

Idaho Water Resource Board

WATER PROJECT GUIDELINES for creation of the GROUND WATER CONSERVATION GRANT DOCUMENT



Idaho Water Resource Board

WATER PROJECT GRANT PROGRAM – GUIDELINES

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1.0 Introduction

1.1 Use of Guidelines

These Guidelines for the IWRB Ground Water Grant Program provide an overview of the steps required for obtaining an IWRB grant, including preparation of the Grant Document. They are based upon generally accepted practices for sound planning, design, and construction of water projects. The consulting/engineering firms or individuals responsible for the planning design, and construction activities are expected to develop specific analytical procedures that are appropriate for a particular project analysis. These Guidelines have been written to assist the project consultant and sponsor with the grant application process and with planning and implementing a cost-effective project for maximum benefit to Idaho water users. The process and procedures outlined here are intended to be as flexible as possible and to be responsive to the needs of the project sponsor.

1.2 **Steps to Obtain a IWRB Grant***

The following are the basic steps required to obtain an IWRB grant:

1. **Staff Contact** – The project sponsor should contact the IWRB staff to discuss the scope of the proposed project, to discuss the Grant Document and any planning or engineering work that may already be completed or underway.
2. **Grant Document** – The Grant Document and Grant Application are to be submitted no later than 28 working days prior to next full meeting of the IWRB. A calendar of the IWRB meeting dates can be found at (<http://www.idwr.idaho.gov/waterboard/>). Grants received after this time will be held until the next full IWRB meeting. A Grant Document is required for any funding request from the IWRB. Grant Documents are generally completed by consultants or consulting/engineering firms selected by the applicant but can be completed by the applicant.
3. **Grant Review Recommendation** – The IWRB staff will review the completed Grant Document and make a recommendation to the IWRB regarding the feasibility of the project and Grant. The Grant sponsor will be notified if changes are required in the submitted Grant Application and Grant Document.
4. **IWRB Grant Authorization** – The IWRB staff will present the Grant recommendation to the IWRB at their bi-monthly meetings. At this time the IWRB will make their decision as to whether or not they will Grant the funds. If funds are to be granted the IWRB will pass a Grant Resolution providing funding and required conditions.
5. **Contract Execution** – Following IWRB approval of the Grant, a contract will be prepared with provisions requested by the IWRB and stated in the Grant Resolution. The contract is generally sent out within a week or two for signing. The sponsor will sign the contract first and returned to IWRB staff within 30 days for an authorized signature from an IWRB Representative. No funds will be disbursed until the contracts are signed and executed. If a contract is not signed and returned by the sponsor within the 30 days the contract will be subject to withdrawal and reapplication.

2.0 **Grant Document – Outline**

The following provides an outline for the preparation of an IWRB Grant Document. Requirement may vary depending on the project and objective of the Document. For questions on how to complete the Document, contact IWRB staff.

2.1 **Background information**

2.1.1 **Purpose**

This section provides a brief overview of the project, including the type of project,

amount of Grant funding being requested, and a statement of what the project and/or study is intended to accomplish. It should describe the need for the project, problems, and why the project is important to the grantee. It should include a brief history relevant to the project and any compliance issues that are being addressed (i.e. water quality).

2.1.2 Project/Study Area Description

This is the geographical area to be served by the proposed grant and should include the following:

- a. A narrative of the description of the project/study area to include the county, the proximity to towns or cities and locations of major water features.
- b. A map showing the items listed above and the location of the existing facilities, proposed project site, and boundary of the project.
- c. Characteristics of the project/study area such as residential and number of residences listing both seasonal and permanent, farm ground, irrigation and type of crops and any other type of characteristic that may be pertinent to the project.

2.1.3 Previous Studies

To maximize the extent of the Grant Document, any previous studies and investigation should be utilized such as a reconnaissance-level study.

2.2 **Project/Study Sponsor**

The project sponsor may not be an individual. Each Grant Document should include a description of the entity be it municipality, irrigation district, canal company or subdivision that is sponsoring the proposed project/study. The description should include the following:

- a. Type of organization, official name, the year formed, and the statutes under which the entity was formed. For subdivisions a copy of the By-laws should be attached to the report.
- b. For public entities the number of customers or taps served, current water usage, and future growth plans.
- c. For private entities the number of members or shareholders, shares of stock or water and what a share is equivalent to, and the current water delivery.
- d. A brief history of the sponsoring entity.
- e. Identification of revenue sources (existing service charges, taps fees, share assessments, etc.).
- f. A description of the existing water supply facilities owned and/or operated by the entity.

2.3 **Water Rights**

2.3.1 Water Availability

The Grant Document should provide a detailed description and analysis of each water supply source to be utilized by the proposed project/study. A brief description of existing source may be adequate for projects that involve only rehabilitation of existing facilities. Each source of supply should be described in terms of location, yield, extent of development and water right status.

2.3.2 Water Supply Demand

Existing and future water demands are analyzed as well as the adequacy of water rights/existing yields, and water demand and water availability. The demands should look at a time period of 15 years minimum in most cases.

2.4 **Project/Study Description**

This section documents the project.

2.4.1 Project/Study Description

A detailed description of the project/study should be provided and should include the following:

- a. Project/Study Description – A narrative description of project/study components and operation to indicate how the entire project will function.
- b. Map – A map of the entire project/study area showing the locations of existing and proposed project components and other features like streams, canals, flood plain etc.
- c. Conceptual Plan/Cross Section – Layout and cross-section for each major structure to include dimensions and hydraulic properties. Profile and typical sections for canals and pipelines with water surface and hydraulic gradeline elevations.
- d. Conceptual Design Features – Hydraulic, hydrologic, and structural design criteria for all proposed facilities including:
 - Sizing for all hydraulic features such as canals, pipelines, pumping plants, outlet works, etc. with associated energy losses where applicable.
 - Number, size and operating characteristics of pumping units.
 - Number, size and operating characteristics of variable speed drives.
 - Other site factors that require special consideration.
- e. Right-of-Way/Land – Land and right-of-way requirements for the proposed project and a tabulation of land ownership at the site of the proposed project.

2.4.2 Cost Estimate

Provide a detailed estimate for projects/study costs. For projects this would include all capital costs of the project implementation such as engineering design, construction inspection, administrative and legal costs, land and right-of-way acquisition, relocation costs, construction costs, financing costs, contingency costs and total costs.

2.4.3 Implementation Schedule

Provide a project implementation schedule showing the beginning and completion dates for all activities required for the study/project implementation to include but not limited to permits, design, contracts, land and right-of-way acquisition, and construction.

2.5 Financial Feasibility Analysis

This section documents the financial feasibility of the project. It provides a description of finances to be used in addition to the IWRB Grant.

- Grant Amount – Discuss the total project/study costs and the amount of the IWRB Grant requested.
- Financing Sources – Identify other sources of financing for the grant, in-kind or financial.

2.6 Grant Request and Submittals

The following is a list of documents that should be included with the Grant request:

- a. A cover letter requesting grant funding.
- b. A completed Grant application with all information filled in. Incomplete applications will be returned to the sponsor and no action will be taken by the IWRB staff toward processing the Grant.
- c. The Grant Document for staff review and comment. The Grant Document should have Appendices that include technical information about the project, design drawings and maps, by laws of the applicant, copy of easement(s) if required and financial statement.

***Please Note: Incomplete packets will be returned to the sponsor unless previously discussed with staff and no further action will be taken on the part of the staff. All Grant requests must be received 28 working days prior to the bi-monthly Board meeting. No exceptions!!!**