IWRB Flood Management Grant Criteria

The Idaho Water Resource Board (IWRB) has developed these criteria for the Flood Management Grant to provide financial assistance on a competitive statewide basis to Flood Control Districts, Drainage Districts, Irrigation Districts, Canal Companies, Municipalities, Counties and other public entities interested in pursuing flood damaged stream channel repair, stream channel improvement, flood risk reduction, and flood prevention projects.

Eligible Projects: Pursuing flood damage repair and improvement projects can help prevent or reduce flood damage in Idaho's streams and rivers. To be considered for grant funding, entities must be able to provide evidence of flood damage, or evidence of conditions that create the risk of flooding in a stream channel and submit a funding request document outlining the proposed repairs and/or improvements to the stream channel.

Ineligible Projects: Projects already completed or underway by the application deadline.

Eligible Entities: Flood Control Districts, Drainage Districts, Irrigation Districts, Canal Companies, Municipalities, Counties, and Soil and Water Conservation Districts. Other public entities are eligible to apply. Individuals must apply through one of the eligible entities.

Eligible Geographic Area: Statewide

Program Budget: No more than 50% of the total budget may be spent within a single IWRB district. This limit may be waived if there are no competing funding demands.

Funding Details:

- Funding Details: Up to $200,000 per project; one project per application.
- IWRB grant portion cannot exceed 50% of total project costs. Projects that include higher cost share amounts will be prioritized during project evaluations (see evaluation criteria).
- Eligible entity is responsible for providing permit documentation to IWRB staff.
- Costs incurred prior to the grant award date are not eligible for reimbursement.
- Project costs related to the installation of road appurtenances (road signs, guard rails, etc.) are not eligible for reimbursement.
- Reimbursement requests can be made once a cost-reimbursement contract is established between the awardee and IWRB.

- Reimbursement of invoices will not exceed 50% of the invoice amount ("Reimbursable Funds") submitted to IWRB Staff. Of the Reimbursable Funds, 10% will be retained until Sponsor 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 no response is received by the awardee within 90 days after the grant award date
- If your project has been partially funded through a different IWRB funding program (loan, Regional Water Sustainability Priority List, grant), please call and speak to an IWRB staff member before submitting your grant application.

Application Requirements and Evaluation Criteria:

For the grant proposal to be considered, the following documents and information must be provided. Projects that do not meet eligibility requirements or are determined not to be flood-related by staff shall be declared ineligible and not scored. Applications missing required documents or information shall be returned to the applicant. To maximize the effective and efficient use of available funds, the applications will be evaluated, scored *(130-point scale),* and ranked according to the following criteria:

- **Completed Applicant Information Sheet** provided by IWRB.
- A **cover letter** addressed to the IWRB and with the eligible entity's letterhead. The letter shall contain a project summary and the project manager's contact information. The summary shall include the funding request dollar amount and expected total project cost, as well as all other funding sources.
- An **application** containing all the following information:

1. **Project Details — Up to 25 Points**
   - **First Time Applicant — 5 points** (if applicable)
   - **Eligible Entity — 5 points:** Description of the project sponsor, including organization type, background, revenue sources, and current operations.
   - **Project Proposal — 10 points:** Description of the project purpose, project objectives including evidence of flood damage or conditions that create a flood risk and demonstrate how the project addresses flood conditions.
   - **Project Location – 5 Points:** Description of project location, water source, county, coordinates or PLS information, photographs where applicable, and detailed project map(s).

2. **Urgency of Project — Up to 20 Points**
   - The application must describe the urgency of the proposed project, including relevant factors such as risk to human life or property damage.

3. **Public Interest of Project — Up to 30 Points**
   - **Public Support — 15 points:** Documentation that local stakeholders have been consulted. If the project is within an active Flood Control District, the eligible entity must include a letter of **support**.

- **Public Benefits — 15 points:** Benefits identified pursuant to Idaho Code § 42-1760, including applicable benefits related to stream channel repair, stream channel improvement, flood risk reduction, water quality improvement, other ecological benefits.

4. **Budget Planning and Cost-Effectiveness — Up to 25 Points**
   - **Cost-Effectiveness — 10 points:** Description of the cost-effectiveness of the proposed project compared with other alternatives considered, including longevity of the project.
   - **Project Budget — 10 points:** Detailed cost estimates for labor, materials, and other anticipated project costs, including justification of costs and identification of all funding sources and amounts, including any IWRB awarded grants or loans. The application must include a summary table identifying the cost-share percentage for each funding source including in-kind work. If other grants are required to complete the project (USACE, NRCS, FEMA, etc.), include timelines for receiving those funds. In-kind work must be detailed and included in cost estimates.
   - **Non-State Funds – 5 points:** At least 50% of the matching funds provided by parties other than the state.

5. **Project Readiness – Up to 30 points**
   - **Project Schedule — 10 points:** Timeline identifying important project milestones, including anticipated funding, permitting, construction start, and project completion.
   - **Plans and Specifications — 10 points:** Relevant design plans, drawings, material specifications, land entitlements, known environmental issues, and regulatory approvals or permits. If permits have not yet been obtained, the anticipated permitting schedule must be identified.
   - **Project Team and Experience — 10 points:** Identification of the organizations and personnel responsible for completing the project, including their roles, anticipated time commitment, and relevant experience.

Application Submission:

- Applications can be emailed to IWRBGrants@idwr.idaho.gov. Applications that are emailed must be received by the application due date.

- Applications that are mailed must be received on the application due date. Mailing address:
  ATTENTION: GRANTS TEAM
  IDAHO DEPARTMENT OF WATER RESOURCES
  PO BOX 83720
  BOISE, ID 83720-0098

- Applications can also be dropped off in person on the 6th floor of the Idaho Water Center in Boise. Applications must be dropped off on weekdays, excluding holidays, between the hours of 8:00am and 5:00pm. The Idaho Water Center is located at:
  IDAHO WATER CENTER
  322 E FRONT ST STE 648
  BOISE, ID 83702-7371

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 the IWRB meeting
- IWRB staff will notify eligible entity of grant approval and will administer cost-reimbursement contracts

Additional Conditions of Award:

- Sponsor shall obtain and maintain liability insurance for the duration of the grant contract. The Sponsor shall provide the IWRB certificates of insurance within 15 days of the execution of the grant contract.
- Funding may be reallocated if:
  - No response is received from the 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 acceptable funding reimbursement request to the IWRB.
- Reimbursement of invoices will not exceed 50% of the invoice amount ("Reimbursable Funds") submitted to IWRB staff. Of the Reimbursable Funds, 10% of funds will be retained until Sponsor submits a certificate of completion.
- The IWRB and IDWR staff will review and pay invoices, upon approval, 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
- 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; and
  - Value shall be based on standard objective sources rather than awardee's estimates.
- Awardee must affirm that the information is correct and IWRB will review and may 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

Additional resources and information

Navigate to the IWRB Financial Programs and Grants webpage at https://idwr.idaho.gov/iwrb-overview/iwrb-financial-programs-grants/ and select the "Resources & Guidance" tab for additional resources and information.

IWRB Districts are as follows:

District No. 1: Boundary, Bonner, Kootenai, Shoshone, Benewah, Latah, Clearwater, Nez Perce, Lewis, and Idaho counties.
District No. 2: Adams, Valley, Washington, Payette, Gem, Boise, Canyon, Ada, Elmore, and Owyhee counties.
District No. 3: Camas, Gooding, Jerome, Twin Falls, Cassia, Blaine, Lincoln, Minidoka, Lemhi, Custer, and Butte counties.
District No. 4: Clark, Fremont, Jefferson, Madison, Teton, Bingham, Bonneville, Power, Bannock, Caribou, Oneida, Franklin, and Bear Lake counties.

** No more than 50% of the total budget may be spent within a single IWRB district. This limit may be waived if there are no competing funding demands.*