



## IWRB Measuring & Monitoring Support Grant Criteria

The Idaho Water Resource Board (IWRB) has allocated funding to continue to promote water conservation efforts throughout the state of Idaho through the purchase and installation of monitoring equipment, measurement devices, or other supportive infrastructure for ground and surface water diversions.

Funding under this program seeks to continue and expand upon the previous Telemetry grant utilizing funding from the Bureau of Reclamation. Measurement and monitoring equipment must meet current Idaho Department of Water Resources Standards – [IDWR Water Measurement Information](#).

**Eligible Projects:** Projects considered under this program are for the purchase and installation of monitoring and measurement equipment for both surface and groundwater diversions. *Example projects: New monitoring wells, flumes, weirs, telemetry equipment, software development, automation equipment, etc.*

**Ineligible Projects:**

- Projects that are completed by the application deadline are not eligible for this program.

**Eligible Entities:** Irrigation Districts, Irrigation Boards of Control, Canal Companies, Drainage Districts, Groundwater Districts, Ditch Companies, Lateral Ditch Users Associations, Reservoir Districts, Municipal Irrigation Districts (formed per Title 42, chapter 18, Idaho Code), Municipalities, Counties, and Water Districts. Individuals must apply through one of the eligible entities.

**Eligible Geographic Area:** Statewide, with preference for projects in response to an active measurement order issued by the IDWR Director.

**Funding Details:**

- Funding Details: Up to a maximum of \$250,000 per project; one project per application
- IWRB grant portion cannot exceed 50% of total project costs
- Reimbursement requests can be made once a cost-reimbursement contract is established between the applicant and IWRB
- Reimbursement of invoices will not surpass 50% of the invoice amount (“Reimbursable Funds”) submitted to Board Staff. Of the Reimbursable Funds, 10% will be retained until Awardee submits a certificate of completion.
- Contract term will not exceed 3 years after the grant funding award (date of IWRB Resolution) unless an extension is approved by IWRB’s contract manager.
- Funds may be reallocated if a project is not completed within the term of the cost-reimbursement contract, or if the awardee does not provide contract development information requested within 90 days after the grant award date

**Application Requirements:** For the grant proposal to be considered, the following must be provided:

- A **cover letter** that is addressed to the IWRB and with the eligible entity's letterhead. The letter must contain a project summary and the project manager's contact information. The summary must include the funding request dollar amount and expected total project cost, as well as all other funding sources.
- An **application** containing the following:
  1. Project sponsor (eligible entity) description (organization type, background, revenue sources, current operations)
  2. Project description (narrative, conceptual plan and design, land entitlements at project location, description of any known environmental issues).
  3. Project location (county, water source, map with legend and PLS (Township, Range, Sections) or Lat/Long)
  4. Detailed cost estimate and budget, including labor and materials. In-kind work must be detailed and included in cost estimates.
  5. Project funding sources (IWRB grant, other state and federal grants, sponsor's contribution)
  6. Project timeline and implementation schedule
- **Proof of liability** insurance for general construction, i.e., ICRMP.
- **Completed Applicant Information Sheet** provided by IWRB.
- Addresses all **evaluation criteria** described below.

**Evaluation Criteria:** To maximize the effective and efficient use of available funds, grant applications submitted by eligible entities for eligible projects will be evaluated, scored (100-point scale) according to the following criteria. Applications that do not meet the eligibility requirements will not be scored and will be returned. Project scoring may be used to prioritize funding. The application shall discuss how the project for the purchase of and/or the installation of monitoring equipment, measurement devices, or supporting infrastructure meets the following criteria:

**Measurement Order (up to 10 points)**

- The applicant is complying with an active measurement order issued by the IDWR Director (10 points)

**2024 SWC/Ground Water District Settlement Agreement in the ESPA (up to 30 points)**

- The applicant can demonstrate how this project will further agreement priorities regarding water resources. (30 points)

**Equipment Installation (up to 20 points)**

- A new install of monitoring, telemetry, and/or measurement equipment on the Project diversion works. (20 points); or
- A retrofit of existing monitoring, telemetry and/or measurement equipment already installed on the Project diversion works. (10 points)

**Project Implementation Schedule (up to 20 points)**

- The Project will be completed in 1 year; (20 points) or
- The Project will be completed in 2 years; (10 points) or
- The Project will be completed in subsequent years. (5 points)

**Project Proposal & Clarity (up to 20 points)**

- Clarity and description of the Project: identifies the Project's need, proposed budget, and public interest. (10 points)

- Plans, timeline, and drawings for the Project. (5 points)
- Description of the equipment being installed. (5 points)

**Application Submittal:**

Completed applications can be emailed to the Idaho Water Resource Board’s Grants Team at [IWRBGrants@IDWR.Idaho.gov](mailto:IWRBGrants@IDWR.Idaho.gov) and must be received by the application date.

Applications that are mailed must be postmarked by the application date. Mailing Address:

ATTN: IWRB GRANTS TEAM – MEASURING & MONITORING SUPPORT GRANT TEAM  
IDAHO DEPARTMENT OF WATER RESOURCES  
PO BOX 83720  
BOISE, ID 83720

Applications can also be dropped off in person on the 6<sup>th</sup> floor of the Idaho Water Center in Boise, ID, and must be received by 5:00 pm on the application date. The Idaho Water Center is located at:

IDAHO WATER CENTER  
322 E. Front Street, Suite 648  
Boise, ID 83702-7371

For questions on the application package or to schedule a meeting with the Grants Team, email us at [IWRBGrants@IDWR.Idaho.gov](mailto:IWRBGrants@IDWR.Idaho.gov) and please specify the Measuring & Monitoring Support Grant Program.

**Grant Process:**

- IWRB staff evaluate and score applications based on IWRB approved evaluation criteria
- IWRB staff present funding recommendations to IWRB Finance Committee
- Funding awarded at a regular IWRB meeting
- IWRB staff will notify project applicants of grant approval and will administer cost-reimbursement contracts

**Additional Conditions of Award:**

Funding may be reallocated if:

- Requested information necessary to develop a contract is not received from the project Awardee within 90 days of the award dated resolution
- A proposed contract is not signed and returned within 60 days of issuance
- If the project is not completed within the award contract term
- The contract expires without a renewal or extension request from the Awardee

**Cost-Reimbursement Process:**

- Awardee must be registered with the Idaho Secretary of State (SCO) in IPRO Supplier Portal and in PaymentWorks, See “Action Center” on the homepage of SCO at <https://www.sco.idaho.gov/LivePages/scohome.aspx>
- Funds will be distributed upon Awardee submitting an IWRB acceptable funding reimbursement request to the IWRB
- Reimbursement of invoices will not surpass 50% of the invoice amount (“Reimbursable Funds”) submitted to IWRB staff. Of the Reimbursable Funds, 10% of funds will be retained until Awardee submits a certificate of completion.
- The IWRB and IDWR staff will review and upon approval, pay invoices in accordance with Idaho Code § 67-2302

- In-kind services, labor, and materials must be invoiced to IWRB to be eligible for reimbursement
- The IWRB shall determine the value of in-kind contributions of materials and labor
- Invoices should be sent to [IdwrPayable@idwr.idaho.gov](mailto:IdwrPayable@idwr.idaho.gov)
- A certificate of project completion and a financial summary of the total project cost shall be submitted by the Awardee in order to receive final reimbursement

**In-kind Matching Funds Documentation.** In-kind matching contributions must be adequately documented and verifiable from the Awardee's official records. Documentation must be sufficient to answer the following:

- Awardee must be able to demonstrate that the contribution is from an acceptable source.
- Awardee must be able to demonstrate what is being used as match is suitable for match.
- The IWRB shall determine the value of the in-kind contribution
  - Awardee is responsible for providing accurate documentation to support their in-kind valuation
  - Value shall be based on standard objective sources rather than Awardees' estimates
- Awardee must certify that the information is correct and IWRB must review and approve

Accounting records must be supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, or other required forms.

**Force account labor and equipment.** The use of the Awardee's staff (labor) and/or equipment costs must be verifiable from the Awardee's accounting system. For labor, the records must include: the name of each worker, dates worked, hourly rate of pay, number of hours worked specific to the grant activity, and the total cost for each worker. Documentation of equipment costs must include the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined and total cost.

**Donated contract labor and volunteer services** may be counted as matching share if they are an integral and necessary part of the approved work.

- Rates claimed for volunteer services must be consistent with those rates paid for similar work in other activities and must not include fringe benefits and overhead costs.
- Match must be documented and, to the extent feasible, supported by the same methods used by the Awardee for its own employees.
- At minimum this includes signed and dated time sheets filled out by volunteers working and approved by the supervisor with first-hand knowledge of the activity