

Idaho Water Resource Board

GUIDELINES FOR THE FLOOD MANAGEMENT GRANT FUNDING PROGRAM



Idaho Water Resource Board

1.0 Introduction

1.1 Funding Request Guidelines

These Guidelines for the Idaho Water Resource Board (IWRB) Flood Management Grant Funding Program provide an overview of the steps required for obtaining funding from the IWRB for flood preparation and risk reduction, flood damaged stream channel repair and improvements, and long-term flood prevention projects. The flood management projects shall be based upon generally accepted practices for sound planning, design, and construction. The consulting engineering firms or individuals responsible for the planning, design, and construction activities shall develop specific analytical procedures that are appropriate for a particular project, including regulatory approvals and permitting. These Guidelines have been written to assist the project consultant and sponsor with making a grant funding request and with planning and implementing a cost-effective project for maximum benefit to Idaho and the entities impacted by the flood damage. 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 IWRB Flood Management Grant Funding**

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

1. **Staff Contact** – The project sponsor should contact the IWRB staff to discuss the scope of the proposed project, any planning or engineering work that may have already been completed or is currently underway, and the required elements of the funding request.
2. **Grant Funding Proposal Request** – The grant funding proposal requests are to be submitted no later than June 15, 2018. If IWRB staff recommends project funding, the project will be presented to the IWRB Finance Committee for recommendation to the IWRB at the next full meeting for funding approval. A calendar of the IWRB meeting dates can be found at (<https://idwr.idaho.gov/IWRB/meetings>). Funding requests received after this time will be held until the next full IWRB meeting. A professional funding request/proposal document is required to qualify for funding from the IWRB. Funding request/proposal documents are generally completed by consultants or consulting engineering firms, but may be completed by the sponsor.
3. **Grant Funding Review Recommendation** – The IWRB staff will review the completed funding request proposal, and if staff determines that the funding request submittal is in compliance with the program guidelines and criteria, staff will present the project funding proposal to the IWRB Finance Committee for recommendation to the IWRB at the next Board meeting for approval. IWRB Board staff will notify the funding request sponsor of any required changes as determined by staff prior to presenting to the IWRB for funding approval.
4. **IWRB Grant Funding Authorization** – IWRB staff will present the funding 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 award any funds for the proposed project. If funds are to be granted, the IWRB will pass a funding Resolution, with project specific conditions, that authorizes cost-share funding by the IWRB.
5. **Contract Execution** – Following IWRB approval of the funding, a contract will be prepared that will include the project specific conditions as stated in the funding Resolution. The contract is generally sent out within a week or two for execution by the sponsor. The sponsor will execute the contract, and then return the contract to IWRB staff within 30 days for execution by an authorized IWRB representative. No funds will be disbursed until the contract is executed by both parties. If a contract is not executed and returned by the sponsor to IWRB staff within the 30 days, the contract will be subject to withdrawal and reapplication.

2.0 **Grant Funding Request Document – Outline**

The following provides an outline for the preparation of an IWRB Grant Funding Request Document. Requirements may vary depending on the project and objectives outlined in the Document. For questions on how to complete the Document, contact IWRB staff.

2.1 **Project Background Information**

2.1.1 **Purpose**

This section provides a brief overview of the project, including the type of project, amount of funding being requested, and a statement of what the project is intended to accomplish. It should describe the need for the project, problems, and why the project is important to the sponsor. It should include a brief history relevant to the project and any compliance issues that are being addressed (i.e. stream channel improvement, flood risk reduction, water quality).

2.1.2 **Project Area Description**

This is the geographical area of the project and should include the following:

- a. A narrative description of the project area to include the county, the proximity to towns or cities, and waterways and streams.
- b. A map showing the items listed above, and the location of roadways, bridges, irrigation structures and facilities, and the proposed project site.
- c. Characteristics of the project area such as residential, commercial, farm ground, easements, and any other features that may be pertinent to the project.

2.1.3 **Previous Projects and Studies**

To maximize the extent of available existing information, such as previous projects and studies, the applicant or entity shall utilize available data and information, and reference the completed projects and/or studies in the grant funding Document.

2.2 **Project Sponsor**

The project sponsor may not be an individual. Each funding request Document should include a description of the qualified entity, be it a flood district, municipality, or county that is sponsoring the proposed project. The description should include the following:

- a. Type of organization, official name, the year established, statutes under which the entity was formed, and a copy of the By-laws.
- b. A brief history of the sponsoring entity.
- c. Identification of revenue sources (service charges, assessments, etc.).
- d. A description of the existing operations owned and/or operated by the entity.

2.4 **Project Description**

This section provides a detailed description of the proposed project.

2.4.1 Project Description

A detailed description of the proposed flood management project should be provided and should include the following:

- a. Project Description – A narrative description of the proposed project, including the name of the waterway, operations of the water system, location of the project, and the anticipated goals and benefits associated with the project.
- b. Map – A map of the entire project area showing the location of the proposed flood management activities, and other features like rivers and streams, flood plains, wetlands, canals, irrigation structures, roadways, easements, etc.
- c. Conceptual Plan/Cross Section – Layout and cross-section details of the proposed project repairs and/or improvements, which shall include dimensions and hydraulic properties of the waterway. Profile typical improvement and/or repair sections of the waterways with water surface and hydraulic grade line elevations.
- d. Conceptual Design and Repair Features – Hydraulic and structural design criteria for all proposed improvements and repairs, including:
 - Waterway flow capacities and velocity
 - Excavation and grading quantities
 - Material specifications, compaction, and placement requirements
 - Proposed implementation of Best Management Practices for bank stabilization, erosion prevention, and turbidity
 - Other site factors that require special consideration
- e. Right-of-Way/Easement – Right-of-way and easement requirements for the proposed project, and identification of existing easements and land ownership at the proposed project site.

2.4.2 Cost Estimate

Provide a detailed cost estimate for the proposed project. This would include the total project costs for planning, engineering design, construction, regulatory and permitting, administrative and legal, land and right-of-way acquisition, easements, construction inspection, and contingency costs.

2.4.3 Implementation Schedule

Provide a proposed project implementation schedule showing the timeline to complete the project, identifying each activity/milestone required for project implementation, including but not limited to planning, regulatory review and permitting, design, easements, construction, contracts, and land and right-of-way acquisition.

2.5 Financial Feasibility Analysis

This section documents the financial feasibility of the proposed project. It provides a description of the cost-share financing to be used in addition to the IWRB funding.

- Amount of IWRB Grant Funding Requested – Provide the total estimated project costs and the amount of the IWRB Funding requested
- Financing Sources – Identify other sources of financing for the project, including in-kind services

2.6 Grant Funding Request and Submittals

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

- a. A cover letter requesting IWRB grant funding.
- b. A complete and professional funding request proposal that includes information discussed within this document. Incomplete funding proposal requests will be returned to the sponsor and no action will be taken by the IWRB staff toward processing the request.