I. OVERVIEW AND SCHEDULE**

### **1. AUTHORITY**

This Grant Agreement (Agreement) is entered into between the United States of America, acting through the Department of the Interior, Bureau of Reclamation, hereinafter referred to as "Reclamation," and City of Santa Fe, hereinafter referred to as the "Recipient" or "Grantee," pursuant to Public Law 111-11. The following section, provided in full text, authorizes Reclamation to award this financial assistance agreement:

#### **SEC. 9504. WATER MANAGEMENT IMPROVEMENT.**

(a) Authorization of Grants and Cooperative Agreements –

(1) **AUTHORITY OF SECRETARY** – The Secretary may provide any grant to, or enter into an agreement with, any eligible applicant to assist the eligible applicant in planning, designing, or constructing any improvement - -

(A) to conserve water;

(B) to increase water use efficiency;

(C) to facilitate water markets;

(D) to enhance water management, including increasing the use of renewable energy in the management and delivery of water;

(E) to accelerate the adoption and use of advanced water treatment technologies to increase water supply;

(F) to prevent the decline of species that the United States Fish and Wildlife Service and National Marine Fisheries Service have proposed for listing under the Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.) (or candidate species that are being considered by those agencies for such listing but are not yet the subject of a proposed rule);

(G) to accelerate the recovery of threatened species, endangered species, and designated critical habitats that are adversely affected by Federal reclamation projects or are subject to a recovery plan or conservation plan under the Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.) under which the Commissioner of Reclamation has implementation responsibilities; or

(H) to carry out any other activity—

- (i) to address any climate-related impact to the water supply of the United States that increases ecological resiliency to the impacts of climate change; or
- (ii) to prevent any water-related crisis or conflict at any watershed that has a nexus to a Federal reclamation project located in a service area.

## **2. PUBLIC PURPOSE OF SUPPORT OR STIMULATION**

The meter replacement project will not only reduce the labor costs associated with meter reading by hundreds of thousands of dollars each year but it will also have the potential to save hundreds of acre feet of water through better customer communication. Specifically, the Project involves the replacement of new automated metering reading infrastructure. This will enable both staff and customer to detect leaks and reduce water use, resulting in less potable demand. It is anticipated the installation of the AMR's will help recover a portion of the non-revenue water for the City of Santa Fe and the Espanola Basin. It is not likely that the new meters will recover the entire 647 acre-feet of lost water. Although, it is estimated that a majority of water saved will be between 103.5 acre-feet and 427 acre feet of water lost due to customer meter error and mis-reads by older meters. This funding request is a first step to achieving a larger goal of water efficiency.

## **3. BACKGROUND AND OBJECTIVES**

The municipal water utility produces water for its customers from one of the City's four supply sources: the Santa Fe River, the City well field, the Buckman well field, and the Buckman Direct Diversion. The Buckman Direct Diversion Water Treatment facility became operational in 2011, the City of Santa Fe will be able to fully use its 5,230 acre feet share of Colorado basin surface water for the first time since contracting for the water in 1976. The City of Santa Fe is a Reclamation Reform Act contractor.

The City of Santa Fe SDCW installed Firefly brand AMR's on all but 8,000 connections as of September 2008. Unfortunately, shortly after installation, many of the AMR's manufactured by Firefly began malfunctioning due to batter problems and defective parts.

In a effort to address the issues, the City's governing body approved a pilot project which called for installation of a new AMR system called Badger Orion. There has been a significant reduction in the number of failures from this new system. One of the objectives within the City of Santa Fe Water Conservation Plan is to minimize loss of water from the utility system through effective maintenance and operations including ongoing unaccounted for water tracking and analysis, a leak detection program, leak tracking and prompt repairs of leaks and improved meter efficiency.

## **4. PERIOD OF PERFORMANCE AND FUNDS AVAILABILITY**

This Agreement becomes effective on the date shown in Block 17a of Form 7-2279, United States of America, Department of the Interior, Bureau of Reclamation, Assistance Agreement.

The Agreement shall remain in effect until the date shown in Block 10 of Form 7-2279, United States of America, Department of the Interior, Bureau of Reclamation, Assistance Agreement. The period of performance for this Agreement may only be modified through written modification of the Agreement by a Reclamation Grants Officer (GO).

No legal liability on the part of the Government for any payment may arise until funds are made available, in writing, to the Recipient by the Grants Officer. The total estimated amount of federal funding for this agreement is \$50,000, of which the initial amount of federal funds available is limited to \$50,000 as indicated by "this obligation" within Block 12 of Form 7-2279, United States of America, Department of the Interior, Bureau of Reclamation, Assistance Agreement. Subject to the availability of Congressional appropriations, subsequent funds will be made available for payment through written modifications to this agreement by a Reclamation Grants Officer.

## **5. SCOPE OF WORK AND MILESTONES**

Purchase and install 422 Badger Orion meters.

Milestones:

### **Task 1: Purchase Badger Orion AMR's**

Months 1-3

- Purchase Badger Orion Meter-AMR devices
- Approximately 6 weeks for badger to deliver meters to City of Santa Fe
- 1-2 weeks for City staff to enter meters into City system (Metering and Billing Staff)
- Work orders must be entered so meters can be installed (Billing Staff)
- City crews can begin installing AMR's (Transmission and Delivery Staff)

### **Task 2: Install Badger Orion AMR's**

- Installation of Badger Orion AMR's will consist of the bulk of the 2 year timeframe. It is estimated that 25 AMR's will be installed per day by staff. This will result in a completion time of 20 months for installation. This does not include weather related delays.
- Monitoring can begin once Badger Orion AMR's are installed.

All work shall be completed in accordance with the attached application (Attachment 1)

## **6. RESPONSIBILITY OF THE PARTIES**

### **6.1 Recipient Responsibilities**

**6.1.1** The Recipient shall carry out the Scope of Work in accordance with the terms and conditions stated herein. The Recipient shall adhere to Federal, state, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. If the Scope of Work contains construction activities, the Recipient is responsible for construction inspection,



oversight, and acceptance. If applicable, the Recipient shall also coordinate and obtain approvals from site owners and operators.

## **6.2 Reclamation Responsibilities**

**6.2.1** Reclamation will monitor and provide federal oversight of activities performed under this Agreement. Monitoring and oversight includes review and approval of financial status and performance reports, payment requests, and any other deliverables identified as part of the Scope of Work. Additional monitoring activities may include site visits, conference calls, and other on-site and off-site monitoring activities. At the Recipient's request, Reclamation may also provide technical assistance to the Recipient in support of the Scope of Work and objectives of this Agreement.

## **7. BUDGET**

**7.1 Budget Estimate.** Attachment 2 is the estimated budget for this Agreement. As federal financial assistance agreements are cost-reimbursable, the budget provided is for estimation purposes only. Final costs incurred under the budget categories listed may be either higher or lower than the estimated costs. All costs incurred by the Recipient under this agreement must be in accordance with any pre-award clarifications conducted between the Recipient and Reclamation, as well as with the terms and conditions of this agreement. Final determination of the allowability, allocability, or reasonableness of costs incurred under this agreement is the responsibility of the Grants Officer. Recipients are encouraged to direct any questions regarding allowability, allocability or reasonableness of costs to the Grants Officer for review prior to incurrence of the costs in question.

### **7.2 Cost Sharing Requirement**

At least 50% non-federal cost-share is required for costs incurred under this Agreement. If pre-award costs are authorized, reimbursement of these costs is limited to federal cost share percentage identified in this agreement.

### **7.3 Pre-Award Incurrence of Costs**

The Recipient is not authorized to incur costs prior to the award of this Agreement. Costs incurred prior to the award of this agreement are not allowable.

### **7.4 Allowable Costs (2 CFR Part §225)**

Costs incurred for the performance of this Agreement must be allowable, allocable to the project, and reasonable. The following Office of Management and Budget (OMB) Circular, codified within the Code of Federal Regulations (CFR), governs the allowability of costs for Federal financial assistance:

2 CFR Part 225 (OMB Circular A-87), "Cost Principles for State, Local, and Indian Tribal Governments"

Expenditures for the performance of this Agreement must conform to the requirements within this Circular. The Recipient must maintain sufficient documentation to support these expenditures. Questions on the allowability of costs should be directed to the GO responsible for this Agreement.

The Recipient shall not incur costs or obligate funds for any purpose pertaining to operation of the program or activities beyond the expiration date stated in the Agreement. The only costs which are authorized for a period of up to 90 days following the project performance period are those strictly associated with closeout activities for preparation of the final report.

**7.5 Changes (43 CFR §12.70).**

(a) *General.* Grantees and subgrantees are permitted to rebudget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved project. However, unless waived by the awarding agency, certain types of post-award changes in budgets and projects shall require the prior written approval of the awarding agency.

(b) *Relation to cost principles.* The applicable cost principles (see 43 §12.62) contain requirements for prior approval of certain types of costs. Except where waived, those requirements apply to all grants and subgrants even if paragraphs (c) through (f) of this section do not.

(c) *Budget changes.*

(1) *Nonconstruction projects.* Except as stated in other regulations or an award document, grantees or subgrantees shall obtain the prior approval of the awarding agency whenever any of the following changes is anticipated under a nonconstruction award:

(i) Any revision which would result in the need for additional funding.

(ii) Unless waived by the awarding agency, cumulative transfers among direct cost categories, or, if applicable, among separately budgeted programs, projects, functions, or activities which exceed or are expected to exceed ten percent of the current total approved budget, whenever the awarding agency's share exceeds \$100,000.

(iii) Transfer of funds allotted for training allowances (i.e., from direct payments to trainees to other expense categories).

(2) *Construction projects.* Grantees and subgrantees shall obtain prior written approval for any budget revision which would result in the need for additional funds.

(3) *Combined construction and nonconstruction projects.* When a grant or subgrant provides funding for both construction and nonconstruction activities, the grantee or subgrantee must

obtain prior written approval from the awarding agency before making any fund or budget transfer from nonconstruction to construction or vice versa.

(d) *Programmatic changes.* Grantees or subgrantees must obtain the prior approval of the awarding agency whenever any of the following actions is anticipated:

- (1) Any revision of the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval).
- (2) Need to extend the period of availability of funds.
- (3) Changes in key persons in cases where specified in an application or a grant award. In research projects, a change in the project director or principal investigator shall always require approval unless waived by the awarding agency.
- (4) Under nonconstruction projects, contracting out, subgranting (if authorized by law) or otherwise obtaining the services of a third party to perform activities which are central to the purposes of the award, *unless included in the initial funding proposal*. This approval requirement is in addition to the approval requirements of 43 §12.76 but does not apply to the procurement of equipment, supplies, and general support services.

(e) *Additional prior approval requirements.* The awarding agency may not require prior approval for any budget revision which is not described in paragraph (c) of this section.

(f) *Requesting prior approval.*

- (1) A request for prior approval of any budget revision will be in the same budget format the grantee used in its application and shall be accompanied by a narrative justification for the proposed revision.
- (2) A request for a prior approval under the applicable Federal cost principles (see §12.62) may be made by letter.
- (3) A request by a subgrantee for prior approval will be addressed in writing to the grantee. The grantee will promptly review such request and shall approve or disapprove the request in writing. A grantee will not approve any budget or project revision which is inconsistent with the purpose or terms and conditions of the Federal grant to the grantee. If the revision, requested by the subgrantee would result in a change to the grantee's approved project which requires Federal prior approval, the grantee will obtain the Federal agency's approval before approving the subgrantee's request.

## 7.6 Modifications

Any changes to this Agreement shall be made by means of a written modification. Reclamation may make changes to the Agreement by means of a unilateral modification to address administrative matters, such as changes in address, no-cost time extensions, or the addition of

previously agreed upon funding. Additionally, a unilateral modification may be utilized by Reclamation if it should become necessary to suspend or terminate the Agreement in accordance with 43 CFR 12.83.

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

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

## **8. KEY PERSONNEL**

### **8.1 Recipient's Key Personnel**

The Recipient's Project Manager for this Agreement shall be:

Laurie Trevizo  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe NM 87508  
(505) 955-4223  
ltrevizo@ci.santa-fe.nm.us

Additional key personnel for this Agreement are identified as follows:

Peter Ortega  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe NM 87508  
paortega@ci.santa.fe.nm.us  
(505) 955-4364  
Fax: (505) 95504363

Changes to Key Personnel require compliance with 43 CFR 12.70(d)(3).

### **8.2 Reclamation's Key Personnel**

#### **8.2.1 Grants Officer (GO):**

Bureau of Reclamation  
Janice Richardson  
125 South State Street Room 6107

Salt Lake City UT 84138-1147  
jrichardson@usbr.gov  
(801) 524-3741

- (a) The GO is the only official with legal delegated authority to represent Reclamation. The GO's responsibilities include, but are not limited to, the following:
- (1) Formally obligate Reclamation to expend funds or change the funding level of the Agreement;
  - (2) Approve through formal modification changes in the scope of work and/or budget;
  - (3) Approve through formal modification any increase or decrease in the period of performance of the Agreement;
  - (4) Approve through formal modification changes in any of the expressed terms, conditions, or specifications of the Agreement;
  - (5) Be responsible for the overall administration, management, and other non-programmatic aspects of the Agreement including, but not limited to, interpretation of financial assistance statutes, regulations, circulars, policies, and terms of the Agreement;
  - (6) Where applicable, ensures that Reclamation complies with the administrative requirements required by statutes, regulations, circulars, policies, and terms of the Agreement.

#### **8.2.2 Grants Officer Technical Representative (GOTR):**

Bureau of Reclamation  
Todd W. Kirkpatrick  
555 Broadway Blvd NE  
Suite 100  
Albuquerque NM 87102  
(505) 462-3621  
tkirkpatrick@usbr.gov

- (a) The GOTR's authority is limited to technical and programmatic aspects of the Agreement. The GOTR's responsibilities include, but are not limited to, the following:
- (1) Assist the Recipient, as necessary, in interpreting and carrying out the scope of work in the Agreement;
  - (2) Review, and where required, approve Recipient reports and submittals as required by the Agreement;
  - (3) Where applicable, monitor the Recipient to ensure compliance with the technical requirements of the Agreement;

- (4) Where applicable, ensure that Reclamation complies with the technical requirements of the Agreement;
- (b) The GOTR does not have the authority to and may not issue any technical assistance which:
  - (1) Constitutes an assignment of additional work outside the scope of work of the Agreement;
  - (2) In any manner causes an increase or decrease in the total estimated cost or the time required for performance; or
  - (3) Changes any of the expressed terms, conditions, or specifications of the Agreement.

## 9. REPORTING REQUIREMENTS AND DISTRIBUTION

**9.1 Noncompliance.** Failure to comply with the reporting requirements contained in this Agreement may be considered a material non-compliance with the terms and conditions of the award. Non compliance may result in withholding of payments pending receipt of required reports, denying both the use of funds and matching credit for all or part of the cost of the activity or action not in compliance, whole or partial suspension or termination of the Agreement, recovery of funds paid under the Agreement, withholding of future awards, or other legal remedies in accordance with 43 CFR §12.83.

**9.2 Financial Reports.** Financial Status Reports shall be submitted by means of the SF-425 and shall be submitted according to the Report Frequency and Distribution schedule below. All financial reports shall be signed by an Authorized Certifying Official for the Recipient's organization.

### 9.3 Monitoring and reporting program performance (43 CFR §12.80)

(a) *Monitoring by grantees.* Grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function or activity.

(b) *Nonconstruction performance reports.* The Federal agency may, if it decides that performance information available from subsequent applications contains sufficient information to meet its programmatic needs, require the grantee to submit a performance report only upon expiration or termination of grant support. Unless waived by the Federal agency this report will be due on the same date as the final Financial Status Report.

- (1) Grantees shall submit annual performance reports unless the awarding agency requires quarterly or semi-annual reports. However, performance reports will not be required more frequently than quarterly. Annual reports shall be due 90 days after the grant year, quarterly

or semi-annual reports shall be due 30 days after the reporting period. The final performance report will be due 90 days after the expiration or termination of grant support. If a justified request is submitted by a grantee, the Federal agency may extend the due date for any performance report. Additionally, requirements for unnecessary performance reports may be waived by the Federal agency.

(2) Performance reports will contain, for each grant, brief information on the following:

(i) A comparison of actual accomplishments to the objectives established for the period. Where the output of the project can be quantified, a computation of the cost per unit of output may be required if that information will be useful.

(ii) The reasons for slippage if established objectives were not met.

(iii) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

(3) Grantees will not be required to submit more than the original and two copies of performance reports.

(4) Grantees will adhere to the standards in this section in prescribing performance reporting requirements for subgrantees.

(c) *Construction performance reports.* For the most part, on-site technical inspections and certified percentage-of-completion data are relied on heavily by Federal agencies to monitor progress under construction grants and subgrants. The Federal agency will require additional formal performance reports only when considered necessary, and never more frequently than quarterly.

(d) *Significant developments.* Events may occur between the scheduled performance reporting dates which have significant impact upon the grant or subgrant supported activity. In such cases, the grantee must inform the Federal agency as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

(2) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more beneficial results than originally planned.

(e) Federal agencies may make site visits as warranted by program needs.

(f) *Waivers, extensions.*

(1) Federal agencies may waive any performance report required by this part if not needed.

(2) The grantee may waive any performance report from a subgrantee when not needed. The grantee may extend the due date for any performance report from a subgrantee if the grantee will still be able to meet its performance reporting obligations to the Federal agency.

**9.4 Report Frequency and Distribution.** The following table sets forth the reporting requirements for this Agreement. Please note the first report due date listed for each type of report.

REQUIRED REPORTS	Interim Reports	Final Report
<b>Performance Report</b>		
Format	No specific format required. See content requirements within Section 9.3 (43 CFR 12.80) above.	Summary of activities completed during the entire period of performance is required. See content requirements within Section 9.3 (43 CFR 12.80) above.
Reporting Frequency	Semi-Annual	Final Report due upon completion of Agreement's period of performance
Reporting Period	<b>For Semi-Annual Reporting:</b> October 1 through March 31 and April 1 through September 30.	Entire period of performance
Due Date*	Within 30 days after the end of the Reporting Period	Within 90 days after the completion date of the Agreement
First Report Due Date	The first performance report is due for reporting period ending March 31, 2013	N/A
Submit to:	GOTR and Admin POC in block 6 of the Assistance Agreement	GOTR and Admin POC in block 6 of the Assistance Agreement
<b>Federal Financial Report</b>		
Format	SF-425 (all sections must be completed)	SF-425(all sections must be completed)
Reporting Frequency	Semi-Annual	Final Report due upon completion of Agreement's period of performance
Reporting Period	<b>For Semi-Annual Reporting:</b> October 1 through March 31 and April 1 through September 30.	Entire period of performance
Due Date*	Within 30 days after the end of the Reporting Period	Within 90 days after the completion date of the Agreement
First Report Due Date	The first Federal financial report is due for reporting period ending March 31, 2013	N/A
Submit to:	GOTR and Admin POC in block 6 of the Assistance Agreement	GOTR or Admin POC in block 6 of the Assistance Agreement

\* If the completion date is prior to the end of the next reporting period, then no interim report is due for that period. Instead, the Recipient is required only to submit the final financial and performance reports, which will cover the entire period of performance including the last abbreviated reporting period.



## **10. REGULATORY COMPLIANCE**

The Recipient agrees to comply or assist Reclamation with all regulatory compliance requirements and all applicable State, Federal, and local environmental and cultural and paleontological resource protection laws and regulations as applicable to this project. These may include, but are not limited to, the National Environmental Policy Act (NEPA), including the Council on Environmental Quality and Department of the Interior regulations implementing NEPA, the Clean Water Act, the Endangered Species Act, consultation with potentially affected Tribes, and consultation with the State Historic Preservation Office.

Certain environmental and other associated compliance are Federal responsibilities, and will occur as appropriate. Reclamation will identify the need for and will complete any appropriate environmental compliance requirements, as identified above, pertinent to Reclamation pursuant to activities specific to this assisted activity. Environmental and other associated compliance shall be completed prior to the start of this project. As such, notwithstanding any other provision of this Agreement, Reclamation shall not provide any funds to the Recipient for Agreement purposes, and the Recipient shall not begin implementation of the assisted activity described in this Agreement, until Reclamation provides written notice to the Recipient that all applicable environmental and regulatory compliance analyses and clearances have been completed and that the Recipient may begin implementation of the assisted activity. If the Recipient begins project activities that require environmental and other regulatory compliance approval, such as construction activities, prior to receipt of written notice from Reclamation that all such clearances have been obtained, then Reclamation reserves the right to unilaterally terminate this agreement for cause.

## **11. AGRICULTURAL OPERATIONS [Public Law 111-11, Section 9504(a)(3)(B)]**

The Recipient shall not use any associated water savings to increase the total irrigated acreage of the Recipient or otherwise increase the consumptive use of water in the operation of the Recipient, as determined pursuant to the law of the State in which the operation of Recipient is located.

## **12. TITLE TO IMPROVEMENTS [Public Law 111-11, Section 9504(a)(3)(D)]**

If the activities funded under this Agreement result in an infrastructure improvement to a federally owned facility, the Federal Government shall continue to hold title to the facility and improvements to the facility.

## **13. OPERATION AND MAINTENANCE COSTS [Public Law 111-11, Section 9504(a)(3)(E)(iv.)]**

The non-Federal share of the cost of operating and maintaining any infrastructure improvement funded through this Agreement shall be 100 percent.

**14. LIABILITY [Public Law 111-11, Section 9504(a)(3)(F)]**

- (a) **IN GENERAL.**—Except as provided under chapter 171 of title 28, United States Code (commonly known as the “Federal Tort Claims Act”), the United States shall not be liable for monetary damages of any kind for any injury arising out of an act, omission, or occurrence that arises in relation to any facility created or improved under this Agreement, the title of which is not held by the United States.
- (b) **TORT CLAIMS ACT.**—Nothing in this section increases the liability of the United States beyond that provided in chapter 171 of title 28, United States Code (commonly known as the “Federal Tort Claims Act”).

## **II. RECLAMATION STANDARD TERMS AND CONDITIONS - STATES, LOCAL GOVERNMENTS, AND FEDERALLY RECOGNIZED INDIAN TRIBAL GOVERNMENTS**

### **1. REGULATIONS**

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

**1.1** Colleges and Universities that are Recipients or sub-recipients shall use the following:

2 CFR Parts 215 and 220 (Circular A 21), "Cost Principles for Educational Institutions"

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

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

**1.2** State, Local and Tribal Governments that are Recipients or sub-recipients shall use the following:

2 CFR Part 225 (Circular A 87), "Cost Principles for State, Local, and Indian Tribal Governments"

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

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

**1.3** Nonprofit Organizations that are Recipients or sub-recipients shall use the following:

2 CFR Part 230 (Circular A 122), "Cost Principles for Non-Profit Organizations"

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

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

1.4 Organizations other than those indicated above that are Recipients or sub-recipients shall use the basic principles of OMB Circular A-110 (Codification by Department of Interior, 43 CFR 12, Subpart F), and cost principles shall be in accordance with 48 CFR Subpart 31.2.

1.5 43 CFR 12.77 sets forth further regulations that govern the award and administration of subawards by State governments.

## 2. PAYMENT

### 2.1 Payment Standards. (43 CFR §12.61)

(a) *Scope.* This section prescribes the basic standard and the methods under which a Federal agency will make payments to grantees, and grantees will make payments to subgrantees and contractors.

(b) *Basic standard.* Methods and procedures for payment shall minimize the time elapsing between the transfer of funds and disbursement by the grantee or subgrantee, in accordance with Treasury regulations at 31 CFR part 205.

(c) *Advances.* Grantees and subgrantees shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the grantee or subgrantee.

(d) *Reimbursement.* Reimbursement shall be the preferred method when the requirements in paragraph (c) of this section are not met. Grantees and subgrantees may also be paid by reimbursement for any construction grant. Except as otherwise specified in regulation, Federal agencies shall not use the percentage of completion method to pay construction grants. The grantee or subgrantee may use that method to pay its construction contractor, and if it does, the awarding agency's payments to the grantee or subgrantee will be based on the grantee's or subgrantee's actual rate of disbursement.

(e) *Working capital advances.* If a grantee cannot meet the criteria for advance payments described in paragraph (c) of this section, and the Federal agency has determined that reimbursement is not feasible because the grantee lacks sufficient working capital, the awarding agency may provide cash or a working capital advance basis. Under this procedure the awarding agency shall advance cash to the grantee to cover its estimated disbursement needs for an initial period generally geared to the grantee's disbursing cycle. Thereafter, the awarding agency shall reimburse the grantee for its actual cash disbursements. The working capital advance method of

payment shall not be used by grantees or subgrantees if the reason for using such method is the unwillingness or inability of the grantee to provide timely advances to the subgrantee to meet the subgrantee's actual cash disbursements.

*(f) Effect of program income, refunds, and audit recoveries on payment.*

- (1) Grantees and subgrantees shall disburse repayments to and interest earned on a revolving fund before requesting additional cash payments for the same activity.
- (2) Except as provided in paragraph (f)(1) of this section, grantees and subgrantees shall disburse program income, rebates, refunds, contract settlements, audit recoveries and interest earned on such funds before requesting additional cash payments.

*(g) Withholding payments.*

- (1) Unless otherwise required by Federal statute, awarding agencies shall not withhold payments for proper charges incurred by grantees or subgrantees unless—
  - (i) The grantee or subgrantee has failed to comply with grant award conditions, or
  - (ii) The grantee or subgrantee is indebted to the United States.
- (2) Cash withheld for failure to comply with grant award condition, but without suspension of the grant, shall be released to the grantee upon subsequent compliance. When a grant is suspended, payment adjustments will be made in accordance with §12.83(c).
- (3) A Federal agency shall not make payment to grantees for amounts that are withheld by grantees or subgrantees from payment to contractors to assure satisfactory completion of work. Payments shall be made by the Federal agency when the grantees or subgrantees actually disburse the withheld funds to the contractors or to escrow accounts established to assure satisfactory completion of work.

*(h) Cash depositories.*

- (1) Consistent with the national goal of expanding the opportunities for minority business enterprises, grantees and subgrantees are encouraged to use minority banks (a bank which is owned at least 50 percent by minority group members). A list of minority owned banks can be obtained from the Minority Business Development Agency, Department of Commerce, Washington, DC 20230.
- (2) A grantee or subgrantee shall maintain a separate bank account only when required by Federal-State Agreement.
  - (i) *Interest earned on advances.* Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and subgrantees shall promptly, but at

least quarterly, remit interest earned on advances to the Federal agency. The grantee or subgrantee may keep interest amounts up to \$100 per year for administrative expenses.

## 2.2 Payment Method

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

**(1) SF-270, Request for Advance or Reimbursement** - Recipients may submit an original and properly certified SF-270 form to the GO. Requests for reimbursement may be submitted on a monthly basis or more frequently if authorized by the (GO). Recipients may not request advance payments for anticipated expenses that are greater than one month in advance of the request.

**(2) SF-271, Outlay Report and Request for Reimbursement for Construction Programs** - The SF-271 shall be used for construction Agreements paid by the reimbursement method, letter of credit, electronic funds transfer, or Treasury check advance, except where the advance is based on periodic requests from the Recipient, in which case the SF-270 shall be used. This request may be submitted on a quarterly basis, but no less frequently than on an annual basis. Recipients may submit an original, properly certified SF-271 form to the GO.

**(3) Automated Standard Application for Payments (ASAP)** - Recipients may utilize the Department of Treasury ASAP payment system to request advances or reimbursements. ASAP is a Recipient-initiated payment and information system designed to provide a single point of contact for the request and delivery of Federal funds. Recipient procedures must minimize the time elapsing between the drawdown of federal funds and the disbursement for agreement purposes.

*Recipients interested in enrolling in the ASAP system, please contact Dee Devillier at 303-445-3461 or Sheri Oren at 303-445-3448.*

## 3. PROCUREMENT STANDARDS (43 CFR §12.76)

(a) *States.* When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Other grantees and subgrantees will follow paragraphs (b) through (i) in this section.

(b) *Procurement standards.*

(1) Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

(2) Grantees and subgrantees will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

(i) The employee, officer or agent,

(ii) Any member of his immediate family,

(iii) His or her partner, or

(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

(4) Grantee and subgrantee procedures will provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(5) To foster greater economy and efficiency, grantees and subgrantees are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

(6) Grantees and subgrantees are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(7) Grantees and subgrantees are encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(8) Grantees and subgrantees will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

(9) Grantees and subgrantees will maintain records sufficient to detail the significant history of a procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(10) Grantees and subgrantees will use time and material type contracts only—

(i) After a determination that no other contract is suitable, and

(ii) If the contract includes a ceiling price that the contractor exceeds at its own risk.

(11) Grantees and subgrantees alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to source evaluation, protests, disputes, and claims. These standards do not relieve the grantee or subgrantee of any contractual responsibilities under its contracts. Federal agencies will not substitute their judgment for that of the grantee or subgrantee unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

(12) Grantees and subgrantees will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the grantee and subgrantee before pursuing a protest with the Federal agency. Reviews of protests by the Federal agency will be limited to:

(i) Violations of Federal law or regulations and the standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities) and

(ii) Violations of the grantee's or subgrantee's protest procedures for failure to review a complaint or protest. Protests received by the Federal agency other than those specified above will be referred to the grantee or subgrantee.

*(c) Competition.*

(1) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of §12.76. Some of the situations considered to be restrictive of competition include but are not limited to:



- (i) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (ii) Requiring unnecessary experience and excessive bonding,
- (iii) Noncompetitive pricing practices between firms or between affiliated companies,
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest,
- (vi) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement, and
- (vii) Any arbitrary action in the procurement process.

(2) Grantees and subgrantees will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(3) Grantees will have written selection procedures for procurement transactions. These procedures will ensure that all solicitations:

(i) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance or other salient requirements of a procurement. The specific features of the named brand which must be met by offerors shall be clearly stated; and

(ii) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(4) Grantees and subgrantees will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough

qualified sources to ensure maximum open and free competition. Also, grantees and subgrantees will not preclude potential bidders from qualifying during the solicitation period.

(d) *Methods of procurement to be followed*—(1) *Procurement by small purchase procedures.* Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11) (currently set at \$150,000). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.

(2) *Procurement by sealed bids* (formal advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in §12.76(d)(2)(i) apply.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively and for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;

(B) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;

(C) All bids will be publicly opened at the time and place prescribed in the invitation for bids;

(D) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(3) Procurement by *competitive proposals*. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(i) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;

(ii) Proposals will be solicited from an adequate number of qualified sources;

(iii) Grantees and subgrantees will have a method for conducting technical evaluations of the proposals received and for selecting awardees;

(iv) Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(v) Grantees and subgrantees may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(4) Procurement by *noncompetitive proposals* is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

(i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

(A) The item is available only from a single source;

(B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(C) The awarding agency authorizes noncompetitive proposals; or

(D) After solicitation of a number of sources, competition is determined inadequate.

(ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.

(iii) Grantees and subgrantees may be required to submit the proposed procurement to the awarding agency for pre-award review in accordance with paragraph (g) of this section.

(e) *Contracting with small and minority firms, women's business enterprise and labor surplus area firms.* (1) The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

(2) Affirmative steps shall include:

(i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

(iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

(v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and

(vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

(f) *Contract cost and price.*

(1) Grantees and subgrantees must perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent estimates before receiving bids or proposals. A cost analysis must be performed when the offeror is required to submit the elements of his estimated cost, e.g., under professional, consulting, and architectural engineering services contracts. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.

(2) Grantees and subgrantees will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(3) Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles (see §12.62). Grantees may reference their own cost principles that comply with the applicable Federal cost principles.

(4) The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

*(g) Awarding agency review.*

(1) Grantees and subgrantees must make available, upon request of the awarding agency, technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for purchase. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the grantee or subgrantee desires to have the review accomplished after a solicitation has been developed, the awarding agency may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(2) Grantees and subgrantees must on request make available for awarding agency pre-award review procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. when:

(i) A grantee's or subgrantee's procurement procedures or operation fails to comply with the procurement standards in this section; or

(ii) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; or

(iii) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product; or

(iv) The proposed award is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(v) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.

(3) A grantee or subgrantee will be exempt from the pre-award review in paragraph (g)(2) of this section if the awarding agency determines that its procurement systems comply with the standards of this section.

(i) A grantee or subgrantee may request that its procurement system be reviewed by the awarding agency to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews shall occur where there is a continuous high-dollar funding, and third-party contracts are awarded on a regular basis.

(ii) A grantee or subgrantee may self-certify its procurement system. Such self-certification shall not limit the awarding agency's right to survey the system. Under a self-certification procedure, awarding agencies may wish to rely on written assurances from the grantee or subgrantee that it is complying with these standards. A grantee or subgrantee will cite specific procedures, regulations, standards, etc., as being in compliance with these requirements and have its system available for review.

(h) *Bonding requirements.* For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the awarding agency may accept the bonding policy and requirements of the grantee or subgrantee provided the awarding agency has made a determination that the awarding agency's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

(1) *A bid guarantee from each bidder equivalent to five percent of the bid price.* The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) *A performance bond on the part of the contractor for 100 percent of the contract price.* A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(3) *A payment bond on the part of the contractor for 100 percent of the contract price.* A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

(i) *Contract provisions.* A grantee's and subgrantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)

- (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)
- (3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)
- (4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). (All contracts and subgrants for construction or repair)
- (5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)
- (6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)
- (7) Notice of awarding agency requirements and regulations pertaining to reporting.
- (8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- (9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.
- (10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.
- (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)

(13) Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

#### **4. EQUIPMENT (43 CFR §12.72)**

(a) *Title.* Subject to the obligations and conditions set forth in this section, title to equipment acquired under a grant or subgrant will vest upon acquisition in the grantee or subgrantee respectively.

(b) *States.* A State will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. Other grantees and subgrantees will follow paragraphs (c) through (e) of this section.

(c) *Use.*

(1) Equipment shall be used by the grantee or subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

(2) The grantee or subgrantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate.

(3) Notwithstanding the encouragement in §12.65(a) to earn program income, the grantee or subgrantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.

(4) When acquiring replacement equipment, the grantee or subgrantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency.

(d) *Management requirements.* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property,



the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition.

(5) If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

(e) *Disposition.* When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

(1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

(2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

(3) In cases where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or subgrantee to take excess and disposition actions.

(f) *Federal equipment.* In the event a grantee or subgrantee is provided Federally-owned equipment:

(1) Title will remain vested in the Federal Government.

(2) Grantees or subgrantees will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.

(3) When the equipment is no longer needed, the grantee or subgrantee will request disposition instructions from the Federal agency.

(g) *Right to transfer title.* The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.
- (2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 12.72(e).
- (3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

## **5. SUPPLIES (43 CFR §12.73)**

- (a) *Title.* Title to supplies acquired under a grant or subgrant will vest, upon acquisition, in the grantee or subgrantee respectively.
- (b) *Disposition.* If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award, and if the supplies are not needed for any other Federally sponsored programs or projects, the grantee or subgrantee shall compensate the awarding agency for its share.

## **6. INSPECTION**

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

## **7. AUDIT (31 U.S.C. 7501-7507)**

Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133. Federal awards are defined as Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. They do not include procurement contracts, under grants or contracts, used to buy goods or services from vendors. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in A-133,

§ \_\_.215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

## 8. ENFORCEMENT (43 CFR §12.83)

(a) *Remedies for noncompliance.* If a grantee or subgrantee materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:

- (1) Temporarily withhold cash payments pending correction of the deficiency by the grantee or subgrantee or more severe enforcement action by the awarding agency,
- (2) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance,
- (3) Wholly or partly suspend or terminate the current award for the grantee's or subgrantee's program,
- (4) Withhold further awards for the program, or
- (5) Take other remedies that may be legally available.

(b) *Hearings, appeals.* In taking an enforcement action, the awarding agency will provide the grantee or subgrantee an opportunity for such hearing, appeal, or other administrative proceeding to which the grantee or subgrantee is entitled under any statute or regulation applicable to the action involved.

(c) *Effects of suspension and termination.* Costs of grantee or subgrantee resulting from obligations incurred by the grantee or subgrantee during a suspension or after termination of an award are not allowable unless the awarding agency expressly authorizes them in the notice of suspension or termination or subsequently. Other grantee or subgrantee costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if:

- (1) The costs result from obligations which were properly incurred by the grantee or subgrantee before the effective date of suspension or termination, are not in anticipation of it, and, in the case of a termination, are noncancellable, and,
- (2) The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.

(d) *Relationship to Debarment and Suspension.* The enforcement remedies identified in this section, including suspension and termination, do not preclude grantee or subgrantee from being subject to "Debarment and Suspension" under E.O. 12549 ((2 CFR 29.5.12 and 2 CFR 1400, Subpart C).

#### **9. TERMINATION FOR CONVENIENCE (43 CFR §12.84)**

Except as provided in 43 CFR §12.83 awards may be terminated in whole or in part only as follows:

- (a) By the awarding agency with the consent of the grantee or subgrantee in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated, or
- (b) By the grantee or subgrantee upon written notification to the awarding agency, setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of a partial termination, the awarding agency determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the awarding agency may terminate the award in its entirety under either §12.83 or paragraph (a) of this section.

#### **10. DEBARMENT AND SUSPENSION (2 CFR §1400)**

The Department of the Interior regulations at 2 CFR 1400—Governmentwide Debarment and Suspension (Nonprocurement), which adopt the common rule for the governmentwide system of debarment and suspension for nonprocurement activities, are hereby incorporated by reference and made a part of this Agreement. By entering into this grant or cooperative Agreement with the Bureau of Reclamation, the Recipient agrees to comply with 2 CFR 1400, Subpart C, and agrees to include a similar term or condition in all lower-tier covered transactions. These regulations are available at <http://www.gpoaccess.gov/ecfr/>.

#### **11. DRUG-FREE WORKPLACE (2 CFR §182 and §1401)**

The Department of the Interior regulations at 2 CFR 1401—Governmentwide Requirements for Drug-Free Workplace (Financial Assistance), which adopt the portion of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq, as amended) applicable to grants and cooperative agreements, are hereby incorporated by reference and made a part of this agreement. By entering into this grant or cooperative agreement with the Bureau of Reclamation, the Recipient agrees to comply with 2 CFR 182.

#### **12. ASSURANCES AND CERTIFICATIONS INCORPORATED BY REFERENCE**

The provisions of the Assurances, SF 424B or SF 424D as applicable, executed by the Recipient in connection with this Agreement shall apply with full force and effect to this Agreement. All anti-discrimination and equal opportunity statutes, regulations, and Executive Orders that apply to the expenditure of funds under Federal contracts, grants, and cooperative Agreements, loans, and other forms of Federal assistance. The Recipient shall comply with Title VI or the Civil

Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any program-specific statutes with anti-discrimination requirements. The Recipient shall comply with civil rights laws including, but not limited to, the Fair Housing Act, the Fair Credit Reporting Act, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, the Equal Educational Opportunities Act, the Age Discrimination in Employment Act, and the Uniform Relocation Act.

Such Assurances also include, but are not limited to, the promise to comply with all applicable Federal statutes and orders relating to nondiscrimination in employment, assistance, and housing; the Hatch Act; Federal wage and hour laws and regulations and work place safety standards; Federal environmental laws and regulations and the Endangered Species Act; and Federal protection of rivers and waterways and historic and archeological preservation.

### **13. COVENANT AGAINST CONTINGENT FEES**

The Recipient warrants that no person or agency has been employed or retained to solicit or secure this Agreement upon an Agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide offices established and maintained by the Recipient for the purpose of securing Agreements or business. For breach or violation of this warranty, the Government shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement amount, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee

### **14. TRAFFICKING VICTIMS PROTECTION ACT OF 2000 (2 CFR §175.15)**

Trafficking in persons.

*(a) Provisions applicable to a recipient that is a private entity.*

(1) You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not

(i) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

(ii) Procure a commercial sex act during the period of time that the award is in effect; or

(iii) Use forced labor in the performance of the award or subawards under the award.

(2) We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —

(i) Is determined to have violated a prohibition in paragraph a.1 of this award term; or

(ii) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either

(A) Associated with performance under this award; or

(B) Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 1400.

(b) *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

(1) Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

(2) Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either

(i) Associated with performance under this award; or

(ii) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 1400.

(c) *Provisions applicable to any recipient .*

(1) You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

(2) Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

(i) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and

(ii) Is in addition to all other remedies for noncompliance that are available to us under this award.

(3) You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

(d) *Definitions .* For purposes of this award term:

(1) "Employee" means either:

(i) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

(ii) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

(2) "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

(3) "Private entity":

(i) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

(ii) Includes:

(A) A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

(B) A for-profit organization.

(4) "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

**15. NEW RESTRICTIONS ON LOBBYING (43 CFR §18)**

The Recipient agrees to comply with 43 CFR 18, New Restrictions on Lobbying, including the following certification:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

(c) The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**16. UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 (URA) (42 USC § 4601 *et seq.*)**

- (a) The Uniform Relocation Assistance Act (URA), 42 U.S.C. § 4601 *et seq.*, as amended, requires certain assurances for Reclamation funded land acquisition projects conducted by a Recipient that cause the displacement of persons, businesses, or farm operations. Because Reclamation funds only support acquisition of property or interests in property from willing sellers, it is not anticipated that Reclamation funds will result in any "displaced persons," as defined under the URA.
- (b) However, if Reclamation funds are used for the acquisition of real property that results in displacement, the URA requires Recipients to ensure that reasonable relocation payments and other remedies will be provided to any displaced person. Further, when acquiring real property, Recipients must be guided, to the greatest extent practicable, by the land acquisition policies in 42 U.S.C. § 4651.
- (c) **Exemptions to the URA and 49 CFR Part 24**
- (1) The URA provides for an exemption to the appraisal, review and certification rules for those land acquisitions classified as "voluntary transactions." Such "voluntary transactions" are classified as those that do not involve an exercise of eminent domain authority on behalf of a Recipient, and must meet the conditions specified at 49 CFR § 24.101(b)(1)(i)-(iv).



- (2) For any land acquisition undertaken by a Recipient that receives Reclamation funds, but does not have authority to acquire the real property by eminent domain, to be exempt from the requirements of 49 CFR Part 24 the Recipient must:
- (i) provide written notification to the owner that it will not acquire the property in the event negotiations fail to result in an amicable agreement, and;
  - (ii) inform the owner in writing of what it believes to be the market value of the property

**(d) Review of Land Acquisition Appraisals.** Reclamation reserves the right to review any land appraisal whether or not such review is required under the URA or 49 CFR § 24.104. Such reviews may be conducted by the Department of Interior's Appraisal Services Directorate or a Reclamation authorized designee. When Reclamation determines that a review of the original appraisal is necessary, Reclamation will notify the Recipient and provide an estimated completion date of the initial appraisal review.

## **17. CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER REQUIREMENTS (2 CFR 25, APPENDIX A)**

### *A. Requirement for Central Contractor Registration (CCR)*

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

### *B. Requirement for Data Universal Numbering System (DUNS) Numbers*

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (*see* definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

### *C. Definitions*

For purposes of this award term:

1. *Central Contractor Registration (CCR)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).

2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
  - a. A Governmental organization, which is a State, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. *Subaward*:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, *see* Sec. 11.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. *Subrecipient* means an entity that:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the Federal funds provided by the subaward.

#### **18. PROHIBITION ON TEXT MESSAGING AND USING ELECTRONIC EQUIPMENT SUPPLIED BY THE GOVERNMENT WHILE DRIVING**

Executive Order 13513, *Federal Leadership On Reducing Text Messaging While Driving*, was signed by President Barack Obama on October 1, 2009 (ref: <http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>). This Executive Order introduces a Federal Government-wide prohibition on the use of text messaging while driving on official business or while using Government-supplied equipment. Additional guidance enforcing the ban will be issued at a later date. In the meantime, please adopt and enforce policies that immediately ban text messaging while driving company-owned or rented vehicles, government-owned or leased vehicles, or while driving privately owned vehicles when on official government business or when performing any work for or on behalf of the government.

**WATER CONSERVATION IMPLEMENTATION AND INSTALLATION OF  
AUTOMATIC METER READING (AMR) DEVICES TO CITY OF SANTA FE  
RESIDENTIAL WATER UTILITY CUSTOMER METERS**

**SANGRE DE CRISTO WATER DIVISION: CITY OF SANTA FE**

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Public Utilities Department

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**FUNDING CATEGORY: IMPLEMENTATION OF EFFICIENCY MEASURES**

**FUNDING ANNOUNCEMENT: WCFSP R12SF40020**

February 1, 2012

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## **Element No. A: Executive Summary, Narrative, Scope of Work**

**Executive Summary:** As water resources in semi-arid northern New Mexico become increasingly limited and the region's population continues to grow, the improved understanding of water-related issues is imperative. As one of the largest municipal water suppliers in the state, the City of Santa Fe water utility also known as Sangre de Cristo Water (SDCW) delivers on average 10,111 acre feet of water each year to customers in the greater Santa Fe urban area. The City of Santa Fe proposes a cost-shared municipal metering project under ***Implementation of Efficiency Measures***. The City of Santa Fe is applying for the WCFSP R12SF40020 grant in the amount of \$100,000 to install Automatic Meter Reading (AMR) devices on those service connections which currently do not have these types of devices and to purchase equipment to help implement this project. Without funding from the US BoR this project will likely be delayed until funding becomes available or not implemented at all. The innovative elements are **highlighted**.

**Narrative:** This grant request to the U.S. Bureau of Reclamation will provide \$100,000 funding for AMR devices and equipment for residential service connections to assist with implementation of water efficiency infrastructure. The City of Santa Fe has over 32,000 service connections. A majority of these connections have Automatic Meter Reading (AMR) devices. AMR's cut down on the time it takes to collect consumption data and is generally a more efficient way to generate consumption records. However, there are 8,000 service connections that are without AMR's. **Installation of the AMR's on the 8,000 service connections will help identify system losses and improve efficiency in both water and labor.** The current AMR system the City of Santa Fe uses known as Fireflies have begun to malfunction. Last year 12,000 out of the 29,000 total fireflies have failed. In April 2011 the governing body authorized a pilot project for the installation of new AMR's known as the Badger Orion system. **The Badger Orion System was selected for leak detection, faster meter reading, can eliminate estimated readings and contains optional GPS mapping capabilities to improve water conservation.**

The purpose of this application is two-fold:

1. To improve water efficiency and delivery by install the Badger Orion AMR's on the 8,000 service connections currently without these devices.
2. To help replace and upgrade a portion of the City of Santa Fe water utility to the Badger Orion systems. Eventually all meters will be replaced to the Badger Orion system AMRs.

**Background Data:** The municipal water utility produces water for its customers from one of the City's four supply sources: the Santa Fe River, the City well field, the Buckman well field, and the Buckman Direct Diversion. The Buckman Direct Diversion Water Treatment facility became operational in 2011<sup>1</sup>, the City of Santa Fe will be able to fully use its 5,230-acre-feet share of Colorado basin surface water for the first time since contracting for the water in 1976. The City

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<sup>1</sup> Note: Since BDD became operational in 2011, the City of Santa Fe studies referenced in this proposal were conducted prior to the new source of supply came online.

of Santa Fe is a Reclamation Reform Act contractor. San Juan Chama Project water is delivered from tributaries of the San Juan River via a series of diversions and underground pipelines through the Continental Divide to the Rio Grande basin and distributed to the Project's contractors at the outlet of Heron Reservoir near Chama, New Mexico. Sangre De Cristo Water (SDCW) serves the City of Santa Fe, Santa Fe County and the Las Campanas community.

The numbers and types of meter accounts within the City of Santa Fe are as follows:

Residential Service Connections	= 28,635
Multi-Family Service Connections	= 397
Commercial Service Connections	= 3,211
<u>Irrigation Service Connections</u>	<u>= 195</u>
Total Service Connections	= 32,438

**Potential Shortfalls in Water Efficiency:** The City of Santa Fe SDCW installed Firefly brand AMRs on all but 8,000 connections as of September 2008. Unfortunately, shortly after installation, many of the AMRs manufactured by Firefly began malfunctioning due to battery problems and defective parts. This caused issues in the consumption reports for some customers during certain months when the AMRs malfunctioned. The Meter Reading Department and Utility Billing Department have identified the current problems and have tried to correct this ongoing problem. The current firefly failure rate is 2.5% a month; this means that current service connections are losing an average of 300 fireflies per month. Staff is continuously busy multitasking meter readings, work orders and when scheduling permits, the installation of fireflies. As the section receives fireflies, the section works at installing them as well as receiving assistance with the installations from Datamatic however, it appears that Meter Reading as a unit is gaining no ground. The fireflies continue to malfunction and staff is limited with their daily work requirements as well as to capability to reassess the problems.

There is a meter testing program currently in place that occurs each year on the larger commercial and multi-family meters (i.e. 2" meters or larger). However, residential and small commercial or irrigation meters do not get tested on an annual basis nor is their age tracked in the billing system for replacement purposes. These meters get replaced in the SDWC system when customers complain about inaccurate meter reads or when there is a leak on the service. The Fireflies are installed into the current meter rather than replacing the entire meter.

In Santa Fe, swamp coolers are predominant means of cooling homes during the summer. Swamp coolers, otherwise known as evaporative coolers, operate on a very low water flows that are typically below the detectable flow range of most meters (less than 0.1 gpm). The flows used for swamp coolers must therefore be estimate as a source of non-revenue water since the consumption is not billed to the customer. Based on an estimated 4,100 swamp coolers in Santa

Fe 9 assuming 15% of all homes use swamp coolers) and a monthly average flow of 449 gallons (www.pnm.com<sup>2</sup>), it can be estimated that 11.05 MG are unbilled.

SDCW has a regular leak detection program. A private company conducted a full-system leak detection survey during 2003, 2007 and in 2010 did a scaled back leak detection survey on various parts of the system. Based on the 2007 leak detection survey, SDWC loses an estimated 3.46 MG each year due to leaks on main lines or customer service lines. If leaks were detected during the survey they were immediately repaired. During 2008, SDWC reported that 27 main line breaks totaled 2.04 MG of real water loss.

In an effort to address the above issues, the City's governing body, in April 2011 approved a pilot project which called for the installation of a new AMR system called the Badger Orion. ~~The Badger is the meter and the Orion is the built in transmitter.~~ Since then 500 Badger Orion's and the City have experienced a day and night difference. There has been a significant reduction in the number of failures from this new system. The Badger Orions were performance tested by other municipalities within the region such as the City of Rio Rancho, NM and the Las Campanas Community which have both installed and monitored the Badger Orion systems. Their experience with this new technology has been very positive.

**Objectives:** As meters deteriorate they under register the flow based on typical meter accuracies and assumptions. ~~Meters are one of the best water conservation tools.~~ Data from AMRs allow staff to interact with The AMR profiles have help determine water leaks and water use by customers. The City of Santa Fe has an aggressive Water Conservation program which has allowed per capita water use to decrease by 40% over 15 years while population has increased. One of the objectives within the City of Santa Fe Water Conservation Plan<sup>4</sup> is "to minimize loss of water from the utility system through effective maintenance and operations including ongoing unaccounted for water tracking and analysis, a leak detection program, leak tracking, and prompt repairs of leaks (*addressing water distribution systems leaks is on of the specific requirements as stated in 1978 NMSA Section 72-14-3.2D(2) (e)*)" and improved meter efficiency.

Currently, the Water Conservation program elements consist of:

- Customer incentive programs
  - Low flow toilet and rain barrel distribution programs
  - Rebates (clothes washers, high-efficiency toilets, water free urinals, water harvesting and irrigation efficiency upgrades
- Customer Education programs
- Landscape requirements

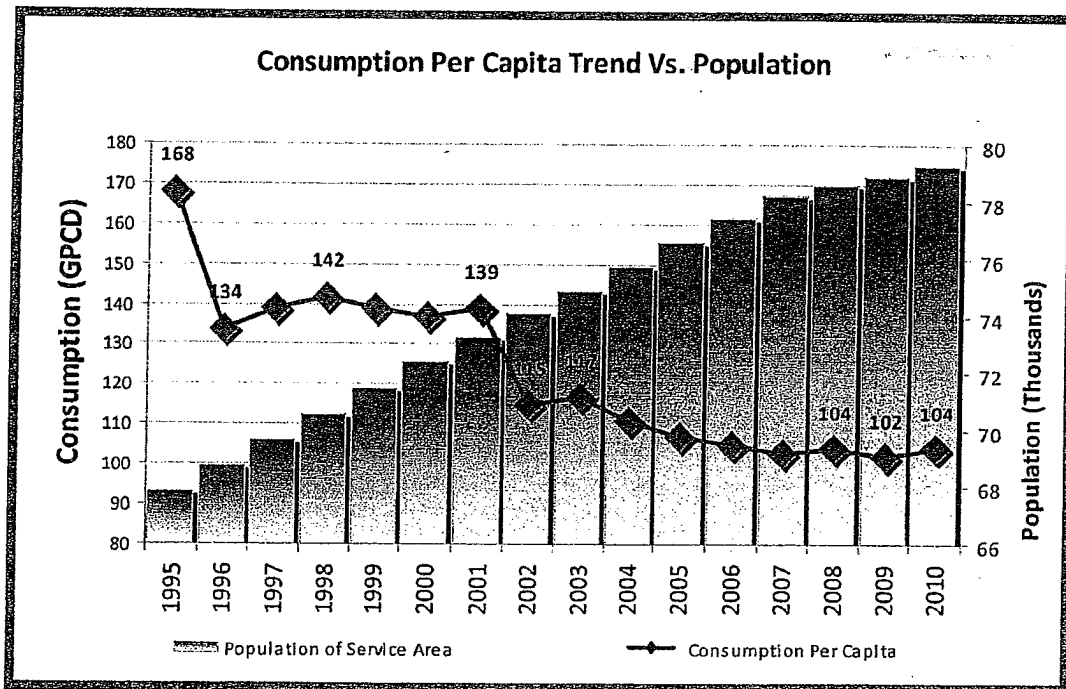
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<sup>2</sup> www.pnm.com

<sup>3</sup> Vickers, Amy. The Handbook of Water Use and Conservation. Water Plow Press 2001.

<sup>4</sup> The City of Santa Fe Water Conservation Plan was updated in 2010 and submitted to the BoR and NM Office of the State Engineer for compliance with 1978 NMSA 72-14-3.2

- Water efficiency regulatory requirements
- Water waste prohibitions with enforcement
- Water rate structure that inhibits excessive water use
- Comprehensive requirements that new development offset their demand on Santa Fe's public water supply



Since the City of Santa Fe has implemented many water conservation techniques and the gallons per capita per day (gpcd) numbers appear to have leveled off. The City may experience a water "hardening" effect whereas there may not be as much available water to conserve. With the meter change out (from the older meters to the Badger meters) and implementing meter calibration and testing policies there may be more of an effort to conserve the non-revenue water which may not be gained through education activities alone.

There are multiple benefits of this project including; the meter replacement project will not only reduce the labor costs associate with meter reading by hundreds of thousands of dollars each year but it will also have the potential to save hundreds of acre feet of water through better customer communication. Specifically, the Project involves the replacement of new automated metering reading infrastructure this will enable both staff and customers to detect leaks and reduce water use, resulting in less potable demand.



Estimated average annual water savings that will result from the project: As a result of the 2008 water audit, seven percent of the City's production was non-revenue water. Several factors comprise "non-revenue" water, including inaccurate meters and system leaks. During 2008, the total water produced and supplied was 10,192 afy, of this amount 938 af (306 MG) was delivered to wholesale customers and 8,607 af (2,805.55 MG) was billed to City customers. This leaves 647 af (206.43 MG) of water that was produced and supplied to the distribution system that was not billed. The non-revenue water percentages and types are as follows:

Type	Percentage	Acre Feet
Acequia Deliveries	10%	64.7
Total unbilled unmetered	4%	25.8
<i>Estimated customer meter error</i>	<b>50%</b>	<b>323.5</b>
<i>Additional loss to low-flow inaccuracies (old meters)</i>	<b>16%</b>	<b>103.5</b>
Estimated database errors	19%	122.93
Illegal connections and theft	1%	6.4

It is anticipated that the installation of the Badger Orion AMRs will help recover a portion of the non-revenue water. It is not likely that the new meters will recover the entire 647 af. Although, it is estimated that a majority of water saved will be between **103.5 af** and **427 af** of water lost due to customer meter error and mis-reads by older meters could be recovered. Again, this funding request is a first step at a larger project and anticipated water savings are not expected in the first two years however this is a first step at achieving a larger goal of water efficiency.

#### Project Goals:

- Installation of the Badger Orion AMRs is in-house and utilizing existing staff expertise
- To install 25 AMRs per day at approximately 100 per week and potentially 400 per month for the total project including those AMRs purchased with BOR grant funding
- To increase the efficiency of the Meter Reading, Water Conservation and Water Utility Billing sections of the City of Santa Fe Water Division
- Provide more accurate meter reads resulting a better understanding of residential water use improving the overall effectiveness of the City Water Division
- Better customer service provided to SDCWU customers and report leaks quicker to customers, including storage of water use history data for 2 yrs rather than 72 days.

#### Scope of Work:

##### **Task 1: Purchase Badger Orion AMRs**

**Months 1-3** Begin once grant is awarded.

- Purchase Badger Orion Meter-AMR devices.
- Approximately 6 weeks for badger to deliver meters to City of Santa Fe.

- 1-2 weeks for City staff to enter meters into the City system (Metering and Billing Staff)
- Work Orders must be entered so meters can be installed (Billing Staff)
- City crews can then install AMRs (Transmission and Delivery Staff)

## **Task 2: Install Badger Orion AMRs**

### **Months 4-24**

- Installation of the Badger Orion AMRs will consist of the bulk of the 2 year timeframe. It is estimated that 25 AMRs will be installed per day by staff. This will result in a completion time of 20 months for installation. This does not include weather related delays. It should be noted that the City of Santa Fe is purchasing \$100,000 worth of Badger Orion AMRs for installation during the same timeframe.
- Monitoring-can begin once Badger Orion AMRs are installed.

Number of staff: Staff involved includes Billing (~2-3 people), Metering (6 people) and there are 2-3 from Transmission and Delivery designated for installation for the entire City of Santa Fe water utility. If more staff is designated to the project it is anticipated that the 20 month timeframe may be less. The proposed work consists of approximately 30 minutes per Badger Orion installation.

For the life of the project other departments have committed staff time such as Information Technology (IT) and Water Conservation staff, whose role will be to utilize profile data while performing residential water audits.

Schedule and Timeline: Timeline is incorporated into the Task list of the Scope of Work. The schedule for this program is anticipated to take place throughout the Fall of 2012 to Fall of 2014, depending upon when the grant was awarded.

## **Element B Supplemental Questions:**

### **Implementation of Efficiency Measures**

**1. Why do you need financial assistance from Reclamation to complete the activity?** Funding from this grant request is imperative and necessary to complement existing but limited resources available in the General Fund and for the success of the efforts discussed here. The activity will start without BOR funding to help "jump start" the AMR purchase and installation. This activity is a critical first step in recovering potential non-revenue water, identifying leaks and improving the overall water efficiency of the City of Santa Fe water delivery system. When grant money is used to fund projects it does delay or suspend the City passing the costs on to the customers.

**2. Is the proposed activity included as a component of a current written water management/conservation plan and has the plan been formally submitted to a federal, state, or local agency? If the proposed activity is contained in the formal plan, what specific goal and objective in the plan is the proposed activity intended to accomplish?** The proposed activity is included as an implementation activity of the City of Santa Fe Santa Fe water conservation plan. The plan was provided to the BOR and the NM OSE in Spring of 2010<sup>5</sup>. The specific goal and objective is intended to expand upon existing Ordinances and program activities outlined in the City of Santa Fe conservation program and plan. One of the objectives within the City of Santa Fe Water Conservation Plan<sup>6</sup> is "to minimize loss of water from the utility system through effective maintenance and operations including ongoing unaccounted for water tracking and analysis, a leak detection program, leak tracking, and prompt repairs of leaks (*addressing water distribution systems leaks is on of the specific requirements as stated in 1978 NMSA Section 72-14-3.2D(2) (e)*)" and improved meter efficiency.

**3. How will this activity promote good water management and efficient water use?**

The City of Santa Fe already has comprehensive good water management and conservation policies and programs in place. The success of these programs over the years has lead to a potential in demand "hardening" whereas the amount of available water to conserve it limited. Therefore, the City of Santa Fe must begin to rely on new technologies to improve the water efficiency and management of the Water Utility. The installation of AMRs will allow City staff to identify smaller amounts of water used and potential leaks much more quickly.

**4. How does your organization plan to achieve full implementation of the proposed activity?**

The City of Santa Fe intends to support these efforts with money from the enterprise fund. Full implementation will occur with other potential grant funding and monies from the enterprise

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<sup>5</sup> Plan can be found at [www.water2conserve.com](http://www.water2conserve.com)

<sup>6</sup> The City of Santa Fe Water Conservation Plan was updated in 2010 and submitted to the BoR and NM Office of the State Engineer for compliance with 1978 NMSA 72-14-3.2

fund. The total estimated cost of the meter replacement program is approximately \$5.6 million dollars. These funds will be spent regardless of whether or not the BOR grant money is received, however the program will not likely begin within a timely manner or at all without receipt of grant money.

**5. How does your organization intend to evaluate the effectiveness of the completed activity?**

The effectiveness of this activity will be evaluated by the Water Conservation Office and Water Meter Reading Office. When performing leak detection or courtesy water audits, the water conservation staff will pull profiles and identify water use on an hourly and per gallon basis. The Meter Reading Office will track "trickle alerts" and then notify customers of a potential leak. This information can be used to address short-term, long-term water shortages, provide environmental protection, and help in offsetting the high costs of new water system improvements.

The Water Conservation Office and Meter Reading Office will work with the Information Technology (IT) Department requesting queries of the both the Firefly and Badger Orion AMRs. The data will help staff to evaluate the actual water savings between the two systems. City of Santa Fe IT Department has committed staff time to this project. Water Conservation staff and Metering staff will keep track of the amount of leak detections by compiling monthly data and providing the information as part of the required quarterly reporting.

**6. Do you have cost-sharing and /or additional partners?** There are no cost-sharing partners within for this project. However, all City of Santa Fe water utility customers will be beneficiaries of this project.

**7. What Reclamation project is connected to your project and how is it associated?**

1. The City of Santa Fe is a 1982 Reclamation Reform Act (RRA) contractor with the BOR.

2. The City is the process of diverting San Juan-Chama water via a project called the Buckman Direct Diversion. This project became operational on January 3, 2011. The Rio Grande will become an important additional source of water drinking water for Santa Fe Residents. San Juan-Chama water for municipal, domestic and industrial purposes<sup>7</sup> and has the ability to store water within the Heron reservoir.

3. The City of Santa Fe is a signatory in the Aamodt Settlement Act of 2010, requires the construction of a regional water system with oversight by the Bureau of Reclamation.

4. 2011 Bureau of Reclamation Basin Study Program recipient for the Santa Fe River watershed.

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<sup>7</sup> U.S. Bureau of Reclamation. Allocation for San Juan Chama Water. 2009.

Santa Fe, Upper Rio Grande and San Juan watersheds<sup>8</sup>

Reclamation funding: \$197,990 Total Funding: \$421,255

The City of Santa Fe and Santa Fe County rely on surface water and groundwater supplies from Santa Fe, Upper Rio Grande and San Juan watersheds. This area is arid and currently experiences water shortages affecting municipal water supply, energy production, endangered species, ecosystems, Native American water rights settlements and local food production. Extensive groundwater overdraft has led to significant declines in aquifer levels and increased depletions of water from nearby streams. The study will quantify the potential impact of climate change on the available water supply including changes in precipitation, streamflow, reservoir evaporation, soil moisture content and groundwater recharge.

5. From 2002-2004 , with BoR as the grant administrator, the City of Santa Fe utilized a total of \$4.5 million in BOR grant funding to help plan, design, and construct four new deep-water emergency groundwater wells (i.e., Buckman Well Nos. 10-13).

**8. What is your strategy for monitoring performance and reporting and disseminating results?**

If awarded quarterly reports with the progress of the AMR replacement program will be included. Public information can affect water consumption through changes in behavior as users learn about water resources and the wise use of water through their water bill inserts and other literature provided by the City of Santa Fe.

Performance measure for this project will consist of the amount of water saved.

The project proposal includes AMR devices where none previously existed, the types of AMRs selected includes a datalogger built into the meter. This is a new technology shift for the City of Santa Fe to allow for better leak detection and response to customers. The current leak detection system sends alerts once per month the new technology will send leak detection alerts within 24 hours. Since the AMRs selected include a new meter the accuracy of the consumption data will be improved. The project consists of individual residential water meter and AMR combo installations. Meters include new technology AMRs built into the meter to improve accuracy even more so than replacing the meter. Water Conservation staff and Metering staff will keep track of the amount of leak detections by compiling monthly data and providing the information as part of the required quarterly reporting.

**PERMITS:**

No permits are required to perform this work.

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<sup>8</sup> <http://www.usbr.gov/WaterSMART/bsp/studies.html>

**ELEMENT C BUDGET PROPOSAL NARRATIVE:**

- **DETAILED BUDGET PROPOSAL (ATTACHED EXCEL SPREADSHEET)**

**BUDGET NARRATIVE**

Is identified as City of Santa Fe portion (First) and US Bureau of Reclamation portion (Below). The City of Santa Fe meets the 50-50 cost share with salary in-kind contributions and the purchase of equipment. The City is requesting from the US Bureau of Reclamation funding for the purchase of equipment and training.

**City of Santa Fe Equipment portion:**

Purchase of Badger Orion Meters:

\$50,000 over the course of the 2 years.  $\$175 \times 285 = \$50,000$

**City of Santa Fe Portion In-Kind Contributions:**

Laurie Trevizo, City of Santa Fe Water Conservation Specialist (Main Point of Contact)

B.S Geology, Stephen F. Austin State University, 2000

M.S Geology, Sul Ross State University, 2004

Approximately 1% of FTE staff time will be spent as grant management and quarterly reporting (see Water Conservation Staff Below)

**Salaries/ Wages:**

Personnel needed for the project include:

Peter Ortega, City of Santa Fe: Utility Billing Director

- Current Salary: \$35.27/hr
- Approximately 80 hours will be spent as the project manager for overseeing project, planning replacement of meters/AMR's in designated areas

Richard Chavez, City of Santa Fe Meter Reading Supervisor

- Current Salary: \$25.94/hour
- Approximately 250 hours will be spent supervising staff, assigning tasks to staff, purchasing (ordering) equipment

Water Conservation and Meter Reading Staff – Various City Water Utility Staff, plus staff from other sources such Transmission and Distribution Section

- Average Salary of Meter Reading Staff - \$26.00 (average)
- Approximately 1250 hours over the 24 month period will be spent by various Meter Reading Staff to install meters and AMR devices (both BOR and City funded units)
- Water Conservation staff will coordinate grant management and quarterly reporting

**Fringe Benefits:**

- Fringe Benefits consist of approximately 44% of each staff's salary.

Some of these benefits include PERA (retirement) at 19.01 %, FICA, Medicare, and health insurance. The City of Santa Fe is self-insured and pays a substantial amount into staff health insurance and other benefits.

**US Bureau of Reclamation Portion:**

**Equipment:**

1. 137 Meters with the Orion AMR \$175.00 per unit x 137 = \$24,000
2. Tough Book Laptops with Orion  
Software, receiver, antenna, software license (2yr) \$17,000 includes unit and accessories
3. 67 in Home Monitoring Devices \$90 per unit x 67 = 6,000

**Training:**

Personalized training provided by Badger representative will give ALL sections of the Water Utilities Department specialized training.

1 day training in 2012: \$1,500

1 day training in 2013: \$1,500

\*\*\*Note: Baker Utilities which is the authorized dealer of Badger Orion systems quoted the amount of training and determined training needs.

Training \$75 per person x 20 people = \$1,500 for 2 years for a total of \$3,000

**Personnel Trained include:**

- Water Conservation section
- Customer Service section
- Meter Reading section
- Billing section
- Transmission and Delivery section
- Engineering section

**ELEMENT D FUNDING PLAN:**

The funding plan includes the City of Santa Fe in-kind contributions of staff salaries and the purchase of meters.

Staff	Rate	Year 1	Year 2
Billing Manager:	\$35.27 x 80	2,822/yr	5,643/ 2 yrs
Metering Supervisor:	\$25.94 x 250	6,485/yr	12,970/ 2yrs
Conservation and Metering Staff:	\$26.00 x1250	32,500/yr	65,000/2yrs
Fringe	44% of staff salary	18,395/yr	36,790/2yrs

Meters	\$175.00 x 285	0	50,000/ 2 yr
<b>Total –City of Santa Fe portion</b>			<b>170,403/ 2 yr</b>
<b><u>BoR Portion</u></b>			
Meters	\$175.00x 137	12,000	24,000/ 2 yr
In home devices	\$90.00 x 66	3,000	6,000/ 2 yr
Training	\$75 x 20	1,500	3,000/ 2 yr
LAPTOP	\$17,000		17,000
<b>TOTAL - BOR</b>			<b>50,000</b>
<b>GRAND TOTAL</b>			<b>220,403</b>

**OFFICIAL RESOLUTION: ATTACHED**

**PROGRAM ANTICIPATED WATER MANAGEMENT BENEFITS:**

The potential water management benefits:

Reduce leaks and seepage	~450 ac-ft/yr or more by identifying leaks
Provides Technical Training	Yes to City of Santa Fe Staff
Provides Water Conservation Education	To City of Santa Fe Water
Reduces Per Capita Use	Possibly up to 25 gal/capita/day
Enhances Aquatic/Riparian Habitat	Yes
Endangered Species	Yes, Live within the region

It is anticipated that the installation of the Badger Orion AMRs will help recover a portion of the non- revenue water. It is not likely that the new meters will recover the entire 647 af. Although, it is estimated that a majority of water saved will be between **103.5 af** and **427 af** of water lost due to customer meter error and mis-reads by older meters could be recovered. Again, this funding request is a first step at a larger project and anticipated water savings are not expected in the first two years however this is a first step at achieving a larger goal of water efficiency.

**ENVIRONMENTAL COMPLIANCE**

**Environmental Impacts:** The proposed project will not impact any sensitive soils, air, water and animal habitat. The proposed work may impact available water supplies in a positive way by increasing water quantity.

The installation of water meters will require the soil to be disturbed at the housing facilities.

There is not an anticipated environmental affect since only the first 3-5 feet of soil will be disturbed. The soils were previously disturbed during the construction phase of the housing units. To minimize the impacts to the soil the water meter vaults may need to be placed slightly above ground to prevent any further disturbance of soil.

**Endangered species:** The project will not encounter any endangered species.

Below is a list of threatened and endangered species for Santa Fe County:



Common Name	Scientific Name	Group	Status
Yellow-billed cuckoo	<i>Coccyzus americanus</i>	Bird	Candidate
Rio Grande cutthroat trout	<i>Oncorhynchus clarki virginalis</i>	Fish	Candidate
New Mexican meadow jumping mouse	<i>Zapus hudsonius luteus</i>	Mammal	Candidate
Southwestern willow flycatcher	<i>Empidonax traillii extimus</i>	Bird	Endangered
Rio Grande silvery minnow <sup>3</sup>	<i>Hybognathus amarus</i>	Fish	Endangered
Black-footed ferret <sup>2</sup>	<i>Mustela nigripes</i>	Mammal	Endangered
Whooping Crane	<i>Grus americana</i>	Bird	Experimental, Non-essential Population
Mexican spotted owl Designated Critical Habitat	<i>Strix occidentalis lucida</i>	Bird	Threatened

[http://www.fws.gov/southwest/es/NewMexico/SBC\\_view.cfm?spcnty=Santa%20Fe](http://www.fws.gov/southwest/es/NewMexico/SBC_view.cfm?spcnty=Santa%20Fe)

**Wetlands:** Although wetlands exist in surrounding areas, in La Cienega the area contains wetlands within the Traditional Community of La Cienega and La Cieneguilla. In the Galisteo Basin the wetland areas are located in designated conservation areas (Eldorado Wilderness, Cerrillos Hills Historic Park). Others are located on undeveloped private property (Finger Lakes, Rowe Mesa, Thornton Ranch). The introductions of evasive vegetation species such as Salt Cedar and Russian olive have changed the landscape of these areas.

**National Register of Historic places:** There are approximately 63 historic locations listed on the National Register of Historic Places in Santa Fe County. There are also designated historic trails and historic districts located in the County as well. The project site does not contain historical sites.

#### Provisions

If awarded City of Santa Fe will comply with the following:

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

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

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

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2012-2**

**INTRODUCED BY:**

Councilor Calvert

Councilor Bushee

**A RESOLUTION**

**AUTHORIZING PUBLIC UTILITIES DEPARTMENT STAFF TO APPLY FOR US  
BUREAU OF RECLAMATION FUNDING OPPORTUNITIES TO INSTALL OR REPLACE  
AUTOMATIC METER READING DEVICES FOR CITY OF SANTA FE WATER  
CUSTOMERS.**

**WHEREAS**, there are currently 8,000 City of Santa Fe water customers without Automatic  
Meter Reading (AMR) devices; and

**WHEREAS**, in April 2011 the Governing Body authorized staff to investigate opportunities  
and potential water savings with AMR style devices; and

**WHEREAS**, based on those investigations the Public Utilities Staff would like to install new  
AMR devices and meters; and

**WHEREAS**, such AMR devices and meters will allow City staff to evaluate hourly water  
consumption; and

**WHEREAS**, the City will then have the opportunity to provide City water customers with  
water consumption rates per gallon and a water history for 2.5 years worth of consumption

1 information; and

2       **WHEREAS**, in addition, new meter reading technology will allow staff to alert residential  
3 customers of continuous water leaks; and

4       **WHEREAS**, AMR technology will help reduce demands on the City's potable drinking  
5 water supply; and

6       **WHEREAS**, such funding opportunity from the Bureau of Reclamation will offset the City  
7 expenditures for this project.

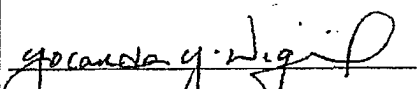
8       **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
9 **CITY OF SANTA FE** that Public Utilities Department staff is authorized to apply for US Bureau of  
10 Reclamation funding opportunities to install or replace AMR devices for City of Santa Fe water  
11 customers.

12       PASSED, APPROVED, and ADOPTED this 11<sup>th</sup> day of January, 2012.

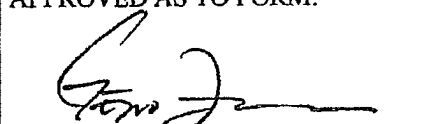
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15       DAVID COSS, MAYOR

16       ATTEST:

17  
18   
19 YOLANDA Y. VIGIL, CITY CLERK

20       APPROVED AS TO FORM:

21   
22  
23 GENO ZAMORA, CITY ATTORNEY

Applicant:

City of Santa Fe, New Mexico

## Proposed Budgeted Project Costs

Category	Specific	Amount Year 1		Amount Year 2		Total Project Cost for Category
		City Share	Federal Share Grant	City Share	Federal Share Grant	
<b>Salaries</b>						
	P. Ortega	2,822	-	2,822	-	5,643
	R. Chavez	6,485	-	6,485	-	12,970
	Conservation/Meter Reading Staff	21,963 (\$17.57/hr)*	-	21,963	-	43,925
	<b>Total</b>	<b>31,269</b>	<b>\$ -</b>	<b>31,269</b>	<b>\$ -</b>	<b>62,538</b>
* based on the wages of a city meter reader						
<b>Fringe Benefits</b>						
	FICA	2,392	-	2,392	-	4,784.17
	PERA	5,944	-	5,944	-	11,888.51
	Retiree Health Care	406	-	406	-	813.00
	City of Santa Fe Benefits	5,016	-	5,016	-	10,031.13
	<b>Total</b>	<b>13,758</b>	<b>\$ -</b>	<b>13,758</b>	<b>\$ -</b>	<b>27,517</b>
		0.44				
<b>Equipment</b>						
	Meters/AMR's	48,500	12,750		12,750	74,000
	Laptop - Software/Isconses		7,750		7,750	15,500
	In Home Monitoring Devices		3,000		3,000	6,000
	<b>Total</b>	<b>\$ 48,500</b>	<b>\$ 23,500</b>	<b>\$ -</b>	<b>\$ 23,500</b>	<b>\$ 95,500</b>
<b>Other</b>						
	Training- Staff	-	1,500.00	-	1,500.00	3,000.00
	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ 3,000.00</b>
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Grand Total</b>	<b>\$ 93,528</b>	<b>\$ 25,000</b>	<b>\$ 45,028</b>	<b>\$ 25,000</b>	<b>\$ 188,555</b>
						<b>Federal Grant</b>
						<b>City of Santa Fe</b>
						\$ 50,000
						\$ 138,555
						<u>\$ 188,555</u>

1                                   **CITY OF SANTA FE, NEW MEXICO**

2                                   **RESOLUTION NO. 2012-2**

3                                   **INTRODUCED BY:**

4  
5                                   Councilor Calvert

6                                   Councilor Bushee

7  
8  
9  
10                               **A RESOLUTION**

11 **AUTHORIZING PUBLIC UTILITIES DEPARTMENT STAFF TO APPLY FOR US**  
12 **BUREAU OF RECLAMATION FUNDING OPPORTUNITIES TO INSTALL OR REPLACE**  
13 **AUTOMATIC METER READING DEVICES FOR CITY OF SANTA FE WATER**  
14 **CUSTOMERS.**

15  
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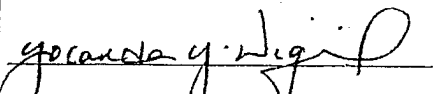
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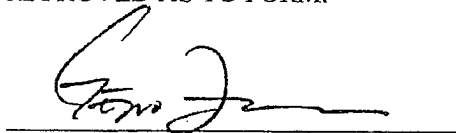
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20       APPROVED AS TO FORM:

21 

22  
23       GENO ZAMORA, CITY ATTORNEY

**City of Santa Fe, New Mexico**

Category	Specific	Amount Year 1		Amount Year 2		Total Project Cost for Category
		City Share	Federal Share Grant	City Share	Federal Share Grant	
Salaries	P. Ortega	2,822	-	2,822	-	5,643
	R. Chavez	6,485	-	6,485	-	12,970
	Meter Reading Staff	21,875	-	21,875	-	43,750
	Total	\$ 31,182	\$ -	\$ 31,182	\$ -	\$ 62,363
Fringe Benefits	FICA	2,385	-	2,385	-	4,770.78
	PERA	5,928	-	5,928	-	11,855.24
	Retiree Health Care	405	-	405	-	810.72
	City of Santa Fe Benefits	5,002	-	5,002	-	10,003.06
	Total	\$ 13,720	\$ -	\$ 13,720	\$ -	\$ 27,440
Equipment	Meters/AMR's	50,000	12,000		12,000	\$ 74,000
	Laptop - Software/licenses		8,500		8,500	\$ 17,000
	In Home Monitoring Devices		3,000		3,000	\$ 6,000
	Total	\$ 50,000	\$ 23,500	\$ -	\$ 23,500	\$ 97,000
Other	Training- Staff	-	1,500.00	-	1,500.00	\$ 3,000.00
	Total	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 3,000.00
	Total	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ 94,902	\$ 25,000	\$ 44,902	\$ 25,000	\$ 190,802

\$	50,000
\$	139,803
\$	<u>189,803</u>

1                                   **CITY OF SANTA FE, NEW MEXICO**

2                                   **RESOLUTION NO. 2012-2**

3                                   **INTRODUCED BY:**

4  
5                                   Councilor Calvert

6                                   Councilor Bushee

7  
8  
9  
10                                  **A RESOLUTION**

11   **AUTHORIZING PUBLIC UTILITIES DEPARTMENT STAFF TO APPLY FOR US**  
12   **BUREAU OF RECLAMATION FUNDING OPPORTUNITIES TO INSTALL OR REPLACE**  
13   **AUTOMATIC METER READING DEVICES FOR CITY OF SANTA FE WATER**  
14   **CUSTOMERS.**

15  
16           **WHEREAS**, there are currently 8,000 City of Santa Fe water customers without Automatic  
17   Meter Reading (AMR) devices; and

18           **WHEREAS**, in April 2011 the Governing Body authorized staff to investigate opportunities  
19   and potential water savings with AMR style devices; and

20           **WHEREAS**, based on those investigations the Public Utilities Staff would like to install new  
21   AMR devices and meters; and

22           **WHEREAS**, such AMR devices and meters will allow City staff to evaluate hourly water  
23   consumption; and

24           **WHEREAS**, the City will then have the opportunity to provide City water customers with  
25   water consumption rates per gallon and a water history for 2.5 years worth of consumption



1 information; and

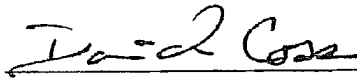
2       **WHEREAS**, in addition, new meter reading technology will allow staff to alert residential  
3 customers of continuous water leaks; and

4       **WHEREAS**, AMR technology will help reduce demands on the City's potable drinking  
5 water supply; and

6       **WHEREAS**, such funding opportunity from the Bureau of Reclamation will offset the City  
7 expenditures for this project.

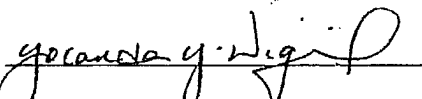
8       **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
9 **CITY OF SANTA FE** that Public Utilities Department staff is authorized to apply for US Bureau of  
10 Reclamation funding opportunities to install or replace AMR devices for City of Santa Fe water  
11 customers.

12       PASSED, APPROVED, and ADOPTED this 11<sup>th</sup> day of January, 2012.

13  
14 

15       DAVID COSS, MAYOR

16       ATTEST:

17  
18   
19 YOLANDA Y. VIGIL, CITY CLERK

20       APPROVED AS TO FORM:

21  
22 

23       GENO ZAMORA, CITY ATTORNEY