



IWRB Flood Management Grant Program Criteria

The Idaho Water Resource Board (IWRB) Flood Management Grant Funding Program provides 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.

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.

Eligible Entities: Flood Control Districts, Drainage Districts, Irrigation Districts, Canal Companies, Municipalities, and Counties. Other public entities are eligible to apply.

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
- Applicant 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
- Funds may be reallocated if no response is received by the applicant within a calendar year after the grant award date
- Contract term will not exceed 3 years after the grant funding award (date of IWRB Resolution) unless an extension is approved by IWRB or authorized representative

Matching Funds for Projects:

- Entities requesting funding for flood management grant projects must provide at least 50% matching cost-share funding with non-state dollars. Projects that include higher cost share amounts will be prioritized during project evaluations (see evaluation criteria).
- In-kind services can be used for 30% of the total project's costs. Legal/Administrative in-kind services are limited to 5% of total project costs.

- EXAMPLE: For a \$100K project, applicant would have to provide at least \$50K in matching cost share funding. Of the \$50K, the applicant could provide up to \$30K in in-kind services, of which \$5,000 could be in legal/administrative costs, and \$20K in cash to meet the matching cost-share requirement.

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

- A cover letter, on applicant's letterhead, addressed to the IWRB, that includes a brief project summary and the project manager's contact information. The project description should include the funding request dollar amount and expected total project cost.
- Grant application document that includes the following:
 - Project purpose and description of urgency regarding repair or improvement
 - Photographs and description of damage, if applicable
 - Project location (county, water source, PLS and/or Lat/Long), including map
 - Benefits achieved (stream channel repair, stream channel improvement, flood risk reduction, water quality improvement, other ecological benefits)
 - Assessment of alternative solutions, providing reasoning for chosen solution
 - Project timeline, including start and completion date
 - Detailed cost estimates, including all labor and materials. In-kind work must be included in cost estimates.
 - Entity's relevant experience or contractor's relevant experience completing stream channel repair or improvement projects
 - Summary table that documents 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.
- Documentation that local stakeholders have been consulted. If the project is within an active Flood Control District, the applicant must include a letter of support.
- Conceptual Design Documents
- Required regulatory approval and permit documents; if project has not yet received permit documents, note this in the application document and provide permit timeline.

Evaluation Criteria: Projects that are determined not to be flood-related by staff will be declared ineligible and not scored. To maximize the effective and efficient use of available funds, the applications will be evaluated, scored (*125-point scale*), and ranked according to the following criteria:

First Time Applicant (5 points)

Application Professionalism and Clarity (up to 20 points)

- Cover letter and grant document are well-written and clearly state the goals and objectives of the project (10 points)
- Project map clearly shows the project location (10 points)

Effectiveness of Project (up to 40 points)

- Urgency of the project is explained (10 points)
- The benefits of the project are explained, and are measurable (20 points)
- Grant application considers alternatives solutions and explains why the chosen solution is most beneficial (10 points)

Readiness of Project (60 points)

- Description of applying entity and project leadership, documentation of expertise in subject matter of project (10 points)
- Documentation of project support from other stakeholders (10 points)
- The project schedule demonstrates the applicant has considered essential milestones (10 points)
- The cost estimate for the project budget is detailed and clearly accounts for all labor and material costs, including in-kind work (10 points)
- Projects that propose matching cost-share amounts above 50% will receive additional points in their score (1 point for each additional 1% up to 20 additional points)

Application Submission:

- Applications can be emailed to IWRBGrants@idwr.idaho.gov. Applications that are emailed must be received by 11:59 pm on the application due date.
- Applications that are mailed must be received by 11:59 pm 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:

- Application deadline on the first Friday of June
- IWRB staff present funding recommendations to IWRB Finance Committee
- Funding awarded at the July IWRB meeting
- IWRB staff will notify project applicants of grant approval and will administer cost-reimbursement contracts
- IWRB will reimburse grantees for project costs upon submittal of funding reimbursement request

Cost-Reimbursement Process:

- Funds will be distributed upon applicant submitting funding reimbursement requests to the IWRB
- Applicant funding requests shall include a cover letter which shall include a description of the project activities, dates for performing the project activities, and contractor or supplier invoices
- In-kind services, labor, and materials must be invoiced to applicant to be eligible for reimbursement
- Invoices should be sent to IdwrPayable@idwr.idaho.gov
- A certificate of project completion shall be issued by the applicant in order to receive final reimbursement

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.

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